

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, September 12, 2017
Florence Rideout Elementary School-Library
6:30 p.m.**

Present: Harry Dailey, *Geoff Brock, Matt Ballou, Miriam Lemire, Mark Legere, Joyce Fisk, Carol LeBlanc, Alex LoVerme and Charlie Post arrived at 6:38pm*

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, Clerk Kristina Fowler and Principal Tim O'Connell arrived at 7:51pm

I. CALL TO ORDER

Chairman Dailey called the meeting to order at 6:30pm.

II. ADJUSTMENTS TO THE AGENDA

Superintendent Lane informed members he received a letter from the WLCSSA with their intent to negotiate. This will be added to the agenda.

III. PUBLIC COMMENTS

There was no public comment to report.

IV. PRESENTATION TO BOARD

i. Monopole-James Cutler, Fire Chief

Chief Cutler attended the meeting along with Chief Hautanen and the Director of MAC Base (Milford Area Communications). They reported a need to add more communication poles (monopoles) due to many "dead spots" and the need to improve communication for public safety (beneficial to Police, Fire, and likely EMS). Dead spots exist inside larger buildings like the MS/HS and most of Main Street because the antennas go over those areas. This would also help Police with portable radio coverage as they can hear the call but have a challenging time speaking with the caller. They now need major upgrades; this has been part of their long term planning since 2012. The MS/HS would be an ideal location to cover that part of Wilton and into Lyndeborough. The site is about 100-150 feet off of the fields. The monopole has no guide wires and it is a self-supporting pole with a very small footprint. The site was chosen because it is the best location and no other reason. Other options were looked at however dead zones were still an issue. They had also thought of attaching it on the WLC building and confirmed that they have some options but an engineer would need to test it and the structural part was still in question. Chairman Dailey noted there are multiple steps to be taken, not just the school districts permission but the tax payers' approval to fund it etc. The cost is probably \$2,000,000 for the total project including the existing towers; it's a total of 9. Mr. LoVerme questioned if they will pay a lease and the response was it is open for discussion. Mr. Ballou noted he is not in favor of anything attached to the school. Chairman Dailey suggested at the very least, having a public hearing or even putting it on a warrant article. When administration was asked if they had any concerns, Superintendent Lane indicated parents may have questions of a technical nature which he may not be able to answer and the MAC Base Director said they could have an engineer come. Chief Cutler added information will be dispersed to individual towns and will be shared with the school district, it is still in the early stages and a formal proposal has not come to the towns yet but are informally aware of a proposal coming. Mr. LoVerme asked what kind of damage would be expected to the land and who is responsible for fixing it. The response was still needs to be determined what it takes to get utilities out there. Chairman Dailey questioned who would own the site, would it be leasing the land which is probably a 30 X 30 plot out in the pine grove of right field if you are standing at home plate. The MAC Base Director responded it was about that size and agreed with the location. Mr. Ballou suggested having the site taped out and

53 having board members walk it. Superintendent Lane confirmed the woods and wheels class does bike
54 up there. As example the MAC Base Director stated they pay \$1,000 a year at the Federal Hill site,
55 Abbot Hill site is \$420 a year and Pead Hill has a 5 year agreement about \$3,700 year. The other sites
56 are on town property. They have their own power mostly except the one site and they pay the cost for
57 the power. Chairman Dailey questioned if there was a need for a generator and the response was
58 perhaps, but looking at a battery operated system is better for them. Chairman Dailey suggested it be
59 tabled at this point, we run through our normal budget process and he would like a public hearing on the
60 matter and potentially a warrant article. He asked for the board to be kept updated even though the
61 financial part is beyond the scope of this board. He asked if March is an acceptable time frame and this
62 was agreed to be acceptable. Mr. LoVerme asked for the option to attach the monopole to the school be
63 removed as an option. The MAC Base Director responded he didn't have a problem with that. Chief
64 Cutler agreed and noted the Board of Governors doesn't have a particular feeling on this.

