

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, June 28, 2022
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.**

The videoconferencing link was published several places including on the meeting agenda.

Present: *Jim Kofalt, Brianne Lavalley, Jonathan Vanderhoof, Dennis Golding, Matt Mannarino, Tiffany Cloutier-Cabral (6:41PM), Charlie Post (7:28PM) and Darlene Anzalone*

Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Principal Sarah Edmunds (remote) and, Assistant Principal Katie Gosselin (remote), Director of Student Support Services Ned Pratt, Technology Director Jonathan Bouley, and Clerk Kristina Fowler

I. CALL TO ORDER

Chairman Kofalt called the meeting to order at 6:36pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. ADJUSTMENTS TO THE AGENDA

Superintendent requested to add a personnel matter to the non-public session.

Voting to add the adjustment to the agenda: via roll call vote; all aye; motion carried unanimously.

IV. PUBLIC COMMENTS

The public comment section of the agenda was read.

Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment. There was no public comment.

V. BOARD CORRESPONDENCE

a. Reports

i. Business Administrator's Report

Ms. LaPlante apologized for providing some last minute submissions. She reported regarding the tennis courts, she has reached out to Primex asking for a walkthrough to get a liability perspective. The earliest we can meet is July 19. We will not have any in-depth information to report at the next meeting. Mr. Erb has done a walkthrough with New England Tennis Courts yesterday so they have eyes on the project and are working through a repair quote. We are hoping to have one presentation to the Board with the cost to repair and insurance company's perspective; we are waiting on another tennis court vendor to provide a quote but besides that, we are having no luck with any other responses. She spoke to the Facilities Committee about the need to shingle an area of the MS roof. The cost of that is \$6,923. We could put that under this year's FY 22 building repairs expense line or pay for it within the CIP if the Board so chooses. She wanted to get feedback to determine where it should come from. Mr. Vanderhoof recommends using this year's budget as the CIP is not particularly robust with everything that is on there. He does not think the full budget for facilities was expended. Ms. LaPlante confirms this. A question was raised where this falls within priorities. Mr. Vanderhoof responded that we discussed it, the point is, it has to be done and by doing it now they are already here working on that section as opposed to paying them to come back and do it. Ms. LaPlante confirms it is one small section where the shingles are coming off, it is not one of the areas programmed for replacement. Chairman Kofalt asked if everyone was comfortable paying for this out of the current budget, no objection heard. Ms. LaPlante spoke of having a great meeting this morning with the Superintendent, Wilton and Lyndeborough Police Chiefs and Fire Chiefs discussing our July 19 board-meeting topic of school safety. She bring this up because the State of NH has announced \$10,200,000 in grant funding that will become available for school security, there is no information yet on the details and ways to apply for this but it is on her radar as far as funding to tap into. She will make outreach to the Wilton Emergency Management Director to see if we have the opportunity to

partner on any communications projects in the school. As a community, they can apply through Homeland Security for these funds, and we can pay part of the matching grant since it benefits us. These are conceptual ideas but could further improve safety in our schools. She sent out the FY 23 manifest schedule, everyone should have received this. She spoke of the having the grease traps emptied and one of them at WLC is now beyond its life and cannot be repaired. It involves boring through the floor, drilling through the floor, replacing pipes etc. It will be an expensive project and we are getting 2 quotes on this. Once she has more information on the cost she will provide this. She asked where the cost should come from, CIP or general fund. A question was raised for a range in cost. She replied initial ballpark is about \$10,000, we are not talking \$20,000 however, where we are going into a budget that will have excess heating and electricity costs, we already have some things against us. A question was raised if it needs to be done before the start of the school. Ms. LaPlante responded if it is not done before school starts it will mean all the food prep will have to be done at FRES which is possible but the goal is to have the WLC kitchen fully functional before school starts.

ii. Director of Student Support Services Report

Mr. Pratt reported this is a short report to express gratitude for the Board and the entire administrative team who have had a really good year. We have brought new staff on and retained a lot of good staff. We continue to work on trying to figure out how to serve each student the best way possible. There have been many different aspects we have talked about through the year, such as the meetings at WLC regarding every student, at FRES, and LCS meeting on individual students. He thanked everyone and is looking forward to next year. He has had many discussions with the counseling staff about approaching various issues in front of us and will be talking about those issues shortly. He thanked them for their support and everyone in his department.

