

**WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING
AND JOINT BUDGET COMMITTEE SESSION**

Tuesday, December 20, 2016

Wilton-Lyndeborough Cooperative M/H School-Media Room

6:30 p.m.

Present: *Geoff Brock, Matt Ballou, Mark Legere, Charlie Post, Carol LeBlanc, Alex LoVerme via cell until arrival, and Harry Dailey after the Budget Co. Mtg.*

Superintendent Bryan Lane, Business Administrator Lise Tucker, Director of Student Support Services Betty Moore, Principals Brian Bagley, Tim O'Connell and Clerk Kristina Fowler

I. CALL TO ORDER

Chairman Brock called the meeting to order at 6:31 p.m.

II. ADJUSTMENTS TO THE AGENDA

Superintendent Lane added co-curricular salaries to the agenda.

III. PUBLIC COMMENTS

There was no public comment to report.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent Lane reviewed his report which included a successful first snow day. He had one "no call" day with no student safety issues and the buses were running on time (he had checked) and spoken with the road agents and all were in agreement with the decision to not delay school. He did not receive one parent phone call or email. They are still working through negotiations they have a tentative agreement signed as of today. It will be presented to the Board this evening. The budget is in the final stages with personnel being presented tonight. There is a health insurance piece that is pending Board approval then may go to the Budget Committee. A lead topic at the Superintendents meeting was opioid drug issues. He congratulated Ms. Levick, music teacher and the students for doing a great job with the winter concert. He has asked for a list of when the buildings will be open and this will be posted on the doors of each building during the break next week.

ii. Director of Student Support Services' Report

iii. Director of Technology's Report

The reports have been reviewed by the Board.

iv. General Fund Expenditures and Revenue 2016-2017

Ms. Tucker gave an overview of the forecast for the general fund. This document shows the general fund expenditures by object code, the budget balance grand total is \$144,820 and general fund revenue budget balance grand total is \$16,630. This gives us an approximate of \$162,000 for a fund balance at this time.

V. CONSENT AGENDA

There was no consent agenda.

VI. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Ms. LeBlanc and SECONDED by Mr. Legere to approve the minutes for December 6, 2016 as amended.

Voting: all aye; motion carried unanimously.

52
53 **b. NHSBA Resolutions/Delegate Assembly (Jan. 21)**

54 Superintendent Lane inquired if any member would like to attend. Mr. Ballou and Chairman Brock
55 gave a brief overview of the day. Mr. Legere graciously volunteered to attend.
56

57 **• SNOW PLOWING**

58 Mr. Post met with both town managers and the Lyndeborough Selectmen. He will attend the
59 Lyndeborough Selectmen's meeting tomorrow night.
60

61 **c. Non-Union Health Insurance**

62 This agenda item was moved to the joint session. See below
63

64 **d. Facilities Usage Fees**

65 Superintendent Lane explained that it had been brought to his attention that there are four groups
66 (Softball Clinic, WJAA Youth Basketball, Men's Basketball League, AAU Volleyball) using the
67 facilities without a representative in the building while they are doing their activities. He explained the
68 specifics of each group and acknowledged that we have a policy that is not being followed. One group
69 does not have an insurance waiver that he is aware of, none are being charged custodial fees, and there is
70 no staff person required to be present. The principals have advocated for two of the groups that serve
71 our students and have convinced him that they are viable. The Board has the authority to waive the
72 policy, the custodial fees, and waive someone not in the building with these groups. The Board could
73 choose to pay the custodial fees for the organizations that serve our students as they may not be in a
74 situation to handle the fees. Chairman Brock added that they had spent a lot of time creating this policy
75 and nothing has ever fit smoothly and it has been frustrating. Mr. Ballou noted something is missing in
76 the policy. They will discuss this further when Mr. Dailey is present.
77

78 Mr. Dailey joined the meeting at 7:03 p.m.
79

80 **VII. 7:00 P.M. JOINT BOARD & BUDGET COMMITTEE SESSION**

81 Present: Christine Tiedemann, John Kofalt, Mary Guild, Edwina Hastings, Ellen Pomer, Pam Altner and
82 Leslie Browne arrived at 7:09 p.m.
83

84 The committee was already in session as they had met prior at 6:30 p.m. Mr. Kofalt is the acting
85 Chairman.

86 **a. FY 2017-2018 Budget**

87 **i. Budget Adjustments.**

88 **• Non-Union Health Insurance**

89 Superintendent Lane reviewed a memo to the Board which states the upcoming health insurance budget
90 for non-union affiliated staff is \$455, 605. The determination for how much is paid by each person has
91 been determined by the contracts created and the Full Time Support Staff Employee Handbook. He is
92 proposing to create a level of consistency by "groupings" as currently there is not. He confirmed he
93 feels confident that by adopting this structure it will line up better with the other contracts *and* also
94 would be switching plans to the "yellow plan" of insurance. He then explained the "yellow plan". This
95 would result in savings to the district. He asked for a recommendation from the Board on this proposal.
96

