

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, September 8, 2020
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.

- I. CALL TO ORDER-Alexander LoVerme-Chair**
- II. ADJUSTMENTS TO THE AGENDA**
- III. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to the Superintendent in accord with the processes set forth in School Board Policies KE and KEB.
- IV. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. Superintendent's Report
 - ii. Principals' Reports
 - b. Letters/Information**
 - i. COVID Expenses to Date
 - ii. School Board Stipend Form
 - iii. Enrollment 2020-2021
 - iv. Budget Timeline 2021-2022
- V. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
 - b. Custodian Vacancy**
- VI. COMMITTEE REPORTS**
 - i. Negotiations-WLCTA-WLCSSA
- VII. RESIGNATIONS/APPOINTMENTS/LEAVES**
 - i. New Hire-Kiersten Streeter-WLC-Paraprofessional
 - ii. New Hire-Chrissy Hyer-FRES-RBT
- VIII. BOARD BUDGET DISCUSSION/JOINT MEETINGS**
- IX. PUBLIC COMMENTS**
- X. SCHOOL BOARD MEMBER COMMENTS**
- XI. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (B) (C)**
 - i. Review the nonpublic minutes
 - ii. Negotiations
- XII. ADJOURNMENT**

INFORMATION: Next School Board Meeting-September 22, 6:30 PM at WLC

Wilton-Lyndeborough Cooperative School District

School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082

603-732-9227

Bryan K. Lane
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Robert Mullin
Business Administrator

SUPERINTENDENT'S REPORT
September 8, 2020

The first few days of school have gone quite well. The staggered start was a good way to acclimate students to new buildings. The first full day for FRES and Middle School students was a good one and high school students begin as I am writing this report. The students seem to be excited about returning and it is good to hear the sound of children in the hallways again. Transportation has been going well. The way we began gave the drivers time to set some routine and get used to the kids as we move along. There are always a few challenges at first but nothing that cannot be handled with some communication and team work.

In speaking with Mr. Erb and the Principals, we have had no issues with cleaning supplies or PPE. The staff has been given instruction on how to use the cleaning agents we have for desks and we will be getting feedback from staff as we have a full complement of students in the buildings. The administrative staff has a meeting every other Thursday and we will be debriefing at these meetings along with communication that occurs daily.

I met with representatives of the WLCTA in regard to items of concern around how teachers would be evaluated and teaching with in class, modified and remote students. It was a good conversation and I described how the process of evaluation has the purpose of increasing student achievement and that is what the process will focus on. Observations would be done in the buildings and not on line unless you are one of the three teachers who are exclusively teaching remotely. If we do go remote, the process will be the same and we will focus on what is working and how can we work together to effectively deliver instruction. The same is true for the varied learning platforms. We spoke of strategies that teachers could use to minimize the work load and yet still be effective. At the request of the WLCTA officers, I shared our thoughts with the staff and I have shared that with the board as well.

I am preparing our initial budget presentation for September 22. My goal will be to go over what expenses I know will be fixed, increased or decreased. I will go over the fund balance that will be applied to the tax rate and how that will affect the bottom line of tax impact. I will be looking for any guidance the board has for the administration in the creation of the budget. We will come to the board with a full budget presentation for the first joint meeting in October.

Our monthly meetings with Southwest Superintendents and the New Hampshire Association of School Administrators are being held remotely at this time. They are scheduled for the second and third Fridays in most months and I will be attending from my office. These are always a good source of information.

WILTON-LYNDEBOROUGH COOPERATIVE
MIDDLE SCHOOL / HIGH SCHOOL
57 SCHOOL ROAD
WILTON, NEW HAMPSHIRE 03086
(603) 732-9230
www.sau63.org/domain10

Peter Weaver, Principal
Sarah Edmunds, Ed.D, Assistant Principal

Amanda J. Kovaliv, School Counseling Coordinator
Elizabeth Tamietti, Middle School Counselor

Some school opening scenes!



Teachers and students put together a video introducing some of the adjustments at WLC. The video was sent to students & families. It was a wonderful collaboration! Thank you to Anabelle Bergstrom, Ethan Legere, Christie Lanfear and Mr. Krot for their fantastic acting skills and for being such good sports! A HUGE thank you to Mr. Tyler and Ms. Edmunds for putting this video together! <https://youtu.be/coWOrvYw-iQ>

School enrollment (as of 9/2/20):

Grade	In-Class	Remote Learning	Absent
6	42	7	3
7	26	13	2
8	34	7	1
9	23	5	2
10	38	5	3
11	36	4	0
12	31	13	0

The week of the 24th was busy, productive, and focused on problem-solving through challenging situations. Staff participated in meetings, prepared for our reopening, and collaborated on professional development. Teacher- led workshops included:

- Digital Notebooks – Melissa Norton
- Video/Green Screen – Andrew Tyler
- Google Slides as a Manipulative Tool
- Socratic Seminar/Discussion in a Remote World – Zach Provost Nearpod – Stephanie Erickson
- “Off to a Great Start,” Social/Emotional Learning – Amanda Miller
- Google Classroom – Brian Krot

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

“WLC will strive to be a positive learning community that ensures each student has the opportunity to develop to his or her potential.”



Sarah Jennings Spittel and Wilton Cares donated over 300 cloth masks to WLC at the end of August. The masks came in 3 sizes, sure to fit everyone, 6th graders to the Faculty! It was such a thoughtful and generous gesture. The Wilton and Lyndeborough communities truly care!

