

HOOKSETT SCHOOL BOARD MEETING–December 20, 2016

Approved

HOOKSETT SCHOOL BOARD MEETING MINUTES

Tuesday, December 20, 2016 – 6:00 p.m.

**LOCATION OF MEETING: David R. Cawley Middle School Media
Center**

CALL TO ORDER

Mike Berry, Chair called the meeting to order at 6:00 pm.

Pledge of Allegiance

ATTENDANCE

Mike Berry, Chair, Amy Boilard, Phil Denbow, Greg Martakos, Kara Salvas and Jim Sullivan.

Lindsay Laliberte arrived at 6:20 pm.

Staff: Dr. Phil Littlefield, Superintendent, Marge Polak, Assistant Superintendent, and Karen Lessard, Business Administrator.

PROOF OF POSTING

Dr. Littlefield provided proof of posting.

APPROVAL OF MINUTES

Approval of December 6, 2016 Minutes

A. Boilard motioned to approve the minutes of December 6, 2016. Seconded by G. Martakos.

Correction: Pledge was Charlie from Underhill

Vote unanimously in favor.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

REPORTS

Report of the Superintendent (**informational**)

The tentative agreement with the Hooksett Education Association is on the agenda.

Through mediation we can to an agreement.

The Communication Subcommittee did a program on the development of a school budget and provided important information and will air on the website tomorrow. Kara Salvas, Phil Denbow and Jim Sullivan were involved and it was produced by Cawley students. Hopefully this is the first of several videos that will put us in touch with the public.

Committee Updates

G. Martakos: the first meeting of the Budget committee resulted in \$45,000 in cuts with another meeting planned for this Thursday.

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J. Sullivan: The Communication Committee met and they are looking forward to having more topics to discuss.

UPDATES FROM DR. CHARLES P. LITTLEFIELD, Superintendent of Schools

PRESENTATION(S) – ALPS

The ALPS presentation was made by Principals Ben Loi and Steve HARRISES. (See website for complete presentation.)

PERSONNEL

No action

FINANCE:

Manifest

P. Denbow motioned to approve the December 20, 2016 manifest in the amount of \$776,914.98. Seconded by K. Salvas.

Vote unanimously in favor.

Budget Adjustments

A. Boilard motioned to approve the Budget Adjustments in the amount of \$5480. Seconded by P. Denbow.

Vote unanimously in favor

OLD BUSINESS

Hooksett School Board Goals

Updates were made as necessary

NEW BUSINESS

Ratification of HEA Agreement

A. Boilard motioned to ratify the Hooksett Education Association Tentative Agreement dated December 12, 2016. Seconded by Lindsay Laliberte.

A. Boilard: We always take the existing contract and anything highlighted is new text. Co-curricular stipends are being put on an upward mobility with a 5% increase starting next year and in 2018 it will get a cost of living increase. Active duty language and leave duty language. Planning time was evened out at Underhill and Memorial. Cawley was never an issue. Grades K-5 had less planning time and is now written into the contract. Course reimbursement has gone up. The number stayed in the high 20's for a few years. We bumped it up to \$34,000. Sick leave will be given day one in a lump sum and will not be earned. Retirement, if teachers inform the district by October 15 of this year to retire next year, they get an incentive for giving notice in advance. It was \$17,000. In 2017 to \$2020 it will be inched up. Health insurance will remain on the yellow plan. In year one there is no change but it will start moving up 1.5% each year. Raise the life insurance from \$40,000 to \$50,000 for everyone. Salary year one they will have a 1% increase plus step (depending on the years of service and education), year 2 step plus 1.75% which correlates to the increase in health insurance, year 3 it is step plus 1.5%. Once they reach

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the end of their steps, we will have longevity salary increase of \$500 for 24 years, 25 to 35 year they would get \$1000.

K. Lessard: The amount will be stated when you do the warrant article.

Dr. Littlefield: The Board has to ratify the tentative agreement negotiated by the team. The amount will be given when we vote on the warrant article.

