

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, August 8, 2017  
Lyndeborough Central School-Multipurpose Room  
6:30 p.m.**

Present: Harry Dailey, *Matt Ballou, Miriam Lemire, Mark Legere, Charlie Post, Joyce Fisk, Carol LeBlanc, and Alex LoVerme.*

*Superintendent Bryan Lane, Business Administrator Lise Tucker, Director of Student Support Services Betty Moore, Principals Brian Bagley, Tim O'Connell and Clerk Kristina Fowler*

**I. CALL TO ORDER**

Chairman Dailey called the meeting to order at 6:31pm.

**II. ADJUSTMENTS TO THE AGENDA**

Superintendent Lane informed members he is providing a document to the Strategic Planning Committee regarding kindergarten which he shared with them. There were no formal adjustments to the agenda.

**III. PUBLIC COMMENTS**

Ms. Deb Mortvedt, resident and member of Friends of the Wilton Library and Heritage Commission is proposing in conjunction with the Heritage Commission a program for a self-guided historic tour of Wilton for students. Parents would accompany the students and be given an opportunity to choose a site and sit with historians to learn about it. They would also tour the town hall and the history rooms at the library. It would be no cost to taxpayers she indicated. Superintendent Lane added that it could be worked into the curriculum with Julie Heon, Curriculum Coordinator involved. Ms. Mortvedt had previously spoken with Principal O'Connell about the program. She was given the authorization to move forward and continue conversations with Mr. O'Connell.

Ms. Jessie Salisbury, resident and member of the Elementary History Committee asked for direction on the process for selling the Lyndeborough Central School history book now that it has been completed. Several options were discussed including a PTO fund raiser. Some of the logistics need to be determined prior to sales. Superintendent Lane will add this to the next agenda and obtain additional information and report back. Ms. Tucker added a restricted special revenue fund was created and the initial fees were taken from there. She believes we need to show the activity here when revenue and bills come in. Anything left over after the fees have been recouped; the board decides what to do with. Ms. Salisbury will investigate how many people are interested in purchasing books. For the Wilton elementary book, Ms. Fisk and Ms. LeBlanc are working on this and are looking for photos. It will be months before completion.

**IV. BOARD CORRESPONDENCE**

The reports have been reviewed by the board.

**a. Reports**

**i. Superintendent's Report**

Superintendent Lane reviewed his report which included his attendance to the state conference and a State Board of Education meeting. He has continued to spend time on hiring staff and has several that he is bringing forward this evening. The positions left to fill for teachers are technology/media generalist for FRES and math for the high school. A custodial position also needs to be filled. He attended a charrette for economic development and will continue his involvement in this. A survey from the Economic Development Committee on branding the town was previously reviewed by members and he noted although it was not particularly critical of the school district, it did not highlight it either. He is

suggesting there is a need to brand and market the school district. He will be presenting at the NHSAA conference on collective bargaining in relation to health insurance on August 16 and the annual day long administrative meeting will be on August 10.

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

Ms. Tucker reviewed her report which included that the second phase of the WLC roof replacement is in progress and scheduled to be completed August 15. The business office staff has been working with new hires and completing purchase orders. Custodial staff has been completing the annual cleaning schedule and currently FRES is 95% complete, WLC is 90% complete and LCS is at 75% as they have housed the summer programs. She does not anticipate any issues completing this prior to opening. An agreement with Granite State Plumbing has been renewed at the same cost as last year which covers the district. Paper pricing has been secured with WB Mason and will save \$346. Pricing has been secured with First Point Power, Freedom Energy Logistics is the broker who won the bid although the unit pricing is increased from last year she is still projecting a savings of \$6,073.70 because the usage was down from the previous year. (730,879 kilowatt usage in 15-16 to 671,275 in 16-17) She confirmed for Chairman Dailey that it is correct that even though FRES has more square footage they are using less electricity for example they have LED lighting where WLC does not. One Source Security is currently in year two of a three year agreement for monitoring security and fire alarm systems for a total of \$1,710 for the year and arrangements have been made with Tri-State Fire Protection to perform the bi-annual kitchen hood suppression inspections for a total of \$1,497.60 and they will perform other required annual inspections for a fee of \$3,690.40.

## **iii. Principal's Reports**

Principal O'Connell reviewed his report which included thanking the maintenance and technology department for being ahead of schedule. Attendance for the Summer Academy has been pretty strong. ESY continues until August 11. Staff has engaged in professional development with some attending training in Concord on Responsive Classroom. At this point 80% are level 1 trained and two are level 2. His goal is to have all trained in at least level 1 by next summer. In June there was training provided on the reading program. Resignations were submitted for art and technology/media generalist teachers. Superintendent Lane added he has asked Ms. Cargill to provide data on the RTI piece to see what progress was made over the summer.