Upcoming Events:

- September 8– Voting – Students are remote learning
- September 9 – Picture Day
- September 23 – SAT testing for all seniors

Fall Sports Snapshot

- Preseason meetings for varsity teams will be held on Thursday, September 3rd, in the gym. Topics to be covered include the Athletic Handbook and added safety protocols. Coaches will speak to team expectations
- Formal practices begin on September 8th. Varsity games will begin on/after September 18th.
- Middle School sports are waiting on the Tri-County League to determine scheduling
- Participation numbers:
 - Boy's Varsity Soccer – Coach Dan Nelson. 17+- players. Ten game schedule with regional teams
 - Girl's Varsity Soccer – Coach Emily Hall. 13-15 +- players. Ten game schedule with regional teams
 - MS Boy's Soccer – Coach Paul Flanagan (Tentative). 16 players +-. Schedule to be determined
 - MS Girl's Soccer – Coach TBD. 15 +- players. Schedule to be determined

FLORENCE RIDEOUT ELEMENTARY SCHOOL

18 TREMONT STREET

WILTON, NEW HAMPSHIRE 03086

(603) 732-9264 Main

(603) 654-3490 Fax

www.sau63.org

Robert LaRoche, Principal

Preparation

Since June, the FRES staff have worked diligently to prepare for several scenarios that might take place for the start of the school year. Four teachers completed a course on remote instruction offered by the Harvard University Graduate School of Education, other teachers remediated students through Summer Academy, and students in the RISE program worked with their teachers throughout the summer. In addition, we held voluntary Google Meets over the summer to discuss plans and to share ideas on how best to serve the students of Wilton Lyndeborough. The front office administrative assistants went above and beyond this summer with ordering, receiving, and disseminating supplies to classrooms while at the same time enrolling new students, withdrawing departing students, and updating our PowerSchool and other software programs.

We were able to hire a number of new staff members and are excited about their potential to add to an already excellent group of educators. In special education we welcome Ms. Jane Lehto and Ms. Lynne Movassaghi. They have already impressed with their knowledge and willingness to step right in and play a role in the effort to create a flexible model of instruction to meet the changing needs of the school. Our new music teacher, Ms. Morgan Kudlich has inventoried all of the equipment and has made some adjustments to account for the situation with COVID. An example of that is to replace woodwinds with percussion and string (ukulele) to limit respiration in the music room. In the nursing office we have had an immediate positive impact from Nurse Danielle Berube as she shares her knowledge of infectious disease control to provide a safe environment for children and adult alike. We used a vacant WIN Coordinator position to hire a remote teacher and she is Ms. Gianna Galluzzo.

Any desks and chairs beyond the minimum needed for each classroom were removed and stored. We have a dedicated location on each floor and teachers are able to access materials easily. Reminder to wear mask and follow proper hygiene protocol were placed around the school as well as supplies for teachers to clean surfaces.

A schedule was developed to allow for flexibility for mask breaks and each teacher was able to provide input to meet the needs of their teaching style, student age, and available resources while

focusing on the academic impact. For example, separating math and literacy with lunch, special, or recess is helpful to break up the time at desks in the classroom and promotes concentration.

We have four thermometers that are divided between morning staff on duty to take temperatures from the buses and cars as students arrive. Students then report directly to their classroom or pick up breakfast along the way to their room.

Action/Instruction

Ms. Galluzzo is the remote teacher for grades four and five, Ms. Hawkes is the remote teacher for grade two and Ms. Fuller is the remote teacher for grades one and three. The teachers sent out a unified letter explaining their plans for teaching Monday, Tuesday, and Friday with a flex day Wednesday and a planning day on Thursday.

Every classroom as well as the cafeteria is set up in accordance with the district guidelines. Initial observations show that we will be making some slight adjustments over the next few weeks until we have the desired timing, space, and supervision in place.

We have created a cushion between bus arrival and parent drop off so that we will avoid traffic issues and to stagger the entrance to the school without losing instructional time. I anticipate that we will be able to become more efficient with the temperature checks as staff become more familiar with the procedure.

Summary

I am confident in the staff to do their jobs at a high level even with the challenges set upon them with the restrictions. Some things that we will not be able to do for a while such as field trips and large assemblies will be missed. Anything that can be done, is being done and I am impressed with the team spirit that I see from the people at FRES. Teachers were involved with scheduling, class placement of students, and instructional models. We plan to focus on literacy, math, and differentiating instruction for the coming year with the secondary plan of firming up our ability to go remote if necessary.

Thank you,
Bob LaRoche

Covid Related Expenses
Fiscal Years 2020, 2021
September 2, 2020

Item/Service	FY 20	FY21	Totals
Facilities			
Cleaning Supplies	\$0.00	\$6,216.46	\$6,216.46
Masks	\$0.00	\$817.79	\$817.79
Gloves	\$0.00	\$363.44	\$363.44
Desk Shields	\$0.00	\$4,186.58	\$4,186.58
Face Shields	\$0.00	\$1,170.94	\$1,170.94
Thermometers	\$0.00	\$115.97	\$115.97
Other Equipment - Facilities	\$0.00	\$329.14	\$329.14
Facilities Total	\$0.00	\$13,200.32	
Food Services			
Other Equipment - Food Services	\$0.00	\$1,001.16	\$1,001.16
Food Waste	\$1,000.00	\$0.00	\$1,000.00
Food Service Total	\$1,000.00	\$1,001.16	
IT			
Computer / Ipads	\$0.00	\$0.00	\$0.00
Software	\$0.00	\$0.00	\$0.00
Software Licensing	\$0.00	\$0.00	\$0.00
Other Equipment	\$0.00	\$0.00	\$0.00
IT Total	\$0.00	\$0.00	*
Other			
Plumbing	\$0.00	\$10,799.00	\$10,799.00
Other Total	\$0.00	\$10,799.00	
Total	\$1,000.00	\$25,000.48	\$26,000.48

* - IT related covid expenses have not been fully calculated. I will update the Board prior to our meeting.