iii. Director of Technology's Report

Mr. Bouley reported there has been a couple of big things happening such as collecting student and teacher laptops and working on those, still have some folks who need to return their equipment. One big thing at the beginning of the year he spoke of is we have 2 old servers and one of those died and could not be repaired. We ended up using replacement equipment funds to buy a server to replace the old one. A lot of time was spent making sure we did not lose information; it runs half of our support. We learned a few things on the setup that we were not aware of. Our ticket numbers are looking good on the intake; we have had a few numbers rise due to being the end of school. This is truly his last Board Report, Mr. Buroker starts on Friday. He is hopeful he will continue the work he has started. He appreciates the opportunity he was given from the Board. Appreciation was voiced for Mr. Bouley; he leaves the district in better shape than he found it. He was wished the best as he moves on.

b. Letters/Information

i. Grant Program Assurances

The Grant Program Assurances document was provided to Board members for review. Chairman Kofalt reports that it does not require formal Board approval but requires us to be informed that we are signing off on these grant assurances. He asked if there were any questions regarding this, none heard. It will be submitted to the DOE.

VI. DELEGATE ASSEMBLY RESOLUTION

Chairman Kofalt reviewed that last year's resolution was provided in the packet. He read the resolution submitted last year. He believes the proposal was that we submit the same resolution as last year. He is told that there are some other school districts being amenable to "seconding" that motion at the Delegate Assembly in October.

A MOTION was made by Mr. Mannarino and SECONDED by Mr. Golding to submit the resolution to NHSBA as written "NHSBA will advise and confirm all SAU's are paying and segregating dues/payments to NHSBA in accordance with RSA 15:5"

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

A question was raised who would take responsibility of submitting it. Chairman Kofalt will submit it to NHSBA. Mr. Vanderhoof did it last year; he provided some details on submitting it. He recommends that under rationale, you put something to the effect that we had invited NHSBA to our Board meeting and asked them to provide information at some point for us to do this. They wouldn't do it because they won't provide us the information and this is the route we are taking to get them to actually do that. Chair Kofalt will draft something up and share it with him. Mr. Vanderhoof responded that was based on their response from last year, which makes sense that it is not really a resolution, resolutions are for lobbying and they wouldn't lobby on this. We are trying to get action from them. Chairman Kofalt added resolutions are instructions to NHSBA from its membership. Ms. Lavallee agrees with Mr. Vanderhoof, under rationale it would be helpful to have the wording whereas the NHSBA purpose is to advise districts on how to handle legal matters it would fall under their purview to provide legal guidance for districts about obtainment. In the same way that they provide guidance for policies. It is in response to the last paragraph which puts

113 it back on districts, which is our responsibility, but she thinks our message should be yes we want to do this but feel
114 it is part of your responsibility to provide that information and guidance. Ms. LaPlante added that NHSBA does not
115 accept electronic funds. If they would, it would make it a lot easier. Mr. Vanderhoof confirmed he was not able to
116 speak on it last year because there was no second to the motion. Ms. Lavallee voiced it may be beneficial for us as a
117 Board to prepare this information and a “meat and potatoes” presentation to provide the board member who attends
118 the Delegate Assembly. Include the information that Ms. LaPlante provided, as it will be more likely to be supported
119 to other districts, as we have not spoken to them beforehand to show our case. Chairman Kofalt agrees it is a good
120 recommendation. If people have suggestions on how to improve that to share it.

121 122 **VII. YTD REPORTS**

123 Ms. LaPlante reviewed that she provided several reports for the Board. She does not see any issues where we are
124 regarding funding. Our employee benefits was underspent on the insurance side the wages were underspent by 4.5%
125 without prior years information, she doesn’t know who was budgeted where and why that money was not spent. Mr.
126 Pratt continues to look at his contracted services and grant opportunities available to see if any cost can be adjusted.
127 That is something we would look at in July. She had discussed creating a comprehensive report on unspent funds; as
128 she looked at the last few years she found it was easier to break this down to wages and benefits and non-wages, she
129 notes purposes changed from departments. She reviewed these results. We are on track from prior years. She will not
130 have final numbers for this year until August 9 when she provides this to the Budget Committee. Her goal is to have
131 a comprehensive look at where we are. We are doing a responsible job for the money we are spending and being able
132 to return that to the taxpayers. A question was raised that the unspent balance is \$730,000 and the detailed report is
133 \$707,000; is this because the numbers are a moving target and changing daily. Ms. LaPlante confirms this. She
134 confirms those numbers do not include the roof repair she mentioned before and we are getting closer to \$700,000
135 and confirms revenues are on track we should be able to increase the money returned in a “global speak”. She
136 reviewed the ESSER funding, the Board approved \$368,090 as we went through the school year and purchased and
137 implemented projects we underspent in most cases. The LCS fencing ends up qualifying as an ESSER construction
138 project and requires you to jump through more hoops. Because it is \$2,500 it will be shifted to the operating budget
139 because we would need to expense additionally for consultants and engineers for that small project. It is not included
140 in the \$730,000. The boiler will come in around \$75,000 but will not know until it is completed. At the end of the
141 day, we spent \$314,930 and have a balance available to us of \$369,080. This is the true funding available as of
142 today’s date. Appreciation was voiced for her putting this together; it is great to see the cost savings and the
143 thoroughness and accuracy of these reports.

