

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, October 24, 2017
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.**

Present: Harry Dailey, *Geoff Brock, Matt Ballou, Mark Legere, Miriam Lemire, Joyce Fisk, Carol LeBlanc, Alex LoVerme via phone, Charlie Post arrived at 6:51pm (after budget meeting).*

Superintendent Bryan Lane, Business Administrator Lise Tucker, Director of Student Support Services Betty Moore, Principal Brian Bagley, Curriculum Coordinator Julie Heon, Director of Technology Kevin Verratti and Clerk Kristina Fowler

I. CALL TO ORDER

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

II. ADJUSTMENTS TO THE AGENDA

There were no adjustments 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. Work on the budget continues including discussions on staffing scenarios which is due to be presented in December. More information will be provided by Dr. Heon regarding professional development in elementary math instruction. The Strategic Planning Committee is progressing; they may have a recommendation for the board the meeting after next on topics being discussed. Negotiations continue with the support staff. On October 20 he attended the Southwestern Superintendents meeting which included the presence of a DOE representative discussing their reorganization and that they are looking at revenue as currently they only collect revenue from certifications. Varsity boys and girls ended their season with home games. October 31 is an early release for students; teachers will be present for professional development.

ii. Director of Student Support Services Report

Ms. Moore reported she had nothing further to add to her report. There were no questions for her.

iii. Director of Technology's Report

Mr. Verratti reported ShoreTel phones have been installed and running for a couple of weeks; the few issues they had have been resolved. Customized changes are all that is left. He thanked Ms. Jackie Hernandez and student intern for helping with this project. Environmental controls for FRES and WLC were changed to make it more efficient and secure. The camera system at WLC was replaced. It provides better quality and clarity. It was 15 years old and there are a couple others that should be fast tracked for replacement. He is looking at grant opportunities that focus on school security and technology infrastructure upgrades. On October 31 he will be providing training to paraeducators. Chairman Dailey requested the digital auto attendant at the SAU Office be replaced with a human voice.

b. Information/Letters

i. ADM Report

Superintendent Lane reported the ADM information is being provided as requested. The apportionment numbers for the coming school year are based off of the ADM of the district and the valuations of the town's properties in 2015-2016. The 15-16 are numbers not certified by the

Department of Revenue Association. If the 15-16 numbers presented become certified, Lyndeborough will have an increased fiscal responsibility to fund the budget of \$638.24 of the approved budget of \$12,514,604. He explained it is "pretty much dead on" with comparison from last year, going out to the 5th decimal place difference. The concern around what happened last year shouldn't be a concern as we move forward unless the numbers are decertified and he doesn't believe this will happen. For next year we have numbers but the valuation of the town hasn't been done yet and he will need further information to provide anything more specific. He confirmed for Chairman Dailey, referring to this year's fund balance being larger, taking out the undesignated fund balance Lyndeborough would see roughly the same tax rate. Changes to the funding apportionment cannot be made until 2019.

ii. Use of Electronic Communication

Superintendent Lane reported at the last meeting the question was raised what we can and cannot do with the use of a telephone during meetings; a memo was provided. He confirmed board members can use it to call in as it is being used tonight; RSA 91-A:2 III is very specific. The Chairman will call for a roll call vote for all motions if anyone is on the phone. If the board goes into nonpublic it is still ok however the person on the phone needs to verify they are not on a speaker and they need to tell you if any other persons are present. As long as those obligations are met there is no restriction for telephones. Email cannot be used as members of the public need to hear the comments from the person on the phone. It must be a voice. Chairman Dailey summed it up for members, the phone can be used, and you can use the speaker unless you are in nonpublic and then the speaker cannot be used. Members confirmed understanding.

V. CONSENT AGENDA

a. Donation

Ms. Tucker reported a donation of ~440 board feet of select grade white pine lumber was received from Mr. Andrew Gardent of Wilton, valued at \$1,000. This was donated to WLC MS/HS.

*A MOTION was made by Mr. Brock and SECONDED by Ms. Fisk to accept the donation.
Voting: roll call vote, all aye; motion carried unanimously.*

VI. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Brock and SECONDED by Ms. Fisk to approve the minutes of October 10, 2017 as amended.