Wilton-Lyndeborough Cooperative School District
192 Forest Road
Lyndeborough, NH 03082
603-732-9227

SCHOOL BOARD MEMBER STIPEND

Date: _____ Fiscal Year: _____

This form shall serve as notice that I request the Wilton-Lyndeborough Cooperative School District payroll department to:

- ☐ Issue my yearly school board member stipend of \$100.
- ☐ Withhold the issue of my school board member current year stipend.

Name of School Board Member: _____

Signature of School Board Member

Date

For Payroll Use

Account Number: _____ Pay Period: _____

Enrollment 2020-2021
Wilton-Lyndeborough Cooperative School District

Grades	First Day	Sept.	Oct. 1 ^{Fall}	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Pre-k	starts 9/8											
*K	54											
1	46											
2	58											
3	37											
4	43											
5	41											
6	49											
7	39											
8	41											
9	28											
10	43											
11	40											
12	44											
Total	563	0	0	0	0	0	0	0	0	0	0	0
LCS	54	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
FRES	225	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
MS	129	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
HS	155	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Start Dates: 8/31/20 grades K, 1st, 6th, 9/1/20 grades 2-5 and 7 & 8, 9/2/20 grades 9-12 9/8/20 Preschool												

**Wilton-Lyndeborough Cooperative School District
FY 2021-2022**

1 st BUDGET SESSION – OVERVIEW, SCHOOL BOARD DIRECTIVES, STRATEGY	September 22, 2020
2 nd BUDGET SESSION – SALARIES & BENEFITS, SAU, TRANSPORTATION, FULL BUDGET	October 13, 2020
3 rd BUDGET SESSION – LCS, FRES, MS/HS, CURRICULUM	October 27, 2020
4 th BUDGET SESSION – TECHNOLOGY, SPED, FACILITIES, CIP	November 10, 2020
5 th BUDGET SESSION – REVENUE, FOOD SERVICE, GRANTS, WARRANTS	November 24, 2020
COLLECTIVE BARGAINING AGREEMENTS	December 15, 2020
FINAL DRAFT PREPARATION FOR PUBLIC HEARING	January 5, 2021
AS NEEDED	January 19, 2021

PERIOD FOR FILING FOR ELECTIVE OFFICE (RSA 671:19;RSA 669:19)	January 20, 2021 – January 29, 2021 till 5 PM
POST NOTICE OF SCHOOL BOARD BUDGET HEARING (7)	January 28, 2021 (Last Day)
DEADLINE FOR COLLECTIVE BARGAINING ITEMS (RSA 273-A:1,III)	*February 4, 2021
DEADLINE FOR PETITIONED WARRANT ARTICLES (RSA 197:6) (30) FINAL INPUT PREPARED FOR PUBLIC HEARING	*February 4, 2021
WLC BUDGET (25)/BOND & NOTES HEARING (15) (RSA 32:5,I)	Thursday, February 4, 2021 7 PM
• <i>SNOW DATE</i>	<i>Friday, February 5, 2020 7 PM</i>
LAST DAY FOR BUDGET COMMITTEE TO DELIVER BUDGET AND WARRANT ARTICLE RECOMMENDATIONS TO SCHOOL BOARD FOR POSTING	*Sunday, February 14, 2021
POST WARRANT & MS-27 (14 DAYS PRIOR) (RSA 197:7; RSA 195:13)	*February 20, 2021 (Last Day)
ANNUAL REPORTS DISTRIBUTED	*February 27, 2021 (Last Day) Our due date is Feb. 19 (2 wks. prior) <i>Legal obligation is 1 wk. prior not two.</i>
WLC DISTRICT MEETING (RSA 197:1)	Saturday, March 6, 2021 9 AM
• <i>SNOW DATE</i>	<i>Monday, March 8, 2021 7 PM</i>
WLC DISTRICT VOTING (RSA 671:2)	Tuesday, March 9, 2021 ➤ Wilton-8AM-7PM ➤ Lyndeborough 10AM-7PM

*Last day by law for school district meeting is March 25, 2021.

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, August 25, 2020
Wilton-Lyndeborough Cooperative M/H School-Gym
6:30 p.m.**

Present: *Alex LoVerme, Jonathan Vanderhoof, Mark Legere, Brianne Lavallee, Charlie Post, Paul White and online Carol LeBlanc, Jim Kofalt and Tiffany Cloutier-Cabral*

Superintendent Bryan Lane, Business Administrator Rob Mullin, Principals Bob LaRoche, Peter Weaver, Director of Student Support Services Ned Pratt, Technology Director Mark Kline, and Clerk Kristina Fowler

I. CALL TO ORDER

Chairman LoVerme called the meeting to order at 6:35pm.

II. ADJUSTMENTS TO THE AGENDA

The following adjustments were requested: nomination for teacher appointment, move “authorization for suspension extension” from letters/information to action items, future school board meetings and to nonpublic, a personnel matter.

A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lavallee to accept the adjustments to the agenda. Voting: via roll call vote, eight ayes; one abstention from Chairman LoVerme, motion carried.

III. PUBLIC COMMENT

The public comment section of the agenda was read. Superintendent called out all names/numbers online or phone to comment. Public in person was welcome to comment.