97 *A MOTION was made by Mr. Dailey and SECONDED by Ms. LeBlanc to accept the plan as presented*
98 *by the Superintendent.*

99 *Voting: five ayes; (including Mr. Brock) two abstentions from Mr. Legere and Mr. Post, motion carried.*
100

101 Superintendent Lane recommended putting forth a reduction in the budget of \$35,960. The budget will
102 be adjusted by this amount.

103 **ii. Staffing & Benefits**

104 Superintendent Lane reviewed the staffing scenario presented to the Board and Budget Committee. He
105 has had conversations with the administrative staff. He described the scenario in detail. He is
106 recommending a reduction of two teaching positions and not filling one aide position that is due to
107 retirement at the end of the year.

108
109 He notes the district is lacking a defined vertically, articulated curriculum, an appropriate staff
110 development program and oversight as to how curriculum is being delivered as well as correcting
111 educational deficits early in a child's educational career. Citing test scores coming from NWEA and
112 Smarter Balanced, WLC is at the state average or just below. This is not acceptable to him. He is
113 recommending using this as an opportunity to create two positions in the district by repurposing the two
114 teaching positions. He is further recommending increasing two .8 teaching positions to full time. Due to
115 the retirement, these changes are essentially cost neutral.

116
117 The leadership team felt what was most needed was a Curriculum Coordinator and an Integrationist and
118 Response to Instruction Coordinator. The responsibilities of a Curriculum Coordinator would be for the
119 oversight of curriculum creation and updating for all grades and all disciplines, supervising curriculum
120 implementation for all grades and disciplines, coordinate all staff development activities, provide staff
121 development when appropriate, coordinate district wide assessments and manage Title 1 and Title 2.
122 The other position was an Integrationist and Response to Instruction (RTI) Coordinator whose
123 responsibilities would be to provide targeted instruction focusing on grades 1-3 in math and reading and
124 also working with grades 4-5. This person would work with teachers in identifying and prescribing
125 solutions when students are struggling. When asked about the high school students who may be
126 "floundering", he responded that they have been working on changing the WLC schedule going from 6
127 periods to 7 with the goal of identify the students who are struggling and the extra period will create
128 support for those students. Increases from .8 to full time are for the following; the computer teacher
129 who would become the Library Media Specialist at FRES. Her duties would include managing the
130 library as well as computer instruction with the students and for the elementary music teacher so she can
131 teach chorus in grades 6-12 and we will look for opportunities to grow music performance and education
132 at WLC.

133
134 Chairman Brock commented that the Curriculum Coordinator is something he has heard all
135 Superintendents and many teachers ask for. He would support this for the students.

136
137 Superintendent Lane added, these positons are positions he would be recommending regardless if there
138 was a RIF or not.

139 **iii. Van Proposal**

140 Superintendent Lane reviewed a proposal for a 15 passenger van. In the current budget the cost for
141 Career and Technical Education Center in Milford is \$20,332 and Co-curricular transportation is
142 \$26,037. He has received a quote from Hillsboro Ford that indicates a five year lease at an annual cost
143 of \$7,500. Our insurance carrier Primex has indicated this would be covered under our current policy
144 with no additional charge. We have an existing policy for a tractor. The itemized cost analysis is
145 \$16,690 for the lease, gas, driver, and 2 oil changes. The driver does not need a cdl license and no
146 special lights are required on the van as we are not transporting to or from a residence. This is a regular
147 passenger vehicle, and there is no stopping on railroad tracks. Drivers of the van would need to be
148 cleared prior to being approved to drive. To do this for SPED there would be added costs but it would
149 allow for greater savings. This may be something he would bring for next year pending how this works.
150 Per Ms. Tucker, the second year insurance premium would be \$500. Superintendent Lane explained a
151 substitute scenario would need to be created if the driver was sick and the coaches would be driving for
152 athletics. The van would be housed at WLC. There is not a loaner included in the lease therefore we
153 would need to work with the bus company similar to what we do for a field trip if there were an issue

with the van and it was out of service. Overall there would be a savings of \$10,142. Mr. Dailey objects due to the liability, it is just not something he is comfortable getting into. Chairman Brock added looking at the numbers; you are savings 20% with the potential of additional savings if it is successful.