G. Martakos: What happens to sick leave when an employee leaves the district? Is it a lump sum?

A. Boilard: the only lump paid at retirement is the retirement incentive.

G. Martakos: the sabbatical leave states they must return and do 3 more years; do we hold them to that?

Dr. Littlefield: That is common language and there was no change to that.

L. Laliberte: Is there any incentive to not use their sick leave.

Dr. Littlefield: There were many proposals that don't end up in the agreement. The two things mentioned tonight were seen but we didn't say yes. They get 15 plus 3 personals. It was the subject of discussion during collective bargaining.

Vote unanimously in favor

1st Reading Policies

Investment

J. Sullivan: This is housekeeping and clarifies how the checks will be handled.

Procedural Safeguard/Non-discrimination on the Basis of Handicap or Disability

J. Sullivan: This is required by law and any changes in law would be done automatically.

Access to Minutes and Public Records

J. Sullivan: Recommended changes based on legislative changes which are reflected in the policy changes.

Dr. Littlefield: You can't charge for time, you can only charge for material. You cannot charge for anything electronic.

Emergency Care and First Aid

J. Sullivan: This addresses the new statute requirements for the use of those items.

Student Transportation Services

J. Sullivan: This was recommended due to passage in house of requirements for Charter Schools. We also eliminated Manchester because of the dual choice model which we have adopted. We added specifically the process for students on one side of the river compared to the other side of the river.

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P. Denbow: Have we looked at ridership on the buses. We discussed this at the beginning of the year.

K. Lessard: We can take a look at that.

Food Service Management “New”

J. Sullivan: This is a new policy based on legislative changes; “Serving lunches to all students regardless of their ability to pay.” This is recommended based on the changes.

Background Investigation and Criminal Records

J. Sullivan: Required by law; in response to a Senate bill requiring background check including listing of any crime be reported to the Superintendent. It also states “or has charges pending” which is new and Eliminated references 1 through 7.

M. Berry: addition “referenced in RSA” in place of above.

K. Lessard: Get rid of “of the following” because they are not following.

Procedural Safeguards for Children with Disabilities

J. Sullivan: This is for non-discrimination and taking one paragraph out similar to ACE.

Special Education Evaluation Procedures “New”

J. Sullivan: his is new.

J. Sullivan motioned to approve the first readings as amended. Seconded by G. Martakos.

Vote unanimously in favor.

Video and Audio Recording on School Property

J. Sullivan: This clarifies legislative amendment regarding video and audio recording devices in the classroom.

Dr. Littlefield: The policy here is to address issues with the new law. There are times when we want to access a video, and I call our counsel to get his opinion.

Chance of School Lunch

J. Sullivan: This language was changed for debt collection.

Evaluation Requirements for Children with Specific Learning Disabilities.

J. Sullivan: This is required by law. Significant changes and amendments following NHSBA consult with NHDOE Special Education Department’s Procedural Safeguards. This is to ensure compliance of all Special Education rules and to ensure consistency with NHDOE regulations. We are adopting similar language so if there are changes we don’t have to continually review it.

Patriotic Exercises

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J. Sullivan: This is necessary due to passage of House Bill requiring school districts to engage in certain patriotic exercises.

Dr. Littlefield: This includes the pledge and Federal laws require us to conduct activities on September 17th which is Constitution Day and State Law which requires us to recognize Veterans Day and Memorial Day. This is observance of those 3 patriotic days.

K. Salvas: Can we include the line which was removed regarding people in corridor areas?

Dr. Littlefield: Keep the paragraph that begins with people and move it into the sentence that says voluntary.

Dr. Littlefield: There has to be a certain amount of instruction on what the Pledge of Allegiance is. I think as part of that, I would have a problem urging anyone to take any kind of an oath. We need to provide the opportunity for students to recite the Pledge and those that choose not to without disruption to do so.

Change of School or Assignment

J. Sullivan: Required by Law. Minor amendment necessary as a result of Senate Bill to clarify placement or change of school assignment made pursuant to a student's special education needs and services does not constitute a change of placement.