144 **VIII. ACTION ITEMS**

145 **a. Approve Minutes of Previous Meeting**

146 *A MOTION was made by Mr. Golding and SECONDED by Mr. Mannarino to approve the minutes of June 14, 2022*
147 *as amended.*

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

149 150 **IX. COMMITTEE REPORTS**

151 **i. Finance Committee**

152 Chairman Kofalt reported they met last week. They discussed the NHSBA dues, the next step is to circle back with
153 NHSBA, and appeal to the them to accept electronic payments as this is believed to be the shortest path to get
154 compliant. Short of that, we will have to come up with some processes that are burdensome in order to be compliant.
155 We are hoping to get them to help us take the path of least resistance. We discussed energy costs; this has been a hot
156 topic as of late. Liberty Utilities has nearly doubled their per kilowatt-hour which will result in a substantial increase
157 in electrical cost. He learned Eversource will increase their per kilowatt-hour on August 1 with approximately the
158 same increase going from 11 cents per kilowatt-hour to 22 cents per kilowatt-hour. Ms. LaPlante has an action item
159 to look at energy costs, look at how that will potentially impact the district and look at E-Rate. He believes the
160 Eversource increase is not applicable to certain customers including aggregated town purchasing arrangements. Ms.
161 Lavallee added we also discussed the procurement policies; she did some work on them last night and hopes to get
162 them to the committee by August. Chairman Kofalt spoke that the preliminary audit has been shared with us. He had
163 expressed concern about one adverse finding. Normally when you look at an audit that says adverse finding, it should
164 set off alarm bells. He spoke to the CPA responsible for the audit. He was quite comfortable with the answer to this
165 in the end, which is that there are Governmental Accounting Standards, which dictate how financial statements are to

be presented and has a standard or policy that requires school districts to recognize post-employment benefit liabilities. In other words, we have to accrue it, say we owe it and treat it as a current expense even though we are not paying it out yet. That requires an assessment, which is typically performed by an outside entity where they look at actuarial tables. They look at the number of employees; getting their best guess estimate of what it will cost the district down the road. That number has not been updated in a while and could go up or down, it does not affect actual money spent, as it is in process and will get us updated and compliant. It is an adverse finding but not the kind of adverse finding that would normally cause alarm. This simply says we need to come up with the estimate and record it in next year's financial statements. He also questioned a finding that there is no crowd-funding policy. This may need to be discussed by the Policy Committee at some point. The idea is many school districts have teachers, PTO groups or others setting up accounts on "Go-Fund-Me" or something similar and there is not a lot of control over those processes. They recommend we have a policy to establish control over funds that are raised that way for purposes that align with the school district.

