

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday September 28, 2021
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.**

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

Present: *Brianne Lavallee, Jonathan Vanderhoof, Dennis Golding, Matt Mannarino, Tiffany Cloutier- Cabral
Jim Kofalt, Charlie Post, and Paul White*

Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Principals Sarah Edmunds (online) and Kathleen Chenette, Assistant Principal Katie Gosselin (online), Director of Student Support Services Ned Pratt, Technology Director Jonathan Bouley, Curriculum Coordinator Emily Stefanich, and Clerk pro tem Mary-Jane Ryan

I. CALL TO ORDER

Vice Chair Ms. Lavallee called the meeting to order at 6:31pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

II. ADJUSTMENTS TO THE AGENDA

Superintendent reported the following adjustment, addition of nonpublic for a personnel matter.

A motion was made by Mr. Kofalt seconded by Mr. Post to accept the adjustment to the agenda.

Voting: all ayes; motion carried unanimously

III. PRESENTATIONS

DJ Garcia owner of Wilton House of Pizza spoke on his and Superintendent Weaver's plans to have Mr. Weaver come in and cook and work at his restaurant on October 9th. There will be a special menu. There will be a \$2.50 donation matched off the special menu to raise money to reach a goal of \$1000.00 to provide a scholarship for a WLC student. Mr. Garcia thanked everyone and invited anyone to talk with him anytime about the plans. Mr. Weaver spoke about this being a great opportunity for building a partnership with the community and school. This could be an annual scholarship, expressing excitement for this project being a win win.

IV. PUBLIC COMMENTS

The public comment section of the agenda was read.

Melissa Knight of Wilton thanked the school and the school nurse for taking the time to call and check on her sick child.

Ms. Lavallee polled the online members for public comment.

Misty Gauthier-Gerry of Lyndeborough stated that her children were sent to school with masks on and came home without them on. She expressed concern about no masks, asking everyone to be extra cautious as she is. She feels masks should not be optional, specifically at FRES she believes masks should be worn. She has one child tested

50 positive. Guidelines say they don't have to but she and her family are quarantining for 20 days; stating neighboring
51 towns are doing more than we are. Expressing concern and urging all to be as cautious as she is.

52 53 54 **V. BOARD CORRESPONDENCE**

55 **a. Reports**

56 57 **Business Administrator**

58 Ms. LaPlante submitted the attached report and spoke on the attached document that shows all COVID money spent
59 and gives a pie chart breakdown on how the money was spent. Technology and computers were a big part, and she
60 is working with the Tech Director on that. Stating she does have several other detailed reports on this and if anyone
61 wants further information to contact her. She explained that she does not have a final report for all reimbursements
62 accounted for due to the multitude of inaccuracies being found. She is working to get all our reimbursements
63 accounted for. The goal is to have it by next Friday.

64
65 Mr. Kofalt agreed in waiting until we can have an accurate report and asked about the physical monitoring report.
66 Three time frames laid out, one being a corrective action report done by 30 days, asking if it were the BA or the
67 board who responds to the 30-day corrective policy actions.

68 Ms. LaPlante replied the three policies are updated and will be submitted Action #1 will be submitted in due time
69 as the board adopts those revised policies. #2 time and effort reporting of the IDEA grants, working with the Special
70 Education Director the documents have been revised to reflect the time and effort reporting statements required. Ms.
71 LaPlante attended a training conference, a compliance session and spoke with a woman there who will be sending
72 what the DOE says is sufficient, that will be sent within the 30 days #3, nothing to really report except that we
73 discussed it and to bring it to the board's attention to what they should be doing; following the procurement policy
74 any contracts over \$10,000 are going out to bid to get different prices. We have that in place within our policies, it
75 just hasn't been a practice that has been followed and this is to bring it to the board's attention.

76
77 Mr. Kofalt asked if the corrective action will be done within 30 days Ms. LaPlante confirmed it will be.

78 79 80 **Director of Student Support Services Report**

81
82 Mr. Pratt submitted the attached report making one correction, it should read the 2023 budget not 2022. Informing
83 the board that we are still working on the student move in data that was requested, hoping to have it by the second
84 meeting in October. He complimented the administrative staff; everyone is working together well. He reported the
85 school psychologist left in August and we have hired a fourteen hour a week experienced school psychologist that is
86 already doing cognitive testing. We thought we had a masters level counselor, that fell through, but we do have
87 another counselor and it looks like based upon projected hours it will fall within the budgeted salary, but it is still a
88 little early to tell.