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66 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Ballou that attaching a monopole to*
67 *the building is unacceptable (if it were approved).*

68 *Voting: all aye; motion carried unanimously.*
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70 Chairman Dailey clarified this is not an approval to do it and the only acceptable option is to put it in
71 the woods if it were approved. All agreed.
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73 **V. BOARD CORRESPONDENCE**

74 **a. Reports**

75 **i. Superintendent's Report**

76 Superintendent Lane reviewed his report which included first day enrollment numbers and noted these
77 numbers will fluctuate. This compares to 570 at the end of last year. The month end numbers will be
78 shared with you when available. There is one nomination to bring forth tonight and with this we are
79 fully staffed. September 6 the seniors went to FRES to present first graders "class of 2029" t-shirts.
80 Work has begun on the budget. A phone meeting was held with Mr. Kofalt representing the budget
81 committee and requested information was provided. Mr. Kofalt is looking at tax numbers and what a
82 tax payer is going to pay and what the history is. For example, in technology he found a big jump and
83 that is due to one to one computing. He is also looking at the apportionment scenario and he was given
84 information which was also provided previously as a board presentation. The Superintendent provided
85 the Strategic Planning Committee with a report regarding kindergarten. The approach he is taking
86 regarding kindergarten is as though there will be no funding from the state and why is kindergarten
87 important and how would we do it. Title II money is almost back in again although this is still in
88 process. The DOE is putting out the ESSA (replaced No Child Left Behind) plan to the Federal
89 Government, due yesterday. They have 120 days to say if it is ok or not, it's likely to be January when
90 we find out. The process for background checks is changing to provide additional information
91 (everything), allowing for more informed decisions. It is the Superintendent's judgement of what is
92 appropriate and what is not. Documents are shred after, no one else views them and a record is kept
93 indicating a background check has been completed. He doesn't recommend a policy indicating which
94 misdemeanors are not acceptable for hire. He started teaching a class in "Creating Positive School
95 Culture". He provided the salary from staff changes with the exception of the nomination for this
96 evening. It shows a savings of \$18,946. Mr. Post asked for any kind of feedback or what trends to look
97 for regarding the decrease in enrollment. Superintendent Lane will provide additional information after
98 speaking with guidance. He introduced Julie Heon, Curriculum Coordinator who will present her report
99 this evening.

100 **ii. Business Administrator's Report**

101 Ms. Tucker reviewed her report which included projecting a deficit of \$7,378 with propane and fuel.
102 She had anticipated a 1.5% increase which was not enough. This can change based on weather. Pricing
103 for maintenance of the HVAC control systems at FRES and WLC have been secured with Control
104 Technologies for a one year agreement at a cost of \$9,515, increase of \$276 or 3% from last year.

Pricing has been secured for elevator maintenance and annual inspections, FRES with Stanley and WLC with Otis. The total cost is \$5,420.82 which is the same as last year. Chairman Dailey suggested that the Facilities Committee look into when there is a need to replace a furnace for example, that instead of just replacing it, you see if it makes sense to switch over to the same type of fuel that is in the other buildings (so they are all the same fuel type) and with vendors such as the elevators trying to obtain economy of scale and better pricing by using the same vendor in all buildings. Ms. Tucker responded we look at both and that much of this is that they know the buildings. Fresh Pizza bid was awarded to Sal's Pizza and based on volume she anticipates a savings of \$1,100 for the year with this item. It is year two of two for the Produce and Grocery Vendors and she anticipates a slight increase due to the enforcement of the Buy American provision in the Federal Code of Regulations. The Food Service Department had their quarterly review meeting and discussed the deficit and they continue to work on a catering service menu and this year will be focusing on salads and recipes. Ms. Lemire questioned why in May Ms. Tucker presented a price increase that as Ms. Lemire understood from Ms. Tucker would take care of the majority of the deficit and sell healthy items (not items such as ice cream). Ms. Tucker responded the deficit in May was still 2016-17 and the price increase is for 2017-18 and we are still trying to do "smart" snacks but we are selling ice cream. We are not promoting the ice cream and they do eat a healthy lunch. A la carte items help the deficit such as baked chips, and sometimes it can be ice cream. Mr. LoVerme questioned, regarding the pizza if there was a list of ingredients so it could be confirmed nut free and Ms. Tucker responded yes, it is and he would also like to know the size of the pizza and she will get that to him.

iii. Principals' Reports

Principal Bagley reported many new staff members which provide a unique combination of seasoned and new teachers. The three days prior to the start of school was productive with the Superintendent providing training on "My Learning Plan" and several meetings. The first day for students was awesome! He attended a NHIAA meeting in Concord yesterday. The NHIAA Walter A. Smith award goes to one student in the whole state and is given to individuals who have overcome special circumstances and contributed positively and significantly to Interscholastic Athletics. He was very proud to report it was given this year to Austin Fredette of WLC and that WLC was recognized for outstanding sportsmanship in Division IV and given a banner which he revealed.