Principal Bagley reviewed his report which included thanking the maintenance department for working so hard. He has continued to spend considerable time on hiring new staff and is thrilled with the new additions. New teacher orientation will be on August 23 and 24. NEASC is coming the fall of 2019. A representative will come in September to educate staff on the process and a steering committee will be organized the second semester of this year writing a self-study on how well we align to each standard. The standards have changed. Two teachers attended the AP Summer Institute in Vermont and received AP certification. Several other teachers have been working on special projects and curriculum. Those working on curriculum will connect with Curriculum Coordinator, Julie Heon. Varsity soccer try-outs begin August 14 and MS soccer try-outs begin August 28. Impact concussion baseline testing will be held prior to participation for middle school, and incoming freshman as well as any new and returning high school athletes who did not test last year.

## **b. Letters/Information**

### **i. NHIAA Award/Recognition**

Principal Bagley reported they are thrilled to be notified the athletic program will be recognized for outstanding sportsmanship. This is a credit to the coaches, Athletic Director, Brice Miller and the students. There will be a ceremony after they get their banner.

### **ii. Adequate Public Education Site Visit-DOE**

Superintendent Lane reviewed that the letter states they commend the school board and district for their cooperation and support they have shown and in particular staff members are passionate about working with students and seeing their individual success. Chairman Dailey added he spoke to them as part of the interview process and they couldn't say enough good things.

104 **iii. DOE Determination Letter-Meets Requirements**

105 Superintendent Lane reviewed this letter which indicates that the district meets requirements and  
106 purposes of IDEA based on their established criteria for 2015-16. He believes this will continue and  
107 reiterates it is for year 15-16.

108 **iv. Technology Disposal/Recycle List**

109 Superintendent Lane reported as part of the policy the IT Department has identified equipment that is  
110 obsolete and we need to provide a list of these items. It costs us nothing to recycle and there is no real  
111 market for these items. Prior to Mr. Verratti, IT Director there wasn't a mechanism to recognize what is  
112 and what is not obsolete. Once the "housecleaning" has been completed, you will see consistency.

113 **v. Budget Committee Information**

114 Ms. Tucker reported she provided a memo and documents to answer primary questions from the Budget  
115 Committee. Regarding interest on investments and trust funds, \$5,000 dollars was the interest on the  
116 trust funds. The trustee noticed we received too much previously as we received capital gains/(losses) and  
117 should have only received the interest and dividends. They want to recoup that money which is almost  
118 \$3,800 and we probably won't receive any interest for a couple of years. A breakdown of how they came  
119 up with this was provided. Water increased because we are watering the fields and snow plowing  
120 increased as the fee was renegotiated during the year and are now charged per town based on events.  
121 Last year it was 18-19 events. This will vary. Dues and fees included the unaffiliated dollars (\$32,683)  
122 which at that time had not been moved to the appropriate function where it gets reported on. There was  
123 a \$5,000 savings on membership dues and athletic fees. Savings on audit fees \$2,500, \$2,000 savings on  
124 graduation expenses and \$1,500 savings on miscellaneous board expenses. In Food service there were 3  
125 weeks of school instead of 4 which accounts for a lack of revenue in sales and a breakdown of employees  
126 was provided by fte equivalent. Budget transfers were provided for anything over \$500 for the year.  
127 Superintendent Lane noted transfers are provided to the board if over \$5,000 as part of our normal  
128 procedure. Typically as part of his procedure, he provides the board any data that would be given to the  
129 Budget Committee.

130  
131 **V. CONSENT AGENDA**

132 **a. Treasurer's Report and Capital Projects Account-April & May 2017**

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

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136 **VI. NHSBA CALL FOR RESOLUTIONS**

137 Superintendent Lane reported Barrett Christina is the new Executive Director replacing Ted Comstock  
138 who retired. Annually the NHSBA calls for resolutions. If there is something members want to bring  
139 forth or emphasize you can do this as a member of the association however it should be placed on the  
140 agenda for the public to comment.

141  
142 **VII. ACTION ITEMS**

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

144 *A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Fisk to approve the minutes of June 20,*  
145 *2017 as written.*  
146 *Voting: all aye; motion carried unanimously.*

147  
148 Mr. Legere requests to have data on student discipline for the next agenda. Superintendent Lane added it  
149 will be discussed at the administrative meeting on August 10.

150  
151 **b. Approve Fuel Bid**

152 Ms. Tucker reviewed the quotes and recommends awarding the bid to Discount Oil of Keene \$1.8949  
153 No. 2 fuel and L & G Propane \$1.139. She noted "we will have a bit of an issue on deficiency of about  
154 \$8,000" but if we save \$6,000 in electricity...Mr. Ballou suggests doing an estimate of the last 3-4 years  
155 and build that into the budget. Ms. Tucker responded history has been to use the prior year and base on

consumer price index. She confirmed last year was the first year for accurate numbers for FRES with propane and because of this it was decreased from 25 to 20. L & G were the suppliers last year with good service.

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to approve the bids to Discount Oil of Keene \$1.849 No. 2 fuel and L & G Propane \$1.139 as recommended.*

*Voting: all aye; motion carried unanimously.*

#### **c. Approve Handbook Changes-WLC & FRES**

Changes to the handbooks were reviewed.