89
90 Mr. Pratt reported that Lisa Boean, Board Certified Behavioral Analyst has been doing crisis prevention training, it
91 used to be called restraint training, de-escalation training. A different module has been added for the classroom
92 teachers, a broader platform that will start an ongoing recertification.

93 94 **7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**

95
96 *Budget Committee members present: Jeff Jones, Bill Ryan, Darlene Anzalone, Christine Tiedemann, Caitlin Maki,*
97 *Adam LaVallee, and Lisa Post*

98
99 Jeff Jones called the joint meeting to order

Ms. LaPlante reported on the FY23 budget development process that all have the documents for creating the proposed budgets have been distributed and are due this week. At the October 12th meeting we will have the first draft version; she will work on getting it out electronically.

Ms. Tiedemann asked if they would have it a few days early to go over it. Ms. LaPlante replied yes.

Mr. Jones asked if she had a strategy for preparing the FY23 budget

Ms. LaPlante replied that she is looking forward to finding out what the board is looking for and for direction on how this should flow.

Ms. Tiedemann stated that being more specific for example more detail on supplies, so they don't have to ask so many questions and consistency in the budget.

Mr. Jones stated they would like to hear more about what the different departments need.

Mr. Kofalt expressed concern with the past tendency to shuffle accounts around, that makes it difficult to compare numbers.

Ms. LaPlante said the use of accounts hasn't been consistent and she is figuring that out. Moving forward any changes will be brought to the board

Mr. Jones asked if the board has discussed any targets at all, the budget committee has not yet.

Ms. Lavalley replied they need more information.

Mr. Jones asked about the ESSER funds, on a go forward basis how is the school board overseeing this and what role can the budget committee play to help.

Ms. LaPlante explained there may be some left over ESSER 2. ESSER 3 \$451,000. I agree with the board having more direction on how that is spent. There never was a board vote to freeze those funds, just a directive from one board member. Does the board want to discuss that?

Mr. Vanderhoof asked do we need a vote to freeze those funds. Ms. LaPlante explained we have until 2024 to spend those funds. We need a document that the board wants more oversight.

Mr. Lavalley asked we have until 2024 what if COVID goes away can we still spend it? Ms. LaPlante replied there may be de-escalation costs, facility changes. We would have to be mindful of what we spend it on.

Ms. Post asked if there is a sub that could be online support for students out with COVID. Mr. Weaver replied we have that now but with all the different content and different classes at a high school level it is difficult.

Mr. Post spoke on the freezing of funds saying he doesn't feel it is necessary to have a freeze in place, if there is an expense the board will approve.

Ms. Lavalley stated to clarify that it would be more prudent to come up with a procedure. The board wants to review if it exceeds a dollar amount of say \$500.00 per item.

Mr. Post asked if when we spend it: is it being classified as ESSER funds?

Ms. LaPlante said she will look into that and see how the manifest identifies that and suggested a reflective document with a monthly tally.

Mr. Vanderhoof asked for an example of what is something we would use ESSER funds for prior to board approval.

Mr. Kofalt replied, maybe air filters. Ms. Lavallee replied, maybe PPE. If they have some flexibility to spend between meetings \$500.00 is appropriate.

Mr. Lavallee asked that if a teacher is out with COVID can we pay with ESSER funds?

Mr. Weaver replied very few things are less than \$500.00 maybe consumables, we can, do we want long term subs, how much will that cost? We also have two boilers that need attention.

Mr. Vanderhoof asked to be clear we spend the money and are then reimbursed. In my opinion we should use the ESSER funds available.

Ms. Lavallee stated the direction for the business office is we will get regular updates on what is spent. Large ticket items over \$500.00 will come to the board for prior approval.

Public comment: None

Motion made by Mr. Lavallee seconded by Ms. Tiedemann to adjourn budget committee at 7:38p.m.

Motion passed all aye

Director of Technology's Report

Mr. Bouley submitted the attached report stating they had a huge increase in new accounts and many password resets. Students and teachers are all set up now. They developed a priority grid for tickets with a first in first out. They have been working on the art dept. software for the animation class, the computers didn't support the software, so it needed to be updated.

They are waiting on sound system quotes and doing site visits to some other schools. There is a slight problem with COVID issues some pieces will not be available until December.

They are working on cyber security. Milford and Peterboro were hit with ransom ware. He is getting quotes for cyber security. This week we had eight security alerts.

