

**CANDIA SCHOOL BOARD MEETING  
THURSDAY, AUGUST 16, 2018 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 Mark Chalbeck, Dana Buckley, Kim Royer, and Stephanie Helmig (6:01 p.m.); Principal, Becky Wing; Assistant Principal, Michelle Lavallee; Director of Student Services, Kathryn Duncan; Technology Director, Chris Jamrog; Superintendent, Charles P. (Phil) Littlefield; Assistant Superintendent, Marge Polak, and Business Administrator, Karen Lessard.

Matt Woodrow led the attendees in the Pledge of Allegiance.

**PROOF OF POSTING**

Dr. Littlefield provided proof of posting.

**STATE REPRESENTATIVE INTRODUCTIONS**

Rebecca Hutchinson, Kevin Verville, James Spillane, and Katrina Langlois were in attendance. All are running for State Representative of Rockingham District Two. Each candidate gave a brief bio and reason for running.

**APPROVAL OF MINUTES**

The Board reviewed the minutes. Mark Chalbeck took exception to the fact that one of his questions on clarification of authorizing the Superintendent to hire over the summer months was not included in the minutes. He requested that the board enter into discussions on recording minutes. Dr. Littlefield stated that minutes could be amended but that another source could not be used to debate minutes. Mr. Chalbeck stated that he did not want to amend the minutes as he felt too much time had passed to get his exact quote.

Motion by Matt Woodrow, seconded by Dana Buckley, to accept the minutes of the Candia School Board Meeting on June 7, 2018, and the motion carried unanimously.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

Resident Judi Lindsey welcomed the board as well as Becky Wing and Chris Jamrog.

Matt welcomed new Principal, Becky Wing and Technology Director, Chris Jamrog. Becky told the board that she's had 33 meetings with staff thus far which has been a wonderful experience and providing insight. She said the administrators are preparing for opening day. She has interviewed of families opting to leave HMS, and of those who are returning. As of 8/16/18, enrollment is at 295. Becky introduced Chris Jamrog who spoke briefly of how he came to be Candia's newest Technology Director.

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

Dr. Littlefield displayed the brochure for the Superintendent vacancy. These will go out to all school districts in New Hampshire and Massachusetts, and the posting will be advertised on Friday, August, 24. The first meeting of the Screening Committee will be held on August 27. He said the bulk of the interviews will be conducted by the board as a whole.

**OLD BUSINESS**

**Goals**

The goals were reviewed. Dr. Littlefield said these were compiled by Marge Polak from the retreat.

**NEW BUSINESS**

**Instructional Time Schedule**

Dr. Littlefield stated that Instructional Time Schedules are before the board annually, as required by Ed. Rules. Becky Wing explained changes from last year.

Motion by Matt Woodrow, seconded by Stephanie Helmig, to approve the 18/19 Instructional Time Schedule as presented, and the motion carried unanimously.

### **Schedule Joint Meetings with Selectmen**

Budget Committee Chair, Susan Young was in attendance to discuss the possibility of the School Board meeting with the Budget Committee. She stated the goal is to open up dialog and to possibly coordinate efforts regarding planning and financing of large projects in both the town and the school district and town, in order to stabilize the tax rate. She said working together would benefit the entire community. The board was in agreement and welcomed the idea. They will meet with the Budget Committee at 6:00 on September 24, prior to the 7:00 Budget Committee meeting.

### **NHSBA Workshop Offer**

The board reviewed a new NHSBA Workshop offer, but passed on taking part.