Principal Bagley explained at WLC students get two report cards, competency determines credit earned or not and then a letter grade is given. They can receive a failure (F) and earn credit if they are competent in all competencies of that class. Chairman Dailey noted parents may have trouble understanding the differences with competencies vs. grade and Principal Bagley responded a letter could be generated for further explanation. For clarification, under the section relating to plagiarism and cheating, (page 26) it was agreed to add “as determined by administration” to the end of the last sentence for clarification. It will now read, “Students may or may not have an opportunity to re-submit the assignment or similar assignment to determine competency grade, as determined by administration.

*A MOTION was made by Mr. Ballou and SECONDED by Ms. Fisk to approve the WLC handbook with one change as noted.*

*Voting: all aye; motion carried unanimously.*

In regard to changes in the FRES handbook, Ms. LeBlanc would like to see the removal restored to have the school nurse determine if the student demonstrates the maturity necessary to assume responsibility for correct storage and use of the medication (page 20, #9). Principal O’Connell responded ultimately the parents make this determination. This topic was discussed as well as snacks containing nuts which Principal O’Connell noted the recommendation to parents is to not bring them, (but they may) teachers do take precautions in those classrooms but it is not every classroom.

*A MOTION was made by Mr. Ballou and SECONDED by Mr. LoVerme to approve the FRES handbook as written.*

*Voting: six ayes; one nay from Ms. LeBlanc, motion carried.*

#### **d. Wilton Economic Development Survey**

Superintendent Lane reported the survey was provided to members via email. There is no response needed although we need to look collectively through the Strategic Planning Committee and administration to highlight the district and the many positives. This topic was briefly discussed.

### **VIII. COMMITTEE REPORTS**

#### **i. Facilities**

Ms. Tucker reported a walkthrough was done at LCS prior to the meeting this evening where nothing major was brought up to contend with. The walkthroughs are scheduled to be separate from the meetings to allow appropriate time. The next meeting is October 24. Meetings will be listed on the website. Chairman Dailey noted the siding up by the kindergarten room looks to be in need of repair.

#### **ii. Budget Liaison**

Mr. Post reported committee members met on July 11 and had wanted to do a “look back” to prepare for the next budget season and Mr. Kofalt provided a spread sheet. Mr. Post was not in attendance however, minutes of the meeting can be found on the district website. The next meeting is scheduled for August 15. Chairman Dailey or Superintendent Lane offered to attend in his absence in the future.

208 **IX. RESIGNATIONS / APPOINTMENTS / LEAVES**

209 **a. Appointments**

- 210 **i. Matthew Thompson-1 Year Position-HS Social Studies Teacher-WLC**  
211 **ii. Justin Kane-Industrial Arts Teacher-FRES**  
212 **iii. Gregory Lamers-Art Teacher-FRES**  
213 **iv. Hannah Staib-MS English-WLC**

214 Superintendent Lane reported Mr. Ballou has approved the hiring of these teachers during the boards  
215 hiatus as the board representative however he is bringing them forward for a formal motion as required  
216 by the state. He reviewed the list of nominations he is recommending.

217  
218 *A MOTION was made by Mr. Ballou and SECONDED by Ms. LeBlanc to approve the slate of*  
219 *appointments.*

220 *Voting: all aye; motion carried unanimously.*  
221

222 **b. Resignations**

- 223 **i. Amanda Luter-Art Teacher-FRES**  
224 **ii. Meredith Raboin-Technology/Media Generalist Teacher-FRES**  
225 **iii. Joelle Henry-HS Math Teacher-WLC**

226 Superintendent Lane reviewed the resignations.  
227

228 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Fisk to accept the resignation of Ms.*  
229 *Amanda Luter, art teacher at FRES.*

230 *Voting: all aye; motion carried unanimously.*  
231

232 *A MOTION was made by Mr. Legere and SECONDED by Mr. LoVerme to accept the resignation of Ms.*  
233 *Meredith Raboin, technology/media generalist teacher at FRES.*

234 *Voting: all aye; motion carried unanimously.*  
235

236 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Legere to accept the recommendation to*  
237 *withdraw the nomination of Joelle Henry, HS math teacher at WLC.*

238 *Voting: all aye; motion carried unanimously.*  
239

240 **c. FYI-Approved Coaches**

241 **i. Fall Coaches**

242 Superintendent Lane reviewed the list of approved fall coaches.  
243

244 **X. PUBLIC COMMENTS**

245 Ms. Jessie Salisbury commented that she is willing and wants to publicize events etc. for the school  
246 district but needs to know about them ahead of time. She would like two weeks' notice. Superintendent  
247 Lane responded that a district wide calendar with all the events is being created and will be done on a  
248 monthly basis one month in advance.  
249

250 **XI. ADJOURNMENT**

251 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Ballou to adjourn the board meeting at*  
252 *8:25pm.*

253 *Voting: all aye; motion carried unanimously.*  
254

255 *Respectfully submitted,*

256 *Kristina Fowler*