Ms. Laura Gifford, LCS school nurse voiced concern regarding the start-up date for the school year being the 31st. She raised concern that there is still a lot of information that needs to “happen before Monday”. She commented regarding the LCS protocol, that she has not read the latest version. She is concerned that kindergarten students are not required to wear a masks and believes there needs to be additional preparation. “There is not enough time to get in line, health wise and safety wise; there is a lot of steps that need to take place.” She asked if the Board had questions. None heard.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent’s Report

Superintendent gave an overview of his report which included staff returning this week starting off with a group meeting held in the field at WLC lasting about 15 minutes. Today was teacher classroom prep day and PD is scheduled for the rest of the week. The protocol for returning to school will be presented for approval this evening. Once approved, it will be sent out. He was asked to look into the iLearnNH and the general consensus is while it does do a lot of things, there is a 4-6-week process to get it inline and it may be a bit cumbersome. Teacher feedback will be sent to board members. Salary savings is approximately \$165,000 at this time. He has worked with the Fire Chief regarding drills and we will be focusing more on action rather than speed; doing the drills by floor or sections of the building to maintain social distance. He has inquired if we will be allowed to keep the classroom doors open to decrease touching the door knobs so frequently; they can be but need to be closed during evacuation drills. He thanked the Chief for his advice. He has been working on creating outside instruction spaces at each school. Goss Park will allow us to use their picnic tables when their season closes and he has acquired additional tables from another source. The tables will be covered with thick plastic so they can be cleaned and reduce splintering. New teacher orientation was last week. He thanked the United Church of Lyndeborough for their gracious donation of 500 masks.

b. Letters/Information

i. Authorization for Suspension Extension

This agenda item was moved to action items.

ii. YTD Reports

56 Reports for the last fiscal year were provided. The fund balance listed is \$565,841. Food service still has to be
57 reconciled but fund balance will be approximately the same. Reports due to the DOE will be completed on time. A
58 question was raised regarding the fund balance not including the revenues (back page), what would the total be when
59 you add the revenue. Mr. Mullen responded the Superintendent did say we still have the food service transfer from the
60 general fund of \$25,000 that has not been done, a shortage in addition to food service of \$44,113 and a shortage of
61 accounts not paid from last year of about \$10,000. Overall it would be just over \$79,000 that is needed to be
62 transferred. A question was raised why we are still showing an encumbrance of around \$67,000. Mr. Mullin responded
63 that we are still evaluating those purchase orders to verify if we will be paying those out in the previous fiscal year and
64 it is his understanding that they should be kept in encumbrances until they have verified those amounts and after that
65 we would release those funds, prior to closing out the year. A question was raised if they are for goods and/or services
66 delivered to the district for the past fiscal year. Mr. Mullin responded that “they were either scheduled for payment last
67 fiscal year or have been paid; specifically, the grant money”. He is not positive (he will check) if they were paid out of
68 the general fund and have not been corrected through the grant funds. It was asked if they were goods or services tied
69 to a revenue line that occurred last year; Mr. Mullin responded, correct, yes.

70 **iii. NHSBA Call for Resolutions**

71 Superintendent reports this is through the NHSBA, “Call for Resolutions”; it is the Board’s prerogative to propose a
72 resolution for legislation or seek to amend a current resolution through the NHSBA. It is not required but is offered to
73 the Board. A question was raised regarding sending a voting member; Mr. Ballou has gone in the past. Chairman
74 LoVerme will pencil it in his schedule to attend; Ms. Lavallee expressed interest in attending to observe. No objection
75 heard.

76 **V. RETURN TO SCHOOL**

77 **i. WLCTA Concerns-Elections at WLC/Not Enough Time to Prepare for Reopening**

78 Ms. Melanie Drew was present and spoke about a couple of concerns the WLCTA has. First was regarding holding
79 elections at WLC while school is going on. The HS is already remote learning those days and they are requesting for
80 the MS to be remote as well to reduce those concerns of safety. Superintendent clarifies (so all can hear) the WLCTA
81 has concerns holding elections at WLC while school is still in session. The HS is remote and the MS is scheduled to
82 be in the building. While COVID is a part of the concern, it is also for the public being in the building while school is
83 in session and questions if the Board can reconsider and have the MS be remote too. Discussion was had if Board
84 members had issue with this; students would still be educated, teachers would be delivering instruction, and the
85 turnout is hard to predict. It was noted the building belongs to the town and there will be people coming in to set up
86 the day before and after to break down; there will be visitors in the school. Superintendent clarified (based on his
87 discussions with the town) that the set up would not happen until 2:30pm the day before and the town is contracting
88 with us to have our people do the cleaning. There will be some minor tasks for break down that only the town
89 employees will be doing but other than that there will be no visitors.

90
91
92 *A MOTION was made by Mr. Legere and SECONDED by Mr. White that on primary and general election days, both*
93 *the MS and HS will have remote learning.*

94 *Voting: via roll call vote; eight ayes, one abstention from Chairman LoVerme; motion carried.*
95

96 Ms. Drew voiced that is nice to be back in the building prepping for school and students. She expressed concern that
97 there are only 3 days before school starts. Although a lot of work has been done, there is a lot left to do. She notes,
98 cleaning supplies have started to trickle in: hand sanitizer, spray bottles, Plexiglas, but as far as who is responsible for
99 these protocols, who is cleaning what, who is doing what, who is taking temperature checks etc. and who is training
100 staff on these protocols; there seems to be a lot of training that still needs to take place. There are also instructional
101 concerns. She notes staff is feeling frustrated; we want to deliver that high quality educational to students on multiple
102 platforms, in person, remote and hybrid. We are brainstorming with each other on how to support those kids and
103 deliver the high quality education. It seems almost like an impossible task. Some things have changed and with that
104 come new responsibilities; it is a lot to process. We have only have only 3 days to plan with our teams to cover all the
105 learners in Wilton and Lyndeborough whether in person, remote or hybrid and for us to be trained on all the protocols
106 and all those things that we need to happen before we open. We are feeling the crunch and wanted to bring that
107 feeling we are having to the Board. We greatly appreciate the additional PD days that were rearranged in the
108 beginning. We feel it is a lot to get together so that we are ready to go.
109