ii. Technology Committee

Chairman Kofalt provided the updated Vision Document; it is intended to outline what we see as the recommendations that came out of the discussions from students and staff. The objective was to have the Board sign off on it, give it the Boards stamp of approval to say this is what we want to represent. The Superintendent has been leading discussions on the next step in operationalizing that. Superintendent reported meeting with 4 teachers, they looked at the Technology Vision Plan and the "low hanging fruit". What can we do in the next year that is aligned with this vision and really supports kids and embeds technology in learning? Three things were discussed at length. First, what are the technology requirements for graduation in NH, how can we develop a technology portfolio from the latter years in elementary school through middle schools when they practice those skills can we insert them into the digital portfolios and in 8th grade they can demonstrate their competency rather than having to take a class in HS. He is not a proponent of having them take the class in HS as he thinks kids are meeting the competencies, we have not found a way to document it well so kids are taking the classes. If we are able to eliminate those classes at the HS, it frees up one block for our one computer science teacher and we did talk about this. We are excited about a digital portfolio and will work with the new technology director to see how we can do this in Google Classroom or Google Suite. The second thing we talked about was the idea of a makerspace and the technology we have and how we can start to build that out. In next year's budget, we will purchase 2 more desktops that can hold Photoshop and AutoCAD. We only have 2 that can have this much information. We talked about having a bank of 4 computers where kids, teachers and classes can learn to use some of the software and have it in the curriculum. We talked about Tinkercad it is a softer version of a full-blown CAD program and how we can integrate that into geometry with our math teacher who is trying to embed technology in the classroom. It was a good conversation about using the available space at WLC and how can we bring some elementary students up. The third thing we talked about is what skills we want our kids to have when they leave WLC it is really about tools. He spoke about using Google Sheets for example, can teachers and student use this in an authentic way. One of things we talked about is every student should be able to work their way through Google Sheets to manipulate data which is the world they are in and it requires making sure teachers are getting trained and they know how to embed that into the curriculum. In addition, things like slides, Microsoft products, PowerPoint, Excel and making sure they can use these things when they go out in the world for college or work etc. He is excited to take the next step especially since it is the summer. We will meet again before school starts. We have some momentum now and want to capture that and keep pushing. Ms. Lavallee commented this document is put together very well, it looks professional and she wanted to recognize all the hard work the committee has put in. They have met more frequently than any other committee has this year, both Board and non-voting members who participated as well thank you. Chairman Kofalt noted Mr. Bouley and Ms. Stefanich had a major role in this. Mr. Vanderhoof agrees it is well done. He voiced concern that there should be some kind of follow-up in the appendix or vision of where you expect to be at the end of this coming year with steps to track progress. Chairman Kofalt responded we talked about that at the last meeting. We want staff to come up with a list of items, present it to the Board and come back with a progress report. There are various recommendations in here such as greater emphasis on keyboarding. This is an easy one and there are some recommendations that will take longer to implement. The next step was to start to socialize this more with the teachers, come up with operation a plan, what does that look like, bring it to the Board and have a progress report periodically. He is looking for consensus, he wants to be sure that the Board is happy with it; it is within the purview of the Technology Committee and are all on board with it. Consensus reached, there was no objection heard to adopt this. Chairman Kofalt added it was exciting to tour Milford's CTE program, it is eye opening to see what is available to our students. A big part of this is making people aware of what is available to them and aligning it with what is available in this district, making them aware what is available to them.

X. RESIGNATIONS / APPOINTMENTS / LEAVES

223 **a. Appointment-Valarie Bemis-FRES Instructional Interventionist**

224 Superintendent reviewed the nomination. This position will be funded through ESSER.

225
226 *A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. Lavallee to appoint Ms. Valarie Bemis as*
227 *Instructional Interventionist at FRES, Bachelors, Step 9, \$48,500.*
228 *Voting: via roll call vote, all aye; motion carried unanimously.*

229
230 **b. Appointment-Mike Naso-WLC-MS Science Teacher**

231 Superintendent reviewed the nomination. We will work closely with him to obtain his certification; he already has
232 his Statement of Eligibility. Ms. Anzalone raised concern that he has not had any teaching experience in 10 years;
233 she wants to make sure he has the qualifications to be a science teacher. Superintendent responded he does; there is a
234 third year of experience not listed where he was a long-term science teacher at North Hampton. He is early in his
235 career, and has some diverse experience. Part of the certification process is meeting all those competencies, he will
236 have a mentor, and we have a department head in science, and have a MS team. It was unfortunate we had to re-open
237 the position. It was late to do this, as it is a critical needs area. We understand your point and was part of the
238 conversation we had in nominating him.

239
240 *A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. Lavallee to appoint Mr. Mike Naso as MS*
241 *Science Teacher at WLC, Bachelors, Step 9, \$41,000*
242 *Voting: via roll call vote, all aye; motion carried unanimously.*

243
244 Ms. Anzalone expressed as long as we know this will be a test year to make sure.

245
246 **c. FYI-New Hire-Athletic Director-Dennis Pelletier**

247 Superintendent reviewed the new hire for Athletic Director. Part of this process was involving community members
248 to think about where we can move the sports program in the next year and the next 5 years. Mr. Pelletier provided an
249 entry plan and is excited to work with our students. We talked about the Hall of Fame being high on his list for the
250 summer.

251
252 **d. Resignation-Emily Stefanich-District Curriculum Coordinator**

253 Superintendent reviewed the resignation. Ms. Stefanich will be working until August 15 to transition all she is
254 involved in and making sure we don't miss anything. The position is advertised and are hoping to get qualified
255 candidates although it is difficult in June and July.

