

**CANDIA SCHOOL BOARD MEETING  
THURSDAY, SEPTEMBER 7, 2017 AT 6:00 P.M.  
HENRY W. MOORE SCHOOL MEDIA CENTER**

**These minutes have been approved.**

Matt Woodrow, Chair, called the meeting to order at 6:00 p.m. Those in attendance were Board members Becky Cronk, Dana Buckley, and Stephanie Helmig; Principal, Dr. Robert St. Cyr; Assistant Principal, Michelle Lavallee; Director of Student Services, Kathryn Duncan; Technology Director, Dan Roma; Superintendent, Charles P. (Phil) Littlefield; Assistant Superintendent, Marge Polak, and Business Administrator, Karen Lessard.

Bob St. Cyr introduced Ben LaFlamme and Liam Yeatman, Moore School flag raisers, who led the attendees in the Pledge of Allegiance.

**PROOF OF POSTING**

Dr. Littlefield provided proof of posting.

**APPROVAL OF MINUTES**

The Board reviewed the minutes.

Motion by Becky Cronk, seconded by Stephanie Helmig, to accept the minutes of the Candia School Board Meeting on August 17, 2017, with the following amendment. Under Finance/Operations, third motion should read Motion by 'Kim Royer' to move the 'August 17, 2017 manifest' and the motion carried unanimously.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

Linda Murphy of Merrill Road asked the Board to consider adding a Pinkerton bus stop to the end of Merrill Road, citing the speed limit and the amount of traffic on Rte. 27 where her daughter has to walk to the current bus stop.

Kim White, Moore School Special Education Teacher said the start to school was 'awesome' and that they are off to a great start.

**PRESENTATIONS**

**HL TURNER**

Dr. Littlefield stated that the HL Turner Group was asked to look at two issues at the Moore School; bringing the Nurse's and Science area's into the 21<sup>st</sup> Century. Doug Proctor and Bill Hickey spoke on behalf of the Turner Group and presented a plan. Matt Woodrow asked school administrators if they anticipated any issues with moving the special education services from the front of the building, to which Bob St. Cyr and Kathryn Duncan said they did not. Dana Buckley asked the cost of the proposed project, to which Doug Proctor stated that the unverified figure was approximately \$250,000-\$280,000. That figure would be verified in about two weeks. Becky Cronk asked how long of a process this would be. They said that with prior planning and having everything in place by the end of school, it could be done over the summer vacation months. Matt Woodrow stated that the Board must discuss this further when working on the budget.

**FACILITIES**

Becky Cronk showed a facilities presentation, highlighting new items which included a new lift, flooring, lockers, windows, blinds, and sign. She also said that everything on the list has been accomplished. Matt Woodrow asked Lynda Byrne what the next big project would be, to which Lynda stated that she would like to continue to add more new windows, finish the flooring in the 8<sup>th</sup> grade wing, and to continue painting. She added that, though they are ok, she would like to replace the asbestos tiling as well.

**UPDATES FROM DR. CHARLES P. LITTLEFIELD, SUPERINTENDENT OF SAU #15**

No new updates.

**REPORTS**

**Reports of Administrators**

Becky Cronk asked Marge Polak about the Effective 3-Dimensional Science Class Project, to which Marge said it was teaching teachers to be trainers. Mary Pacheco spoke briefly about her experience with the grant-funded professional development, saying it was intense, valuable, and a great experience. Marge went on to talk about piloting the science program in K-5 beginning in October, and that grades 6, 7, and 8 will be looking to pilot different programs next year.

Stephanie Helmig asked if there has been a switch to competency-based grading, to which Marge stated that there is a requirement to have grade levels competency-based by July 2018, and report cards will be based on these. Stephanie asked if numeric grades would still be used, to which Marge said they would be, but those competencies would allow for more information for parents. Stephanie asked if the Board decides if they want competency-based grading system, to which Dr. Littlefield stated that they generally do not, but that the Board and Administration work as a team. Referring to Next Generation Science Standards, Dana Buckley stated that he felt that the Board should have a say whether or not to implement standards. Dr. Littlefield stated that Boards have not been involved in implementing standards in the past, but it is within their power to choose not to adopt the Next Generation Science Standards. He added, however, that doing so would put Candia out of sync with everyone else. He said that other districts have tried creating their own standards, at a cost to their districts, only to find their standards were very close to the state standards. Becky Cronk stated that Next Generation Science Standards are a way to teach critical thinking. Becky Cronk asked Dan Roma how the new system is working for Food Service, to which Dan stated that it is going very well.

### **Reports of Committees**

Stephanie Helmig reported that the Budget Committee will meet next week.

Becky Cronk reported that the Facilities Committee will begin meeting shortly. Bussing for high school is an issue and Becky and Karen Lessard will be evaluating high school busses and bus stops after school has been in session for a couple weeks and ridership can be better determined.

Matt Woodrow reported that there will be another transition at NHSBA, as Bud Fitch has left for a position elsewhere.

## **OLD BUSINESS**

### **Goals**

Dr. Littlefield presented the Goals and stated that the leadership team meets monthly. The Goals sheets will be color-coded monthly, and the specifics that tie to the sheet will be in each of the administrators' monthly reports.