Board discussion was had noting that they understand everyone's excitement/tension. It is something a lot of schools are going through. It was noted there is confidence in the custodial crew led by Mr. Erb that they will get their job done. It is more disinfecting than cleaning. It will take a while before things become routine and second nature to the staff. We are all working outside our comfort zone but it will get easier. A question was asked to Ms. Drew how much time she feels would be helpful. Ms. Drew responded (she guesses) an additional 2 or 3 days would be fabulous. She noted we are all worried about getting it done effectively with the time crunch. It was noted there are opportunities for teachers since the 31st was only kindergarten, 1st and 6th grade starting, Tuesday the remainder grades at FRES start and Wednesday the rest of the grades start. Changing the dates now would affect a lot of families who have made plans based on these dates and the schedule has been out for a while. The gradual opening should act as a buffer and a trial run to determine what is and isn't working. Being this close to the date would be hard to change at this point. Ms. Lavallee spoke that although she agrees changing the date would be hard, she also has a few concerns as a parent and school board member. She took some time to visit the schools and look at some of the classrooms (not all). She was visiting as a parent and while there she noticed some last minute admissions and some class sizes have changed. She was concerned with some of the seating arrangements at LCS in the kindergarten where some of the seating is at tables that make it physically impossible to be 6 feet apart. If you have 3-4 kids at a table, they won't be able to maintain the 3-foot DOE recommendation. She was going to bring this up during the protocol discussion and also shares the concern we may need to push off opening for a couple of days. She was also concerned with the procurement of N95 masks. Superintendent noted we should hear back regarding the masks in 72 hours (Thursday). Ms. Lavallee expressed feeling responsible for ensuring the health of students and staff and the community as well and to be sure we open when we are ready to open. She asked if there was permission to enter an email they received regarding this into public comment. Superintendent Lane confirmed an email was sent from a parent today, it was forwarded to the Board and he can read it if the Board wishes. A question was raised how many masks do we need to open. Superintendent responded we need a minimum of 3 per building to open (12). We have 50-70 on order. The nurses requested to have at FRES 6, at WLC 10, and 50 at LCS. It was questioned why there is such a big discrepancy in the quantities requested. Superintendent is not clear on that, assumes it would be for a length of time. He would like to have 30 to start.

Discussion returned to the request of postponing the opening which included that this is crunch time and there is a need to get everything done. Families are counting on us opening on time. Members understand teachers want to get it right and empathize with them but it will be a hardship for families to wait after they made plans. With the atmosphere we and the whole country are in; we have to do it quickly under the circumstances. Superintendent confirmed there is time for teachers to work together on distance learning and modified schedules etc. on the first days if they do not have students. The protocols on cleaning will happen on day 1 and the lists for these will be up and available. Although he does not disagree with the WLCTA that things are coming together quickly and it doesn't feel good. Teachers are planners and struggle with this. The first few days when we have a staggered opening, allows time for staff to work on the distance learning and work with the counselors. He agrees it is difficult and we are working out of our comfort zone. The staggered schedules help with this and with food service to get thing going. He notes we will not be 100% with distance learning on day 1; we need to work with it and there will be an amount of frustration on parent's part as well as ours. We will get better as we go along. As far as cleaning that will be in place and pretty much solidified. Chairman LoVerme thanked Ms. Drew for attending. He confirmed school will open as planned on Aug. 31 (no change to the calendar).

Focus moved to the "Return to School Protocol". Ms. LeBlanc suggested some grammar changes and wording changes or additions. Superintendent confirms it is our intent at this point to have desks sanitized on a regular basis as students exit the classroom. He confirmed the following changes, LCS students will be eating in their classroom, and students arriving to the bus without a mask will be provided one. Discussion was had regarding section "Students identified with any new or unexplained symptoms of Covid-19 during the school day" and the wording of some bullets in this section. Ms. Lavallee spoke to clarify some of the questions. This section is referring to the nurse who would put on the appropriate PPE and if an LCS student, they may not be wearing a mask and would need to put one on. Suggested changes will make this section clearer. It was noted there are likely areas in the protocol some may feel are too restrictive and some may feel are not restrictive enough; this will have to be adjusted as we go along.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Legere to accept the protocol as amended. **

Discussion continued with adding clarification to the face coverings section (to offer guidance). Suggestions included coverings should fit securely enough to cover a child's face, and to add examples of face coverings that do not work such as Gaiters, unsecured bandanas and face coverings with valves. It was suggested to add the building specific

167 arrival schedules. Superintendent will add this to a document going out tomorrow; it will not be included in the
168 protocol. It was suggested to make changes to the visitor's section as there will be times when vendors will need
169 access to the buildings during the school day for maintenance reasons and the protocol should indicate they will be
170 required to follow all safety protocols.

171
172 Superintendent clarified, as an example, if a video was made of a student for observation (by perhaps school
173 psychologist) to determine behavior in the classroom; the video would be part of the student's record and therefore
174 not be subject to the right to know law because it is specific to the student. He confirmed we do not do this but it is
175 included in the protocol as a safe guard.

176
177 A suggestion was made to include, under screenings and risk factors, any symptoms of COVID including a new rash,
178 swollen hands and feet, and blood shot eyes (MIS-C, Multisystem Inflammatory Syndrome). Children who have this
179 syndrome can be positive for COVID-19.

180
181 It was suggested to remove in the first bullet (under who to exclude from school) the whole sentence in parentheses. A
182 discussion was had regarding nurses not being able to diagnosis or recommend treatment and that it also seems
183 redundant. The sentence makes it sound as if the nurse is determining what the situation is. When asked, Ms. Drew
184 (WLCTA president) indicated she has seen the latest draft of the protocol but Ms. Laura Gifford (school nurse)
185 indicated she had not. Ms. Gifford also voiced that not all of the school nurses were consulted; feedback was provided
186 but not all was accepted. She reiterates nurses cannot diagnose or treat; guidelines recommended are to err on the side
187 of caution. It was noted we may or may not have documentation on file from a health care provider indicating student
188 diagnosis and if there is a new symptom without documentation, we would err on the side of caution and the student is
189 sent home. There are instances where students are new to the district and in kindergarten especially; the importance of
190 having documentation from the health care provider was expressed. It was noted that the school nurses need to stay on
191 top of their files and if they don't have the paperwork, they need to request it. If the parent indicates no known
192 allergies, this should be documented. It will be some work getting files up to date if they are not. Typically, if a parent
193 knows their child has allergies etc. they want the schools to be aware of it. A question was raised regarding the motion
194 and if it included suggested changes after the motion was made. Discussion was had if the sentence in parentheses
195 should actually stay in or not. There was no objection to the other edits. Regarding the same sentence, a suggestion
196 was made to strike the word "will" and replace with "may" and add "as documented by a health care provider". It was
197 reiterated that even if there is a situation where the student has allergies and it is common knowledge, if there is not
198 documentation in the file indicating this, it will be treated as a new symptom. It was noted it does put nurses in an
199 uncomfortable situation and documentation needs to be in place; if student is sent home parents are more likely to
200 obtain the documentation needed.