Voting: six aye; one abstention, motion carried.

<i>Matt Ballou-aye</i>	<i>Mark Legere-aye</i>	<i>Alexander LoVerme-aye</i>
<i>Geoff Brock-aye</i>	<i>Miriam Lemire-aye</i>	<i>Joyce Fisk-aye</i>
<i>Carol LeBlanc-abstain</i>		

VII. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION

Present: Karen Grybko, Dawn Tuomala, Christine Tiedemann, Bill Ryan, Lisa Post, Edwina Hastings and Pamela Altner

Vice Chairman Grybko called the meeting back to order at 7:08pm. (They met prior at 6:30pm)

a. Professional Development for Elementary Math Instruction-Julie Heon

Dr. Heon provided information regarding professional development for elementary math instruction which is included in the proposed FY 18-19 budget. She explained that after looking at data and having discussions with the Principal, it was clear that math would be the next initiative, to find ways for students to improve in math. Students learn math procedures but not concepts and what they mean. Professional development would be provided by outside consultants to come in during the day, provide coaching and training during teacher prep periods and do observations with the goal to help

teachers become familiar with materials and their instructional practices. This would be the initial step which can take 2-5 years in an initiative like this to see significant results. Superintendent Lane added that last year there was a concern around our math performance and this is a step to take to make sure teachers have a strong instructional practice. Looking at college transcripts in elementary, they have multiple classes for reading and sometimes only one or two classes in math. There is not the same level of emphasis on math as there is with reading. This would be the same model as we have with the reading program. Responding to Ms. Post, Superintendent Lane confirmed the RTI Coordinator works with students and this person would coach teachers (elementary) in order to gain better instructional practice and provide workshops. It is not needed at WLC as the teachers are certified math teachers. Mr. Ballou questioned if benchmark data would be provided quarterly to the board. Dr. Heon responded that data would be provided through Star 360 (assessment tool) with no added expense. Responding to a question from Ms. Tiedemann regarding having WLC math teachers provide peer to peer training, Dr. Heon responded that when you are teaching calculus (for example) it is difficult to shift from that and the consultants specialize in math practice for children that is developmentally appropriate. Responding to a question from Ms. LeBlanc asking if other districts are doing this, Dr. Heon confirmed other districts are doing this and at her last district this model was used. Responding to Ms. Post asking for the progress and data in other districts, Dr. Heon responded in her last district there was 30% improvement in the first 2-3 years.

b. FY 2018-2019

i. WLC MS/HS

Principal Bagley reviewed the FY 2018-19 budget for WLC. Proposed budget is \$1,625,339 compared to last year which was \$1,825,686, a decrease of \$200,529 or 11% or a percent change of 26.44%. Due to a change in the split between MS and HS comparing numbers from one year to the next will not be accurate as previously it has always been a 40/60 split and this year it was changed (due to enrollment) to reflect a 45/55 split. Areas of increase include replacement furniture (one classroom and 3 risers), facilities equipment (cleaning caddy and A/C with installation), facilities (fuel-oil) and the addition of an athletic trainer. Areas of decrease included tuition (SPED public and private, in and out of district, and Career & Technical Education), transportation (SPED), and interest on debt (second to last year on bond). Most all other accounts are level funded or minimal changes. An additional period to both MS and HS has been added to the schedules. The HS Running Start and AP classes continue to be added to give ability to earn college credit while earning HS credit. Hands on project based classes have been added to the science schedule. The MS additional class allows students to attend their core subjects six times a week instead of five plus opportunity for extension and support. A brief discussion was had relating to CTE and options for students who are not planning to attend college. A list of courses will be provided. Discussion was also had regarding the addition of an athletic trainer, the benefits, cost, training, and if other options are possible. ADM and student population relating to decline was discussed. Superintendent Lane will provide an enrollment comparison at the next meeting. It was suggested to reexamine the 2620-624 lines (oil) in both schools and electricity lines. Ms. Tucker will do this and Ms. Tiedemann requests if there is a change, this be sent out. Ms. Tucker agreed. Responding to Mr. LoVerme regarding MS/HS transportation, Ms. Tucker confirmed currently there is a bid for transportation out.