Stephanie Helmig asked when staff is required to notify the Board of their retirement. Dr. Littlefield stated that veteran teachers who are eligible for a retirement package need to notify his office by October 1 prior to their retirement. This is for budgetary purposes. A letter of retirement should be submitted in the spring prior to their retirement so the Board may act on it.

Matt Woodrow would like Dan Roma to look into the PowerSchool Analytics portal.

### **Superintendent Transition Team**

Becky Cronk stated that the Superintendent Transition Team is scheduled to meet the Monday after the SAU Meeting. She said that Bob Lister showed the template to the committee and each district is gathering data points. They will review at their October meeting. Discussion ensued relative to the timeline and of the other districts also searching to for a Superintendent.

### **Videotaping of Meetings**

Motion by Matt Woodrow, seconded by Becky Cronk, to table indefinitely, the discussion of videotaping of meetings, and the motion carried unanimously.

## **NEW BUSINESS**

### **Board Tour of Pinkerton Academy**

Matt Woodrow stated the Board was invited on a tour of Pinkerton. He will coordinate a date and time.

### **Budget Timeline**

The Board decided to meet on November 1 from 4:00-8:00 p.m., and then again on November 2 from 4:00 – 6:00 p.m. if necessary.

### **Field Trip Request**

Motion by Matt Woodrow, seconded by Dana Buckley, to approve the field trip to New York City as requested, and the motion carried unanimously.

## **POLICY REVIEW**

### **2<sup>nd</sup> Reading/Approval**

Dana Buckley summarized the policies before the Board.

Motion by Dana Buckley, seconded by Becky Cronk, to approve Policies BDA, BDC, BDD, BDG, IGA, and IDG, as presented for a second reading, and the motion carried unanimously.

#### **1<sup>st</sup> Reading/Review**

Motion by Dana Buckley, seconded by Stephanie Helmig, to eliminate Policies BEDA and BF, and the motion carried unanimously.

Motion by Dana Buckley, seconded by Stephanie Helmig, to approve the first reading of Policies BEAA, BEDD, and BEDH, and the motion carried unanimously.

DID will return on the next agenda as a first reading as a page of that policy was missing from the packet.

### **FINANCE/OPERATIONS**

#### **Review of Expenditure Manifest and Action Relating Thereto**

Motion by Becky Cronk, seconded by Stephanie Helmig, to move the September 7, 2017 manifest in the amount of \$347,127.64, and the motion carried unanimously.

#### **Budget Adjustments**

The budget adjustments were reviewed. Stephanie Helmig asked if there is an emergency special education fund, to which Dr. Littlefield stated that there cannot be a contingency fund, but that there is an expendable trust fund for such cases.

Motion by Becky Cronk, seconded by Stephanie Helmig, to approve the budget adjustments as presented, and the motion carried unanimously.

#### **Expenditure Report**

The expenditure report was reviewed. Stephanie Helmig stated that any funds left over shows that the board and administrators did a good job in budgeting. Karen Lessard stated that funds left over becomes the fund balance and this year it is approximately \$100,000. Dana Buckley asked what it has been for the last few years to which Karen stated it has been between \$200,000 and \$300,000. Discussion ensued relative to fund balance and summer projects.

#### **Revenue Report**

The revenue report was reviewed.

### **PERSONNEL (if necessary)**

#### **Ratification of Superintendent's Nomination**

Motion by Becky Cronk, seconded by Matt Woodrow, to approve the ratification of the Superintendent's nomination of Ellen Doherty, and the motion carried unanimously.

#### **Co-Curricular Nominations**

Motion by Dana Buckley, seconded by Becky Cronk, to accept the co-curricular nominations as presented. With Stephanie Helmig abstaining as her husband is on the list of nominees, all others in favor, the motion carried in the affirmative.

#### **Staff List**

The Staff List was provided in the packet as requested.

### **NON-PUBLIC SESSION RSA 91-A: 3 Sections II (if needed)**

No need

### **INFORMATIONAL ITEMS AND CORRESPONDENCE**

NHSBA Call for Resolutions

Dr. Littlefield explained the process that the Board would take should they decide to submit a resolution for consideration through the NHSBA.

SAU Board Meeting October 11, 2017 (in Hooksett)

### **NEXT / UPCOMING AGENDA ITEMS**

Structure of Grading System

High School Bus Routes

HL Turner Group Renovation Project

### **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

Dick Snow from East Candia addressed the Board with regard to the Municipal Technical Assessment Grant and to the fact that Southern New Hampshire Planning has a 10-year plan. He said this might affect the highways in the area of the Moore School. He stressed that the Board should be aware of those possible changes when planning facility projects.

Mark Chalbeck from Podunk Road asked to Board to consider budgeting for a foreign language teacher. Sandra Truby from High St. agreed with Mr. Chalbeck, and stressed that having a full time foreign language teacher is very important. Stephanie Helmig said that it is one of the Board's goals.

**ADJOURNMENT**

Motion by Stephanie Helmig, seconded by Dana Buckley to adjourn the meeting at 7:48 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be held Thursday, October 5, 2017 at 6:00 p.m. at the Henry W. Moore School Media Center.

Respectfully submitted,

Rebecca SJ McCarthy  
Recording Secretary