201
202 Superintendent clarifies the protocol will be accompanied by a cover letter that describes in particular the need for
203 cooperation with families in providing detailed medical information from a health care provider so that nurse can
204 serve the children best. If we do not have the documentation it does not provide us the ability to fully understand the
205 child's medical condition.

206
207 Ms. Julie Lemire, teacher, commented regarding desk cleaning. She wants the Board to realize if teachers are required
208 to clean desks in between class, there is a wait time when you spray on the surfaces before you can wipe down the
209 surface. She wants this to be kept in mind as it may not happen as frequently as you would like. Superintendent
210 clarifies the change will be desktops will be sanitized daily as students move in and out of classes. He notes at FRES
211 when students go to lunch, the custodian will come in and do cleaning therefore dry time or set time is not an issue. It
212 will also be done when students go to "specials" and this will allow for dry time. The dry time varies from what the
213 custodians will use and what the teachers will be using. At WLC it will be done as often as possible. Superintendent
214 will provide dry time to the teachers. It was confirmed that the sentence will remain in and the word "will", will be
215 changed to "may".

216
217 **Voting: via roll call, eight ayes; one abstention from Chairman LoVerme, motion carried.*

218
219 Superintendent confirms the protocol has passed with amendments to be made and will be sent out with cover letter.

220
221 Updated enrollment numbers were requested; Superintendent believes it is 62% for in class, and numbers have been
222 changing daily. Changes that have been made mostly are students going to remote and new students to the district. He
223 will send enrollment out to members. A discussion was had regarding seating in kindergarten. Concern was raised that

some of the spaces are tight at the lower grades at FRES and in kindergarten but most are fabulous. Superintendent responds in 1st grade he believes there are 15 per class and it includes the hybrid model. Kindergarten has 3 classes of about 13-14 in class and doing about 11-12 remote. He expressed we cannot do kindergarten without active play; we will encourage students to wear masks (it is not mandatory). We will have students spread out as much as we can. A letter will go to parent's tomorrow that describes what a day in kindergarten looks like. The ability to teach kindergarten in a seated scenario is not effective education. There will be more ability for contact. Students will pass each other going to a cubby (for example) and we will have blue tape to mark spaces on the floor to help. We will do everything we can. A suggestion was made when work is done at the table to have Plexiglas barriers or something like that to separate the students but still allow them to see each other. Superintendent responds that has not been looked at but he will with Mr. Erb in the morning and generally he can get them in 1-2 days.

It was noted discussion should be kept to items on the agenda.

VI. ACTION ITEMS

i. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to approve the minutes of May 28, 2020 as written.

Voting: via roll call, six ayes; three abstentions from Mr. Kofalt, Mr. White and Chairman LoVerme, motion carried.

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. White to approve the minutes of August 11, 2020 as written.

Voting: via roll call vote; seven ayes; two abstentions from Mr. Kofalt, and Chairman LoVerme, motion carried.

ii. Dress Code Policy/Suspension of Policy

Policies were provided for reference. A concern was raised by the WLCTA that a number of teachers wear high quality garments that require dry cleaning and the recommendation is you wash garments daily in the current COVID scenario as you would in a medical facility. They are requesting that the dress code policy be relaxed so teachers can wear jeans and other items that do not require regular dry cleaning. Ms. Drew spoke expressing that they are professionals and want to dress professionally; they would like to be able to wear "scrubs" or a nice pair of blue jeans for the ease of washing during this time.

A MOTION was made by Mr. Legere and SECONDED by Mr. White for the School Board to allow teachers to wear jeans and other easily washed garment while we are working during the COVID-19 pandemic.

It was noted ripped or faded jeans are not approved. A suggestion was made to write this into the return to school protocol. Superintendent responded that it is a school board policy and can be amended or suspended. Discussion was had regarding suspending the policy and the motion. It was noted if the Board approves suspending the policy and if it is taken advantage of, it can be reinstated with a vote. It was noted they do not believe it will be taken advantage of; the WLCTA is requesting it in good faith. A suggestion was made to include "professional dressing" in the motion. It was noted the policy does not specify remote learning staff. It was expressed jeans seem reasonable; many offices have staff wearing jeans.

*MOTION was AMMENDED by Mr. Legere and SECONDED by Mr. White to suspend the policy GBEBA-Staff Dress Code. (instead of editing it) ***

Superintendent noted that to suspend a policy the vote has to be unanimous.