Access to Public School Programs by Non-public Charter School and Home Educated pupils "New"

J. Sullivan: This is optional. Response to passage of House Bill that now includes charter school students in the equal access to school district programs. Policy seeks to clarify statute and put school boards and administrators on notice of its provisions.

Administering Medication to students

J. Sullivan: This is necessary due to passage of Senate Bill relative to pupil use of epinephrine, bronchodilators, spacers and nebulizers in school.

L. Laliberte: I thought that the child can have an inhaler on their person with the sign off of the school and parent but the nurse would also have a rescue inhaler in her office to administer if needed.

Dr. Littlefield: I don't know. It is very complicated. It is RSA200 that deals with emergency care. We depend on NHSBA to write these.

L. Laliberte: I am working with someone to work on getting the inhalers in the school at no cost. I will re-read the RSA.

Dr. Littlefield: the student may possess and use an inhaler.

J. Sullivan: This is the first reading and any changes can still be made.

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K. Salvas: Could we move on and get clarification from NHSBA.

Dr. Littlefield: There is a policy JLCB which is similar to ours. Amendments to this policy are necessary due to the passage of Senate Bill 25 relative to pupil use of epinephrine and the use of, bronchodilators, spacers and nebulizers in school. I think this addresses those changes.

Dr. Littlefield: What we may do is substitute this policy with the exact NHSBA policy.

Title I Family and Community Engagement Policy

J. Sullivan: Required by Law. Due to passage of ESSA, the changes made through this policy are intended to address Title I requirements.

Relations with Police Authorities

J. Sullivan: Amendments are necessary due to the passage of House Bill. These legislative amendments require school boards adopt a policy and enter into a memorandum of understanding with local law enforcement agencies “if the school district will be using a school resource officer who also serves as a law enforcement officer with a local law enforcement agency.” The policy and memorandum of understanding are required by law if Districts proceed in this manner.

G. Martakos: Change Office to Officer

J. Sullivan motioned to approve the first reading except for policy JLCD as included in the School Board Packet for December 20, 2016. Seconded by P. Denbow. Vote unanimously in favor.

Warrant Articles

K. Lessard: There are 5 Warrant Articles, possibly 6 if we add the security.

A. Boilard to add to our Warrant Article list a Security System for Memorial School based on the recommendation by Homeland Security. Seconded by P. Denbow. Vote unanimously in favor

Article 2 Collective Bargaining Agreement between the Hooksett School District and the Hooksett Education Association

Article 3 Collective Bargaining Agreement between the Hooksett School District and the Hooksett Education Support Professionals

Article 4 – Operating Budget

Article 5 – Construction and Equipment Capital Reserve Fund

Full Day Kindergarten Implementation Plan — Discussion

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Dr. Littlefield: We probably will not reconfigure Underhill and Memorial and we will need to know what you want to do to reconfigure the school. The committee will visit the school and present their findings at a Board meeting.

I ask for a conceptual plan for full day Kindergarten. Also was a facility study and analyze what systems look like for the future. I wanted them put together in one proposal and I hope we would pay less for the combined proposal.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

NON-PUBLIC SESSION – RSA 91-a:3 Section II (c)

M. Berry motioned to enter into non-public session per RSA 91-a:3 Section II (c) at 9:07 pm. Seconded by G. Martakos to enter into non-public session under RSA 91-A:3 Section II (c).

Roll Call Vote

J. Sullivan Yes

L. Laliberte Yes

K. Salvas Yes

P. Denbow Yes

G. Martakos Yes

A. Boilard Yes

M. Berry Yes

The session also included Superintendent Charles P. Littlefield.

The Board re-entered public session at 9:21 pm.

G. Martakos motioned to seal the minutes of the non-public session. Seconded by A. Boilard.

Vote unanimously in favor

ADJOURNMENT

A. Boilard motioned to adjourn at 9:23 pm. Seconded by G. Martakos.

Vote unanimously in favor.

Respectfully submitted,

Lee Ann Moynihan

The next regularly scheduled meeting of the Hooksett School Board is **Tuesday, January 3, 2017** at 6:00 p.m. at David R. Cawley Middle School Media Center