256
257 *A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. Mannarino to accept the resignation*
258 *regretfully of Ms. Emily Stefanich.*
259 *Voting: via roll call vote, all aye; motion carried unanimously.*

260
261 Superintendent confirms we have had the position open a few days and have 2 applicants. It is tricky to try to fill this
262 at this point in the year. The administrative team will work with and support whoever comes in. Appreciation was
263 voiced for the excellent work Ms. Stefanich did and she will be sorely missed although happy she can go back into
264 the classroom.

265
266 **XI.PUBLIC COMMENTS**

267 The public comment section of the agenda was read.

268
269 Mr. Adam Lavallee was present and spoke of being very happy that we have an athletic director he asked that this
270 year when we are doing budgeting and all the departments heads come and present their budgets, he would like the
271 athletic director be part of that as well. We have not ever had the athletic director come up and explain what he is
272 doing. The outgoing director has seemingly let a lot of things slip by. He doesn't want that to happen again. We have
273 excess in that budget. He questioned why he asked for what he asked for; it would be nice to turn around some of the
274 neglected athletic opportunities we have here.

275
276 Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

278 **XII. SCHOOL BOARD MEMBER COMMENTS**

279 Mr. Mannarino thanked Ms. Stefanich and Mr. Bouley for their contributions over the last year. He is pleased with
280 the position they are leaving us in and wishes them luck.

281
282 Ms. Cloutier-Cabral echoes what Mr. Mannarino said and welcomes the new hires to the district. She looks forward
283 to meeting them.

284
285 Mr. Vanderhoof expressed the CIP is not an emergency fund and it seems we have used it that way in the last several
286 years. There is no way for it remain viable if we dip into it for things that are not on the CIP. He would like people to
287 start looking at that, what is in the CIP is funded, if it is not in there that is not where the money comes from going
288 forward otherwise it will be hard to make it a viable document that sustains itself.

289
290 Ms. Lavallee thanked Mr. Bouley and Ms. Stefanich, you both added a lot to our district. She hopes we continue
291 moving in the direction they have pointed us in. She looks forward to the new staff and meeting them and seeing
292 what they will bring to the district.

293
294 Mr. Golding thanked Mr. Bouley and Ms. Stefanich. He wanted to thank everyone who took part in the Technology
295 Committee it was a good experience and glad we have a path forward, hopes we can see this through and continue
296 focusing on technology as a district.

297
298 Chairman Kofalt reminded the group the manifest schedule is available, he thanked those who signed up; he believes
299 it worked out well in the past. He asked that members go into the new manifest schedule to sign up for one per month
300 one from Wilton and one from Lyndeborough each time. If we all sign up for one a month, it should cover us. He
301 spoke of some frustration at the last Board meeting, which was contentious at times. He wrote a letter that he shared
302 with a few here and he will get it to the others via email. He will provide a copy to attach to the minutes (see
303 attached). His hope is we can all do our best to work together in a way that moves this district forward in a positive
304 way. His letter is not intended to speak to anybody in particular it is really for all of us. He asks you read it and reach
305 out to him to let him know what you think. He thanked Mr. Bouley and Ms. Stefanich; you made a real difference
306 here. There is a team spirit in this district, he thinks it percolates down to the staff and really makes a difference.
307 What you have been doing makes a difference. He thinks things have really gotten in order from an IT and finance
308 perspective and Ms. Fowler always has things in order; he feels you have been part of putting us on a positive path
309 and hopes you won't be a stranger.

310
311 **XIII. NON-PUBLIC SESSION RSA 91-A: 3 II (C)**

312 *A MOTION was made by Mr. Golding and SECONDED by Ms. Mannarino to enter Non-Public Session to review*
313 *non-public minutes, student matter and personnel matter RSA 91-A: 3 II (A) (C) at 7:35pm.*

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

315
316 **RETURN TO PUBLIC SESSION**

317 The Board entered public session at 8:31pm.

318
319 *A MOTION was made to seal the non-public session minutes from June 14, 2022 by Ms. Lavallee and SECONDED*
320 *by Mr. Mannarino.*

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

322
323 *A MOTION was made to seal the non-public session minutes from June 28, 2022 by Ms. Lavallee and SECONDED*
324 *by Mr. Mannarino.*

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

326
327 **XIV. ADJOURNMENT**

328 *A MOTION was made by Ms. Lavallee and SECONDED by Mr. Mannarino to adjourn the Board meeting at*
329 *8:22pm.*

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

331
332 *Respectfully submitted,*
333 *Kristina Fowler*