Superintendent Lane reviewed that the running total which encompasses all the budgets presented so far show a decrease of \$172,532.28, 4.70%. Still to come is curriculum and personnel.

VIII. PUBLIC COMMENTS

There were no public comments to report.

A MOTION was made by Ms. Tiedemann and SECONDED by Ms. Altner to adjourn the Budget Committee session/meeting at 8:02pm.

Voting: all aye; motion carried unanimously.

156 **IX. COMMITTEE REPORTS**

157 **i. Facilities**

158 Ms. Tucker reported the committee looked at projects to include in the CIP worksheet which will be
159 finalized at their next meeting, December 12 for its inclusion into the annual report. The CIP
160 worksheet is scheduled to be brought to the school board and budget committee on November 14 for
161 review. An LED project has been added for the future. The committee discussed the WLC parking lot
162 for 2018-19 and security window at WLC. They are not recommending doing the security window at
163 this point. A walkthrough at WLC is scheduled for November 28.

164 **ii. Budget Liaison**

165 Mr. Post reported the committee met this evening, reviewed minutes and plans for what is coming up.

166 **iii. Strategic Planning**

167 Chairman Dailey reported the committee met last Wednesday. They are closer to bringing a formal
168 recommendation to the board, possibly the meeting after next. Options will be provided as well as an
169 explanation as to why the committee chose the option they did. Full day kindergarten is taking most
170 of the time and discussions include pros and cons. Chairman Dailey confirmed the issues they have
171 been looking at are full day kindergarten, rolling average funding formula (pushed off until March
172 2019), and warrant article for reserve fund and after, they will move onto SAU configuration and
173 others.

174
175 Additional discussion was had regarding use of electronic (telephone) communication and nonpublic
176 sessions as Mr. Post was not present during the initial discussion. Mr. Legere noted the district may
177 want to invest in an actual conference phone with microphones.
178

179 **X. RESIGNATIONS / APPOINTMENTS / LEAVES**

180 **i. Retirement-Kathleen Nahass-FRES Elementary Teacher**

181 Superintendent Lane reported the advance notice of intent to retire from 5th grade teacher, Kathleen
182 Nahass who will be retiring in June 2018.

183 **ii. Appointment-Cindy Marzella-District Treasurer**

184 Superintendent Lane recommended the appointment of Cindy Marzella as district treasurer.
185

186 *A MOTION was made by Mr. Ballou and SECONDED by Ms. Fisk to accept the appointment of Ms.*
187 *Cindy Marzella as district treasurer.*

188 *Voting: roll call vote, all aye; motion carried unanimously.*
189

190 **iii. FYI-Approved Winter Coaches**

191 Superintendent Lane informed members two winter coaches have been approved, one for boys' varsity
192 basketball and one for girls' varsity basketball. There are no coaches for MS boys, MS girls or boys'
193 junior varsity basketball to bring forward at this time.
194

195 **XI. BOARD BUDGET DISCUSSION**

196 Chairman Dailey questioned if further discussion was needed, none was heard.
197

198 **XII. PUBLIC COMMENTS**

199 Mr. John Vanderhoof, parent, asked if the minutes for subcommittees are posted on the website which
200 Superintendent Lane responded yes and that minutes for the Strategic Planning Committee are
201 forthcoming.
202

203 **XIII. NON-PUBLIC SESSION RSA 91-A: 3 II (A)**

204 **i. Negotiations**

205 **ii. Personnel Matters**

206 *A MOTION was made by Mr. Legere and SECONDED by Ms. LeBlanc to enter Non-Public Session to*
207 *discuss negotiations and personnel matters RSA 91-A: 3 II (A) at 8:04pm.*

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

209
210 **RETURN TO PUBLIC SESSION**

211 The Board entered public session at 8:37pm.

212
213 *A MOTION was made to seal the non-public session minutes for 50 years by Ms. Fisk and*
214 *SECONDED by Ms. LeBlanc.*

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

216
217 **XIV. ADJOURNMENT**

218 *A MOTION was made by Ms. Fisk and SECONDED by Ms. LeBlanc to adjourn the Board meeting at*
219 *8:37pm.*

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

221
222 *Respectfully submitted,*

223 *Kristina Fowler*