Superintendent Lane reviewed Principal O'Connell's report in his absence. Enrollment has been provided including extended K which has 19 enrolled. They continue to work on Readers Workshop and in the classrooms you will see libraries of books which are part of the program. We will have the TLA (Teachers and Learners Alliance) representatives here as coaches and working with teachers. This will be part of the schools culture and in every grade. Open house is at LCS is tonight and Thursday at FRES. The first FRES Fox Flyer is out for the year.

iv. Curriculum Coordinator's Report

Dr. Julie Heon, new to the district, started in August thanked members for being invited. She reported we are making a to-do list and started working with teachers in August providing a curriculum workshop. We are focusing on the most important things in each subject area or course. For example what is important for students to learn about math concepts, what is it we expect students to learn and what is reasonable so that we can have depth and use their deeper thinking skills. She provided documents for review. She also reported they are working on creating a progression from 6-12 first and then look at the K-12 progression. She plans to do classroom walkthroughs in the future. Ms. LeBlanc wondered if there were any particular gaps with the transition from 5-6 grades as it has not always been as smooth as preferred. Dr. Heon responded that it is something she is responsible to look at and is what she refers to when she talks about K-12 progression. She urged the board to look at the amount of professional development time that is built into the school year as all of this takes time and to address it there needs to be more of it. Mr. LoVerme questioned if she will be looking into "back pack days" when there is a snow day. She responded that it is up to the district but she has been in a district where something similar was done and is willing to participate and investigate. She confirmed she is working

with Michelle Locke, RTI Coordinator. She noted the goal of intervention is to build skills, fill gaps and help students who struggle to get the skills they need.

b. Letters/Information

i. NEASC Visit Scheduled

Superintendent Lane explained this is a letter from New England Association of Schools and Colleges indicating the visit will be October 27, 2019-October 30, 2019 and it will be the following year in the fall that we will have some budgetary situations which they are estimating \$16,000-\$17,000 to do this which is a reduction from previous years. This brings an outside team to see if we are doing what we think we are doing, to have an outside perspective is a good thing to determine if we meet the standards of NEASC.

ii. Parent Letter

Superintendent Lane reported this is a parent letter indicating they wanted to say thank you and these types of things are not always shared with the board but should be.

iii. Allergy Protocol

Superintendent Lane explained this was requested by the board, we included this for all three buildings. Mr. Ballou noted the full document should not say policy but protocol, Superintendent Lane agreed. Ms. LeBlanc questioned previously they were told that Primex didn't recommend the schools keeping Epi-pens and Superintendent Lane responded we do have them now and he has a note out to them so that he can see the wording of the recommendation. Ms. LeBlanc would like to see it once received. Responding to Mr. LoVerme, Principal O'Connell said he believes the nurse has used one once since he has been here. Ms. LeBlanc pointed out section (h) of 311.02, "Medication During School Day" and asked if there was a policy regarding procedures to give protection and controls to the matter of medications and the response was yes and would be provided. She also questioned the first sentence in the last paragraph of the actual policy JAA as it appears incomplete. Superintendent Lane will review this.

• WLCSSA LETTER

Superintendent Lane reported a letter was received by WLC Support Staff Association with their desire to create a bargaining schedule with us. The paperwork was put in accordance to the contract. He noted we will create a calendar and put a team together shortly.

VI. CONSENT AGENDA

a. Donation

b. Grants

The reports have been reviewed by the Board.

Superintendent Lane informed the group of the generosity of the community including Ms. Stella Abbot's donation of school supplies to LCS and grant funds for food service in the amount of \$4,700 at FRES and \$4,200 at WLC.

*A MOTION was made by Mr. Ballou and SECONDED by Ms. Fisk to approve the consent agenda.
Voting: all aye; motion carried unanimously.*

VII. FOOD SERVICE UPDATE 16-17

Ms. Tucker explained we ended with a higher deficit than she anticipated \$14,265.13 which is due to food perishable items. Reconciliations are doing well and the auditors like to see this to be sure we didn't have any register issues; there was a variance of \$14.19 for the whole year. She is hoping to sell more with a la cart, catering, the recipes and salads. Responding to Chairman Dailey, she confirmed the deficit from last year was \$28,088. This is essentially half and we are trending in the right direction. Responding to Mr. Ballou, she confirmed we are selling the milk differently, we were expensing it all in a milk category but most of it goes under lunch and breakfast meals so the revenue doesn't match expense. She confirmed the deficit does not include unpaid accounts and explained since the meal

charging policy came into effect they had some issue with how people handle delinquent accounts and previous to this year we would write it off. Since then the USDA came up with a supplemental policy that you can have a receivable balance, in other words our revenue shows we will get that amount even if we didn't. That helped with the trend also. Therefor \$600 we deemed uncollectable is included.

