

**CANDIA SCHOOL BOARD MEETING  
THURSDAY, SEPTEMBER 6, 2018 AT 6:00 P.M.  
HENRY W. MOORE SCHOOL MEDIA CENTER**

**These minutes have not been approved.**

Matt Woodrow, Chair, called the meeting to order at 6:03 p.m. Those in attendance were Board members Dana Buckley, Kim Royer, Mark Chalbeck, and Stephanie Helmig; 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.

Becky Wing introduced Karissa and Matthew, students who are new to Candia in grades 4 and Kindergarten, respectively, who led the attendees in the Pledge of Allegiance.

Ms. Wing then introduced three new staff members: Katelyn Heath, Amy Maxwell, and Melissa Denton.

**PROOF OF POSTING**

Dr. Littlefield provided proof of posting.

**APPROVAL OF MINUTES**

Motion by Kim Royer, seconded by Matt Woodrow, to accept the minutes of the Candia School Board Meeting on August 16, 2018, and the motion carried unanimously.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

No participation.

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

Dr. Littlefield stated that the Principal's report will now be a compilation of the Principal, Assistant Principal, Director of Student Services, Technology, and Maintenance reports. Matt Woodrow said it will eliminate redundancy, and Kim Royer said she liked the cohesiveness of the new format.

**REPORTS**

**Reports of Administrators**

Administrator Reports were reviewed.

Matt Woodrow asked Becky Wing how the first few days have been, to which Becky responded at how impressed she is with the staff. She said it is a supportive and positive environment for students and staff alike. Becky said they continue to monitor the pick-up and drop-off procedures. Kim Royer asked Chris Jamrog what happened to the former 8<sup>th</sup> graders' Chromebook, to which Chris stated the ones that were in good shape went to Grade 4.

**OLD BUSINESS**

**Goals**

Goals were reviewed.

**Recording of Board Meetings**

Mark Chalbeck stated that he would like meetings recorded similarly to how the Planning and Select Boards do it. Dana Buckley agreed and said there is no reason not to. Dr. Littlefield stated that what Hooksett uses allows for video recording and archiving. He suggested Chris Jamrog reach out to Dan Roma, the Moore School's former Technology Director, to resurrect what he had researched on the subject. Mark Chalbeck said that after reading these minutes, community members may offer ideas or assistance. Chris Jamrog will explore options and will do a presentation at the October meeting.

**NEW BUSINESS**

**Budget Workshop/Joint Committee Meeting Dates**

The board will have a joint meeting with the Selectmen on September 24, 2018 at 6:00 p.m., and will have their budget workshop on October 30, 2018 beginning at 4:00 p.m. They will meet again at 4:30 p.m. on November 1, 2018, to complete their budget workshop, with their board meeting immediately following.

**Budget Timeline**

The budget timeline was reviewed.

### **Washington, DC Field Trip Request**

Discussion ensued relative to funding field trips. Kim Royer urged the board to discuss budgeting field trips. She said she is not endorsing paying for the DC trip, but that there needs to be guidelines and decisions on the justification of field trips and funding of those trips. Mark Chalbeck stated it must be impartial, and Dana Buckley suggested that a policy be drafted.

Motion by Matt Woodrow, seconded by Dana Buckley, to approve the Washington, DC field trip as presented, and the motion carried unanimously.

### **Surplus Property**

Becky Wing explained that Physical Education teacher, Shaunna Isham, would like to auction off old sports banners to raise money for high jump mats for the track and field team. Becky said the new banners represent the old banners' wins by listing the years on them.

Motion by Matt Woodrow, seconded by Stephanie Helmig, to declare old sports banners as surplus property, and to dispose of them through an auction, and the motion carried unanimously.

## **FINANCE/OPERATIONS**

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

Motion by Kim Royer, seconded by Matt Woodrow, to move the September 6, 2018 manifest in the amount of \$386,125.51, and the motion carried unanimously.

### **Budget Adjustments**

Budget adjustments were reviewed.

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

### **Revenue Report**

The revenue report was in the packet for review.

## **PERSONNEL**

### **Co-Curricular Nominations**

Motion by Kim Royer, seconded by Dana Buckley, to approve the Co-Curricular nomination as presented, and the motion carried unanimously.

### **Staff List**

The board reviewed the staff list and thanked Becky Wing for including it in the packet.

Matt Woodrow asked for board input with regard to their respective committees.

Mark Chalbeck stated that the Facilities Committee met earlier in the day and discussed using \$9,343 of 18/19 funds for repairs that included roof repairs, window replacement, and adding emergency strobe lights in bathrooms. The committee also discussed other maintenance items. He added that another \$125,000 - \$150,000 would be used for floor tiles, outlets, refurbishing wood floors in classrooms and stage, replacement of cracked tiles, front entrance carpet and tile repair and for windows in the downstairs/front of the building. Kim Royer said they usually budget \$125,000 for maintenance, and how important it is to meet with the Selectmen with regard to maintenance needs. She said budget cuts are never made to curriculum, so maintenance usually gets the cuts.

Matt Woodrow stated that the NHSBA Delegate Assembly is slated for January 26, 2019.

Dana Buckley said as of August 27, there were four candidates for the Superintendent position.

Stephanie Helmig said the budget committee had a quiet summer.

With regard to homework practices, Kim Royer stated that the Moore School's expectations for middle school should be in line with the expectations at Pinkerton. Kim also stated that she would like an overview mid-year; where we are at and how things are going.

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

## **INFORMATIONAL ITEMS AND CORRESPONDENCE**

NHSBA Call for Resolutions

## **NEXT / UPCOMING AGENDA ITEMS**

Pinkerton Academy Liaison

Policies-1<sup>st</sup> Reading

Enrollments

Presentation on Recording Meetings

Pinkerton Trustees

Board meeting with the Selectmen

Budget Workshop(s)

November: Principal presentation on Homework Practices

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

Teacher, Mary Pacheco, said the SAU offered another Science training over the summer which was attended by five Candia teachers. She said that a teacher was able to use some of that training in her math class today.

Lisa Cote, resident and paraprofessional, spoke on behalf of resident Al Hall, asking how many people applied for the Superintendent's position and when their names would be made public. Lisa, the former president of the PTO, added that Christina Morenz has taken over that position and that upcoming events include movie night and the fall fundraiser. She also said the PTO just purchased backboards for the outside courts. Dana Buckley stated that there were four candidates as of August 27, but all personal information is confidential until they become finalists.

**ADJOURNMENT**

Motion by Stephanie Helmig, seconded by Dana Buckley to adjourn the meeting at 7:12 p.m., and the motion carried unanimously.

The next regularly scheduled Candia School Board Meeting will be held Thursday, October 4, 2018, at 6:00 p.m. at the Henry W. Moore School Media Center.

There will be an SAU Board meeting on Wednesday, October 17, 2018, at 6:30 p.m., in the Auburn Village School Media Center.

Respectfully submitted,

Rebecca SJ McCarthy  
Recording Secretary