***Voting: via roll call vote, all aye, motion carried unanimously.*

• Authorization for Suspension Extension

Superintendent reported on an annual basis under RSA 193:13 the school board needs to authorize in writing, the ability for the Superintendent of Schools to suspend students in excess of 10 days for gross misconduct of refusing to conform to the reasonable rules of the school. By doing this it creates a written record. As part of the RSA the Superintendent gives school officials (Principals, Assistant Principal) authorization to suspend students for up to 10 school days. The building administration cannot do more than that for any one given offence. At that point if egregious, and if additional discipline is warranted, the Superintendent would need to hold a hearing to determine

whether or not additional days up to 10 are warranted. He notes in his time as a Superintendent he has only used this authority 4 times. This has been authorized annually in the past.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Leger to authorize the suspension extension under RSA 193:13. ****

Concern was raised that 20 days are a lot of days missed for a child without the Board having any awareness that this is going on. ACLU criticized this policy of NH in writing. The Board should have awareness of this if you are going to go an additional 10 days. Superintendent responded he would agree (although it is not in the RSA), his protocol is to inform the Board without providing details (as they may be the hearing officers) for example a day 10 suspension would be warranted if there was a student involved in a police matter. The Board would know of it (no details) regardless if it raised to this level or not. Generally, the only reason someone would be suspended for the additional days would be for multiple suspensions for substance possession, selling, or committed a felony crime other than that, the student code of conduct does not allow for it. Discussion was had that these situations have come to the Board before. Superintendent added, it is his duty to ensure the school district is not caught in a lawsuit and he will follow the RSA and adhering to the law with the MOU (Board approved) with the Police Department and if he did not he would not be following the protocol the Board created. Discussion continued. Superintendent confirmed a 10-day suspension is the maximum. If there was evidence a student did something to put other students at risk for example, that would be a situation where this applies. If there was a recommendation for an expulsion, again no details would be provided to the Board, just a general concept. This is for cases where a student does something extreme that rises to this level. If the Police Department is investigating a felony, and they tell us to wait on our investigation we would wait because we are not an agents of the Police Department and any evidence we collect is admissible through the court. A question was raised if the Board does not authorize this what is the effect. Superintendent responds, the student comes back to school after the initial 10-day suspension and if there was an ongoing investigation it would take place while the student was in school. Superintendent notes, authorizing this is normal practice and if the Board chooses not to authorize it, it also means he is not able to hold hearings as designated in the RSA. It was expressed this is a safety issue for students and staff. A question was raised if there is a suspension policy. Superintendent confirmed we do. A question was raised since the letter is addressed to Superintendent Lane, since this is his last year will it have to be done next year. Superintendent confirmed yes, it is needed annually. Mr. Vanderhoof and Chairman LoVerme confirmed this has been done in the past.

A question was raised if the Board can revisit this if they find it problematic and vote to approve it tonight. Response is no.

****Voting: via roll call vote; seven ayes; one nay from Mr. Post, one abstention from Chairman LoVerme, motion carried.*

• FUTURE SCHOOL BOARD MEETINGS

Discussion was had regarding having in person school board meetings vs. remote meetings. It was noted if in person, it needs to be perfected so that the public who are in person and those remote can hear. Discussion included it should be in person since students and faculty are back in the buildings. It was confirmed a quorum (5) is needed for in person members; you cannot switch to remote without posting the meeting as an emergency meeting and this requires a 24-hour notice. It was noted this seems to add an extra burden to do in person and there has been a good outcome of public presence while doing them virtually and things have been running pretty smooth although some technical issues. Staffers are leery about coming back to school and having in person meetings is a good way to show support. It was suggested when the agenda goes out, take a roll call of who will be attending. If we don't have a quorum we need to figure out what to do either rescheduling the meeting or shift to remote if there is enough time to do so. Given that the COVID numbers are low in NH, we are able to spread out in the gym at WLC it has worked out reasonably well this evening and should continue in person as it always had in the past. Superintendent agreed to do an invitation link for each meeting and if we have to switch to remote we will do as long as there is enough notice. It was agreed the meetings will be in person and if you cannot attend to let the Chair know (and Superintendent). Public can attend in person, virtual or by phone. If there is not a quorum by 10am Monday morning the meeting will be an emergency meeting and done remotely. It was noted Ms. Cloutier-Cabral will join remotely. Superintendent expressed when we

get into the budget meetings, it may be different and the school board needs the quorum. Logistics will need to be discussed to see how to best navigate the joint meetings.

VII. COMMITTEE REPORTS

i. Budget Liaison

Mr. Vanderhoof reported the committee met on Aug. 21. Concerns were raised around COVID expenses and recording them. There will be expenses related to COVID that will not be covered by COVID funds. There was discussion around the budget season and what will be done and where we are now, are we behind and how will the joint meetings work. The year end reports were reviewed. Concern was raised that some of the expenses did not show a budget number; there was no comment, what the expense was or why was it not budgeted.

ii. Negotiations

Chairman reported they are just starting negotiations with the teachers. He will be sending an email out to Ms. Drew requesting to meet with the Negotiations Committee. The WLCSSA contract also needs to be negotiated this year; 2 contracts going on at the same time. He has reached out to both groups and we are still completing current negotiations. Suggestion was for the next meeting to look at both contracts; a lot of the leg work had been done on the WLCTA contract last year and the WLCSSA will be starting from scratch. Meetings should start in September and will be ongoing until they are done.

Mr. Vanderhoof requested for the Board and Budget Committee reports on where we are with COVID expenses and where we are with the budget; are we behind or where are we. Superintendent confirms we are a little behind. Mr. Vanderhoof would like to get it ironed out in the first couple of weeks of school. It will save a lot of time if things are running smoothly.

VIII. RESIGNATIONS/APPOINTMENTS /LEAVES

a. Resignations

i. Deborah Waldo-SPED Paraprofessional-WLC

Superintendent reviewed one resignation and thanked Ms. Waldo for her service. He notes we are in the process of finalizing a replacement for the position.

• APPOINTMENT

Superintendent reviewed a recommended nomination for Ms. Gianna Galluzzo, Remote Learning Teacher at FRES. She is also certified in ESOL; we do not have a teacher with this certification in the district.

A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. LeBlanc to appoint Ms. Gianna Galluzzo as the distance learning teacher at FRES.

Mr. Vanderhoof voiced he will not vote in favor of this, not because of the candidate, but because he believes we are losing more than we are gaining by losing the RTI coordinator and the curriculum coordinator.