Responding to a question from Mr. Post regarding when they might see an improvement in test scores, (Referring to the RTI position from the previous conversation) and Ms. Hastings asking about evaluation tools, Superintendent Lane responded, currently we use NWEA but there are other assessments that can be done on the Chromebooks. We can do these monthly instead of twice a year which would give us more information and it would come back within 24 hours. We will get baseline data on a regular basis and we would need to share that with the School Board. With internal data we can find the level of progress. Ms. Browne added that this sounds good and a focus that we need not that will meet the next biggest standard. Our scores have not changed and we need to keep the focus on what the kids and teachers need. Superintendent Lane responded that the proof is looking at the internal assessments.

b. Warrants

Superintendent Lane reported his goal would be next time to have figures for the warrant articles. He is hoping to have the teachers' contract ratified and have "good" numbers and will if these things are approved.

c. Confirm Times of Public Hearing/Snow Date & District Meeting Snow Date (7PM)

The Budget Hearing will be held on February 9, 2017, 7:00 p.m. at WLC and snow date for this will be February 10, 2017, 7:00 p.m., at WLC. District meeting is Saturday, March 11, 2017, 9:00 a.m. at WLC and snow date is Monday, March 13, 2017, 7:00 p.m. at WLC.

The line item budget for personnel and benefits shows a 1.45% increase which includes the increases in health and retirement which are significant. Superintendent Lane welcomed Board and Budget Committee members to email, call or schedule time to meet with him over the break, he would be happy to answer any questions they may have.

A MOTION was made by Ms. Pomer and SECONDED by Ms. Guild to adjourn the Budget Committee session at 8:33 p.m.

Voting: all aye; motion carried unanimously.

• FACILITIES USE DISCUSSION CONTINUATION

Superintendent Lane recapped the Board has the authority to waive the policy and can choose to pay the expense of the custodial fee for the organizations that serve our students and would need to make a decision on the organization/s that do not. Mr. Legere believes that the WJAA serves our students and we have it because we don't have a parks and recreation department, we are lucky to have people who volunteer. He would not want to have a negative impact on them. Members discussed the policy may need to be adjusted.

A MOTION was made by Mr. LoVerme and SECONDED by Mr. Ballou to instruct the Superintendent to notify the organizations to allow them to continue to use the facilities and come back to the Board with a recommendation for an adjustment to the policy

Voting: all aye; motion carried unanimously.

• CO-CURRICULAR SALARIES

Superintendent Lane reviewed a recommendation for co-curricular salaries. In order to create a consistent level, he looked at where we are in comparison to other districts. If we used the formula he is proposing, this would create an increase of \$6,243 to the budget if we ran everything but in our current

situation, we do not. It also provides an hourly increase of \$1.00 per hour for coaches who reach an anniversary mark every five years of service to the district. There is no scenario where a coach would take a pay cut. This formula uses a ‘per hour’ way to calculate. Other co-curricular positions can be calculated this way. When asked about assistant advisors, he responded if the coach wants to have an assistant come on they would discuss that with the principal, a volunteer is volunteering and if a coach chooses to compensate them that would be their choice.

A MOTION was made by Mr. Dailey and SECONDED by Mr. Post to accept the recommendation of the Superintendent for co-curricular salaries.

Voting: five ayes; one abstention from Mr. LoVerme, motion carried.

VIII. COMMITTEE REPORTS

i. Budget Liaison

There was no report given.

IX. RESIGNATIONS / APPOINTMENTS / LEAVES

There were none to report.

X. BOARD BUDGET DISCUSSION

There was no additional discussion.

XI. PUBLIC COMMENTS

There were no public comments to report.

XII. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)

a. Student Matter

b. Negotiations

A MOTION was made by Mr. Dailey and SECONDED by Mr. Ballou to enter Non-Public Session to discuss a student matter and negotiations RSA 91-A: 3 II (A) (C) at 8:50pm.

Voting: all aye; motion carried unanimously.

• RETURN TO PUBLIC SESSION

The Board entered public session at 9:53pm.

A MOTION was made to seal the non-public session minutes for 50 years by Mr. LoVerme and SECONDED by Mr. Dailey.

Voting: all aye; motion carried unanimously.

A MOTION was made to approve the Tentative Agreement (Collective Bargaining Agreement) that was reached with the WLCTA by Mr. LoVerme and SECONDED by Mr. Legere.

Voting: six ayes; one abstention from Mr. Legere, motion carried.

XIII. ADJOURNMENT

A MOTION was made by Mr. Dailey and SECONDED by Mr. Ballou to adjourn the Board meeting at 9:58pm.

Voting: all aye; motion carried unanimously.

Respectfully submitted,

Kristina Fowler