Mr. Kofalt asked what are the reoccurring fees for subscriptions and are they overlapping or unnecessary?

Mr. Bouley replied they have been working on this to identify all overlapping software, they are documenting who is the owner and who is using it.

Ms. LaPlante added that all computer/technology accounts have now been moved to the technology department.

Ms. Lavallee congratulated Dan LaSala, tech coordinator at FRES on the birth of his new baby and thanked Mr. Bouley for doing a great job.

Action Items

Approve minutes of previous meetings.

Motion made by Mr. White seconded by Ms. Cloutier-Cabral to accept 9/7/2021 public meeting minutes

Motion passed, 7 aye 1 abstain

203
204 *Motion made by Ms. Cloutier-Cabral seconded by Mr. Vanderhoof to accept 9/14/2021 public meeting minutes*
205 *with the correction of line 309 to read media system not media center.*
206 *Motion passed unanimously*
207
208 *Motion made by Ms. Cloutier-Cabral seconded by Mr. Post to accept 9/14/2021 nonpublic meeting to include the*
209 *addition of Mr. Kofalt as present.*
210 *Motion passed, 7 aye 1 abstain*
211
212 Mr. Weaver made a recommendation for Suzanne Tetreault a 4th grade teacher with 18 years of experience that
213 comes very strongly recommended from the Manchester school district.
214 Mr. Post asked if this is a salary position. Mr. Weaver replied, yes.
215
216 Mr. Vanderhoof asked if we have a resume and were there any other candidates.
217
218 Mr. Weaver replied there were three candidates and six applicants. The committee felt she was the strongest
219 candidate.
220 Mr. Mannarino asked about her background, as you said she was getting back into teaching.
221
222 Mr. Weaver replied she was a teacher and then became a technology integration specialist working with teachers
223
224 Mr. Post asked why she wanted to get back into teaching.
225
226 Mr. Weaver replied she missed teaching and the kids, and it is a shorter drive for her.
227
228 Mr. Kofalt asked about the salary.
229 Mr. Weaver replied the salary is 69,200, a master's step. The current budgeted salary is 39,500.
230
231 *Motion by Mr. Post seconded by Ms. Cloutier -Cabral to hire Ms. Tetreault*
232 *Motion passed unanimously*
233
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235 **Quarterly Review**

236
237 Mr. Weaver reported that we continue to clean and are following through with the back-to-school plan.
238 Constantly adjusting. We have done a good job. It is hard because we are lumped in with larger communities. We
239 are pleased with the parents. Absentee rate is a little high, but parents are being cautious. Teachers have been
240 supportive. No recommendations or changes at this time.
241
242 Ms. Lavallee asked how staff is doing with supporting the absent kids and families.
243
244 Mr. Weaver responded, teachers are terrific they genuinely care, and it shows in the actions they take. The next
245 meeting, we will have something about moving ESSER funds to support these kids. The problem is staffing, there
246 are not enough people out there. Substitute salary has gone up, but it is still very hard to find staff. Nurses are still
247 overwhelmed with a lot of pressure, as it is ever changing.
248
249 Ms. Lavallee stated, information coming in has a lot of gray areas.
250
251 Mr. Mannarino asked if there is anything specifically identified that may help the school nurses.
252
253 Mr. Weaver responded no; we have three nurses that are out straight. Just the volume is a lot not more at this
254 point and we don't know how to support them.
255

251 Mr. White suggested maybe at the next meeting we can discuss how to help them.

252 Mr. Weaver stated families are getting mixed messages from agencies. I would like to talk next week about
253 supporting students at home and the school nurses.

254 Mr. Post asked if there are any no licensure activities that we can help the nurses with.

255 Cathleen Bertoncini. School nurse at WLC stated the difficulty is it is a seven day a week job and very intense,
256 possible administrative help but that is a small piece of the pie.

257 Mr. Post asked if we need more licensed help.

258 Ms. Bertoncini replied we need to have a discussion on how to lighten the load I don't know the answer.

259 Mr. Post asked if anyone can help with tracing.

260 Ms. Bertoncini expressed she is not sure if there is privacy issue; should we create a position that someone
261 bounces between the schools?

262 Ms. Cloutier –Cabral asked if it would it help to have an LNA

263 Ms. Bertoncini replied possibly, an issue right now is being on seven days a week.

264 Mr. Weaver replied do we rotate the nurses on the weekend and support with a salary? They are really
265 overwhelmed. There are a lot of questions only they can answer. This is different this year.

