

HOOKSETT SCHOOL BOARD MEETING – August 15, 2017

Approved

HOOKSETT SCHOOL BOARD MEETING

Minutes

Tuesday, August 15, 2017 – 5:00 p.m.

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

CALL TO ORDER

Chairman Phil Denbow called the meeting to order at 5:02 pm.

Pledge of Allegiance

ATTENDANCE

Phil Denbow, Lindsey Laliberte (arrived at 5:20 pm), Greg Martakos (arrived at 5:45 pm), Kara Salvas, James Sullivan and Allan Whatley.

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

PROOF OF POSTING

Dr. Charles P. Littlefield provided proof of posting.

APPROVAL OF MINUTES

Approval of June 6, 2017 Minutes

J. Sullivan motioned to approve the minutes of the June 6, 2017 meeting. Seconded by A. Whatley.

Correction: page 3- Terry Hanson should be Carrie Hanson

Vote unanimously in favor.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No public comments

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

Dr. Littlefield distributed the list of Board approved goals established at the retreat.

PRESENTATION – HL Turner Group

The presentation has been rescheduled to September 5th and will include:

- **Kindergarten space at Underhill**
- **Presentation on the Underhill facility**
- **Report on the findings regarding the fields at Cawley**

PERSONNEL

Ratification of Superintendent's Nominations

J. Sullivan motioned to approve the ratification of the Superintendent's nomination of Andrew Hollock as an elementary education teacher. Seconded by K. Salvas.

Vote unanimously in favor

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*J. Sullivan motioned to approve the Superintendent's appointment of Tracey Ruest as an ALPS teacher. Seconded by A. Whatley.
Vote unanimously in favor*

L. Laliberte arrived at 5:20 pm.

*A. Whatley motioned to approve the Superintendent's appointment of Katie Sarette as a Social Studies teacher. Seconded by .
No second
Vote unanimously in favor*

*J. Sullivan motioned to approve the Superintendent's nomination of Heather Harrison as a special education teacher. Seconded by K. Salvas.
Vote unanimously in favor*

Co-Curricular Nominations

*K. Salvas motioned to approve the co-curricular assignments as presented. Seconded by A. Whatley.
Vote unanimously in favor.*

Resignations

*K. Salvas motioned to accept the resignation of Louis Cataldo. Seconded by L. Laliberte.
Vote unanimously in favor.*

FINANCE

Review of Manifest and Action Relating Thereto

*K. Salvas motioned to approve the manifest for June 20, 2017 in the amount of \$820,902.44. Seconded by J. Sullivan.
Vote unanimously in favor.*

*K. Salvas motioned to approve the manifest for June 30, 2017 in the amount of \$1,868,024.47. Seconded by L. Laliberte.
Vote unanimously in favor.*

*K. Salvas motioned to approve the manifest for July 1, 2017 in the amount of \$533,106.45. Seconded by L. Laliberte.
Vote unanimously in favor.*

*K. Salvas motioned to approve the manifest for July 27, 2017 in the amount of 1,757,528.77. Seconded by L. Laliberte.
Vote unanimously in favor.*

*K. Salvas motioned to approve the manifest for August 15, 2017 in the amount of \$761,320.87. Seconded by L. Laliberte.
Vote unanimously in favor.*

Budget Adjustments

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No budget adjustments

OLD BUSINESS

A. Whatley: I would like to report on the Superintendent Search Committee which met in July and were charged with coming up with an advertisement which will be approved at the October SAU Board meeting. I have given each Board member a copy of the plan with the help of some guidance counselors and an English teacher. I have sent a copy of this to each member of the committee. I would like this Board to look at it and if you have any comments or adjustments, I can incorporate that in October. Also, as a result of this search, our advisor indicated that we must be comfortable with putting this outside the State. I am asking the Board to think about this job description; we need to add a moving expense allowance for out of State candidates. I made a list of Superintendents that have been hired in the last six (6) months in New Hampshire and the salary range is from \$129,000 to \$159,000. I would suggest and presented at our July meeting...we should throw in a number of \$150,000. That would be a number we probably would not exceed.

Dr. Littlefield: At the October SAU meeting, I will bring a budget and at the next meeting in November they will approve it and there will be a discussion on what will be budgeted for the successor.

L. Laliberte will be reaching out to the Principals for their input to address the question; what leadership skills would they like to see in a Superintendent.

G. Martakos arrived at 5:45 pm.

Dr. Littlefield reminded the Board that the candidate will look for a cohesive SAU. You are not hiring a Hooksett, Auburn or Candia Superintendent. At your last SAU Board meeting, Ted Comstock laid out a process; there was not an actual vote but there was a consensus on the process. We need to be true to the process. My advice is the person will want to see uniformity. That is why we have the team to coordinate that process.

NEW BUSINESS

Instructional Time Schedules

Per the State rules, there is a requirement that the Board approve the school schedule annually. There have been no changes since last year. At the elementary level there is an emphasis on Language Arts, the next level has more math and it is equally distributed at the middle school.

G. Martakos motioned to approve the instructional time schedule for the 2017-2018 school year as presented. Seconded by K. Salvas.

Vote unanimously in favor.

Full-day Kindergarten – Discussion

Dr. Littlefield explained the proposed funding for kindergarten students. Some State aid will be provided and it is a step in the right direction.

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OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No public input

INFORMATIONAL ITEMS AND CORRESPONDENCE

Hooksett School Board Meetings Schedule*

Budget Workshop – October 3rd.

ADJOURNMENT (action required) –

J. Sullivan motioned to adjourn at 6:05 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, September 5, 2017 at 6:00 p.m.** at David R. Cawley Middle School Media Center.