### **Facilities Discussion**

Mark Chalbeck said the Facilities Committee met and requested input from the board regarding how much of the budget could be used to address problems found in the Turner Group report. He said there are significant needs which included roof repair/ceiling tiles/lighting/strobes and sirens related to fire alarms systems. He also spoke of renovation of the nurse's office. Asked by Matt Woodrow if they are in violation of life and safety issues, Dr. Littlefield said not currently, but the potential is there if some things aren't addressed. Kim Royer referred to the 5-year plan and asked if everything on the 17/18 list has been completed. Karen Lessard replied most have been. Karen added that the 18/19 projects are mostly done, as most work is done during the summer months. Kim suggested that that other, non-essential things, could be pushed back to take care of imminent needs. She said theoretically, all projects should have a price, totaled, then divided by ten to create a 10-year plan. Matt Woodrow requested a list of 5-10 things so the board could try to determine whether these things should be budgeted or if a warrant article would be more appropriate. Karen Lessard said the HL Turner Group will help with prioritizing and will firm up some financial quotes. She said Lynda Byrne is currently trying to get quotes on what the Facility Committee felt necessary for the upcoming budget. Dr. Littlefield suggested that the board give the Facilities Committee wide discretion to look at options. He said they could consider annual appropriations as well as bond items as this has been successful practice in Auburn and Hooksett. With regard to board direction for the Facilities Committee, Matt Woodrow said he would need more input from the HL Turner Group.

## **FINANCE/OPERATIONS**

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

Motion by Mark Chalbeck, seconded by Dana Buckley, to move the June 30, 2018 manifest in the amount of \$783,544.88, and the motion carried unanimously.

Motion by Mark Chalbeck, seconded by Stephanie Helmig, to move the July 30, 2018 manifest in the amount of \$346,480.25, and the motion carried unanimously.

Motion by Kim Royer, seconded by Matt Woodrow, to move the August 16, 2018 manifest in the amount of \$247,421.31, and the motion carried unanimously.

### **Budget Adjustments**

Budget adjustments were reviewed. Stephanie Helmig asked for clarification of a SPED High School Tuition adjustment.

Motion by Kim Royer, seconded by Dana Buckley, to approve the budget adjustments as presented, and the motion carried unanimously.

### **Revenue Report**

The Revenue Report was reviewed.

## **PERSONNEL**

### **Ratification of Superintendent's Appointment**

Motion by Kim Royer, seconded by Dana Buckley, to approve the ratification of the Superintendent's Appointment of Katelyn Heath, and the motion carried unanimously.

Motion by Kim Royer, seconded by Matt Woodrow, to approve of the Superintendent's Appointment of Melissa Denton for the 18/19 school year, and the motion carried unanimously.

### **Co-Curricular Assignments**

The Co-Curricular Assignments were reviewed.

Motion by Matt Woodrow, seconded by Dana Buckley, to approve the Co-Curricular nominations as presented. With Stephanie Helmig abstaining due to a conflict of interest, all others in favor, the motion carried.

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

Not needed

## **INFORMATIONAL ITEMS AND CORRESPONDENCE**

Board Meetings Schedule

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

September:

- Administrator's Reports
- Board discussion of recording of board meetings
- Budget Workshop date(s)
- Joint meeting with Budget Committee date(s)
- Informal gathering with new staff 5:30 p.m.

November:

- Principal presentation of homework practices

Becky Wing stated that there will be a Meet and Greet on August 29 from 1:30-3:00, and the Open House has been scheduled for September 11 at 6:00 p.m. for grades 7 & 8, and September 25 from 5:00 – 7:30 p.m. for grades K-6. The Open House will focus on curriculum and various school organizations. Some discussion ensued relative to the part the board should play, if any, in the Open House. Dr. Littlefield suggested that the board give Principal Wing autonomy.

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

Resident Jen Maurice said the PTO has changed their meetings to the 2<sup>nd</sup> Tuesday of the month at 7:00 p.m. These meetings usually last two hours. There is a new President (Christina Morenz) and Secretary (Carly Carlotta).

### **ADJOURNMENT**

Motion by Matt Woodrow, seconded by Dana Buckley to adjourn the meeting at 7:39 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be held Thursday, September 6, 2018 at 6:00 p.m. at the Henry W. Moore School Media Center. The board will meet at 5:30 p.m. for an informal gathering to welcome new staff.

Respectfully submitted,

Rebecca SJ McCarthy  
Recording Secretary