266 Mr. Post asked if this can this wait until the October 12th, is the issue that the nurses are the only ones that can
267 solve the problem.

268 Mr. Weaver responded if a student is positive with COVID on a Saturday they must do the contract tracing on the
269 weekend.

270 Mr. Post stated we want to support you and that is what the ESSER funds are for, this is important.

271 Mr. Weaver stated we will come up with some answers on the 12th and updated the COVID figures; we currently
272 have seven active cases and eight currently on quarantine

273 Mr. Post asked if there are targeted mask practices.

274 Mr. Weaver replied, once at FRES for the whole school and at LCS one kindergarten classroom for ten days. Each
275 situation is different, but we need to stay consistent with these decisions to make sure everyone is safe, and
276 learning is going on in the classroom.

277 VI. COMMITTEE REPORTS

278 Finance

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280

281 Mr. Kofalt reported the committee met last Wednesday. Talked about the procurement policy and will come back
282 with recommendations. Talked about Financial statement formats. The BA will begin providing monthly
283 statements. The committee briefly talked about the capital improvement plan, reviewed grant funding. There is a
284 list of items from last year's audit that are low priority. We are finding things that need to be taken care of. Some
285 have been taken care of, but the BA has a lot bigger things to do so they will be revisited, none of them are urgent
286 or pressing.

287 Mr. Post confirmed, we still don't have last year's number. Mr. Kofalt responded we would rather have an
288 accurate number. We are looking at having that in October.

289 Budget liaison

Mr. Vanderhoof reported they talked about the ESSER funds, timelines. Talked about the calendar. Talked about the transportation bid, we need to find out the timeline for sending out bids.

Policy committee

Ms. Lavallee reported the committee went over updates and identified policies to look at. We have about twelve. It has been divided up between administration and committee members to review current policies. Emails will go out tomorrow. The deadline is December, but we are shooting for November. We have been selected for the school approval facility review at WLC. I will be reviewing them this week and if any issues are identified I will call an additional meeting of the policy committee. I will be sitting down with Kristina Fowler to go over policies. One policy regarding the superintendent and vice principal reviews and the timelines for these. We will be making edits and submitting to the board on Oct. 12th

VII. BOARD BUDGET DISCUSSION

Mr. Post spoke on keeping the budget committee informed, we can inform and tell them what we are doing but there is a difference in what the budget committee does and what the school board does. Stating we need to be very careful of the precedence that sets.

PUBLIC COMMENTS: None

SCHOOL BOARD MEMBER COMMENTS

Mr. Golding stated he is very excited about the small business scholarship from the WHOP.

Regarding Mr. Post's comment, I understand but the budget committee only wants to be informed, not be a part of the decision.

Mr. Vanderhoof asked that if next meeting we will be voting on sending a representative to the NH School Board Association delegate assembly. It will need to be done at the next meeting

Ms. Cloutier- Cabral thanked the WHOP for the scholarship. And congratulated the following students

Troy Gardent, taking on junior firefighting program Samantha Boette DAR good citizenship award and Shawn Bishop, also stated she is impressed with the admin team collaborating and working together.

Mr. Post thanked Ms. Ryan for filling in to take the minutes and thanked Ms. Fowler, who typically takes minutes.

Mr. White stated the meeting went well and suggested we continue to limit the back and forth as we did tonight. This is more of what the public wants to see in our meetings.

Ms. Lavallee thanked the admin staff for working well together and thanked the custodians. There has been good feedback for them. She thanked the kitchen staff; the new director is doing great.

Mr. Weaver recognized label art for the office furniture and being helpful with moving the furniture. They have been everything you could ask for from a community partner, they have been wonderful. Somehow, we must recognize them publicly.

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

Ms. Lavallee made a motion to go into nonpublic seconded by Mr. Post at 8:42 p.m.

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332

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

334

RETURN TO PUBLIC 9:12PM

336

337 *Motion made by Mr. Kofalt SECONDED by Mr. Mannarino to change the BA annual salary to \$85,000,*

338 *retroactive to July 1, 2021.*

339 Motion passed 7 AYE, 1 Abstain

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IX. ADJOURNMENT

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Motion to adjourn by Mr. Golding and seconded by Mr. Kofalt at 9:12 p.m.

Voting: all ayes; motion carried unanimously.

Respectfully submitted,

Mary-Jane Ryan

School District Clerk Pro-tem