Voting: via roll call vote, eight ayes; one nay from Mr. Vanderhoof, one abstention from Chairman LoVerme, motion carried.

IX. PUBLIC COMMENTS

The public comment section of the agenda was read. Superintendent called out the names and numbers online for comment.

Ms. Lisa Post thanked the Board for providing transparency for having these meetings. She notes it is hard to hear both on the phone and computer. The Board should start thinking about doing some kind of live streaming. She appreciates everything that has been done for transparency and being inclusive and notes you have been working hard to make everything happen. For the budget this year we were looking for any items that may fall under COVID. For Lyndeborough, we are keeping a separate tab of anything they are spending but not reimbursable in case there is funding in the future. We need to label anything COVID so that we keep those records carefully.

Mr. Adam Lavallee questioned who is cleaning LCS. Superintendent responded at this point we have a substitute custodian coming after hours to clean. Mr. Erb along with the Superintendent are also helping out. Mr. Lavallee pointed out that it seems to be a lot on the Superintendent's plate especially with COVID and now adding cleaning; even the most efficient, well organized person would have a hard time doing that and cleaning during a pandemic causes a bit of concern. He would not want any of the Superintendent's duties to be effected due to his need to clean.

Ms. Karie White thanked the Board for keeping the meetings online as there are a lot of people want to attend. She appreciates it.

Ms. Laura Gifford, school nurse commented that she appreciates all the hard work that is being done and would recommend the Board consider including all the school nurses when developing their protocol; it would be nice to be included and collaborate.

X. SCHOOL BOARD MEMBER COMMENTS

Mr. Vanderhoof thanked everyone for the long hours they have spent; he thinks it is coming together given the circumstances. Next meeting, we will be in school. He and his child are looking forward to having school back in session.

Ms. Lavallee reiterates what Mr. Vanderhoof said and believes it is coming together. She notes she asks a lot of questions and appreciates they are answered to the best of your ability. She has seen a lot of positive changes in the schools and keep up the good work everybody.

Mr. White thanked everyone for the hard work; he knows it rough on everyone. Sometimes the new guy screws up a little and he apologizes for that. The way things went yesterday, he wants everyone to know he has never, ever, voiced any disrespect or dislike for anyone on the Board despite what he was excused of in one email. He has never said he doesn't like anyone here and was really bothered by that coming from someone as high up as the vice chair. He did not like that the things in question he was accused of were not fully vetted before he was accused of breaking the law. "That being in the writing thing was defamation in his book and he didn't appreciate that at all." He does not tolerate it from anyone especially coming from that high up and hopes in the future we don't have this issue again. This is all he has to say about this and considers the case closed, water under the bridge. He wants to make it known he is not OK with it. He feels it should have been handled better. "Maybe on all ends, maybe I could have had some faults, maybe I didn't"; he is not accusing anyone fully but there were things said to him that were accusations that were made without fully vetting the situation which we later found out there were not rules broken. He wants to continue working in a clean environment with everyone getting along. He wanted to make it known he was very disturbed by the way that all went down.

Mr. Post thanked everyone and particularly Superintendent Lane and his team; many of who are present have done a great job. For those who have not been in the building or had the opportunity; he thanked Mr. Erb and his team. This building is spotless and you can be assured when your children come here it will be a safe and clean environment. He knows it has been challenging for the teachers and staff and nurses and everybody. He appreciates their hard work and commitment to returning to school.

Mr. Legere echoed what the others said thanking everyone.

Ms. LeBlanc voiced concern with the Superintendent cleaning and would seem to indicate a problem. She suggested hiring 1 or 2 custodians to be floaters in the schools and to be cross trained. She requested this be put on the agenda. She was informed that there is an open position for a custodian at LCS. She notes we may need to offer a higher pay and maybe we need 2 people. This is a situation that we cannot allow to get out of hand; the Superintendent has other things he needs to be doing. She suggests again it be put on the agenda.

Ms. Cloutier-Cabral voiced appreciation for everyone and notes you can hear the passion for what they do and its wonderful we have that in our district. She thanked the public for joining and participating.

Mr. Kofalt echoed what everyone else said. He thanked the United Church of Lyndeborough for their donation; it's really great when we see community groups gets involved and helping out in that way. If anyone from that group is listening, please convey our gratitude to the church.

Chairman LoVerme thanked the church for their donation and notes any donation helps the school system, whether it's supplies or sweeping the parking lot as long as you are not in the building. He thanked Superintendent Lane who sends him emails at all times during the day and night. Chairman sends him emails every day of the week over the last couple weeks; the Superintendent has not taken a day off. He thanked the teachers, WLCTA for working with the Board. He is looking forward to coming back to school and his kids are looking forward to coming back. He thanked the Board for the countless hours they have been putting in with the extra meetings and for the short meetings that have taken longer than expected; they are taking time away from their families and he appreciates it.

XI. NON-PUBLIC SESSION RSA 91-A: II (A) (B) (C)

A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. Kofalt to enter Non-Public Session review nonpublic minutes, discuss negotiation and staffing matters RSA 91-A: 3 II (A) (B) (C) at 9:18pm.

Voting: via roll call vote, eight ayes; one abstention from Chairman LoVerme, motion carried.

RETURN TO PUBLIC

The Board entered public session at 10:01pm.

A MOTION was made by Mr. Post and SECONDED by Mr. Legere to seal the minutes.

Voting: via roll call vote: eight ayes, one abstention from Chairman LoVerme motion carried.

XII. ADJOURNMENT

A MOTION was made by Mr. Post and SECONDED by Ms. Lavallee to adjourn the Board meeting at 10:03pm.

Voting: via roll call vote: eight ayes, one abstention from Chairman LoVerme motion carried.

Respectfully submitted,

Kristina Fowler