VIII. BOARD REVIEWS

Chairman Dailey asked for suggestions regarding reviews and how to get the most benefit from it. Mr. Legere suggested shortening it as some of the questions seem redundant. Superintendent Lane suggested the tool is cumbersome and the group may benefit from having a workshop meeting, it can be after a board meeting, lasting no more than an hour to discuss. It was agreed to have a workshop forum, members would fill out the survey, rating only as a group (composite) and not individual, return to Kristina by October 1 for tallying. A meeting will be set up after October 1. Members of the administrative team can fill out the board evaluations as well (by October 1) if they feel comfortable doing so. Superintendent Evaluations will be completed by board members and return to Kristina by October 1 for tallying.

IX. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Brock and SECONDED by Ms. LeBlanc to approve the minutes of August 22, 2017 as written.

Voting: six ayes; two abstentions from Mr. LoVerme and Mr. Post, motion carried.

b. Board Resolutions

Mr. Ballou has submitted a proposal for resolution to Superintendent Lane and Chairman Dailey which will be brought to the next meeting for board review and vote. It would give consideration if all things were equal to hiring veterans. November 3, 2017 is the deadline for resolutions to be submitted to NHSBA.

X. COMMITTEE REPORTS

i. Budget Liaison

Mr. Post reported the committee met on August 29 with Chairman Dailey in attendance. Mr. Kofalt put a pro forma budget together, a strong presentation with some pieces missing that now seem to have been provided. The tech question was also about a return on investment basis, how they are working, how it is incorporated. There was some discussion regarding communication between the School Board and SAU and that seems to have been resolved. The Budget Committee was concerned when they asked the SAU for information it was coming to the School Board for approval which may have seemed that way because of timing of the meetings. Mr. Post was clear; the School Board doesn't have to approve the information but should see it. Superintendent Lane added as a matter of protocol, if the Budget Committee asked for a document they usually give him lead time and if they Budget Committee received it prior to the School Board meeting he would make sure they had copies of what he is sending not for approval, just if there is a question, everyone has it in about the same amount of time. For joint meetings the documents go out together.

ii. Strategic Planning Committee

Chairman Dailey reported the committee met on September 5 and went over the charter of the committee, expectations that were set of the School Board and to come up with a list of possible options and not just recommendations based on the priorities set by the School Board, full day kindergarten, rolling average funding formula and feasibility of reserve fund warrant article. The biggest is full day kindergarten. The next meeting is September 27. Superintendent Lane is providing information for the committee to analyze. They will separate into three buckets, educational, facilities issues and funding. The secondary priorities do not need to be solved this budget season and will be addressed at a later time.

260 **XI. RESIGNATIONS / APPOINTMENTS / LEAVES**

261 **a. Resignation**

262 **i. Nickolas Kovaliv-WLC HS Physical Science Teacher**

263 *A MOTION was made by Mr. Brock and SECONDED by Ms. Fisk to accept the resignation of Mr.*

264 *Nicholas Kovaliv, WLC, HS science teacher.*

265 *Voting: all aye; motion carried unanimously.*

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267 Mr. LoVerme questioned the need to provide contracts which Superintendent Lane informed the group
268 that not giving contracts would be a violation of the CBA.

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270 **b. Appointment**

271 **i. David Galatzer-Levy-WLC HS Physical Science Teacher**

272 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Fisk to appoint Mr. David Galatzer-*

273 *Levy, WLC, HS science teacher.*

274 *Voting: all aye; motion carried unanimously.*

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276 **XII. PUBLIC COMMENTS**

277 There was no public comment to report.

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

280 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Post to enter Non-Public Session to*
281 *discuss a personnel matter RSA 91-A: 3 II (A) at 8:40pm.*

282 *Voting: all aye; motion carried unanimously.*

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284 **• RETURN TO PUBLIC SESSION**

285 The Board entered public session at 9:18pm.

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287 *A MOTION was made to seal the non-public session minutes for 50 years by Mr. LoVerme and*
288 *SECONDED by Ms. LeBlanc.*

289 *Voting: all aye; motion carried unanimously.*

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291 **XIV. ADJOURNMENT**

292 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to adjourn the Board meeting*
293 *at 9:18pm.*

294 *Voting: all aye; motion carried unanimously.*

295
296 *Respectfully submitted,*

297 *Kristina Fowler*