

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING AND JOINT BUDGET COMMITTEE SESSION
Tuesday, December 12, 2017
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.**

Present: Harry Dailey, *Geoff Brock, Matt Ballou, Miriam Lemire, Carol LeBlanc Charlie Post (arrived after budget co mtg.), and Alex LoVerme arrived at 6:42pm.*

Superintendent Bryan Lane, Business Administrator Lise Tucker, Principals Brian Bagley, Tim O'Connell, Curriculum Coordinator Julie Heon, Technology Director Kevin Verratti and Clerk Kristina Fowler

I. CALL TO ORDER

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

II. ELEMENTARY STUDENT OF THE MONTH

This was postponed until the next meeting.

III. ADJUSTMENTS TO THE AGENDA

Superintendent Lane informed the members he has provided an example of a report for parents from STAR 360, a student's poem, a PowerPoint presentation for MS reorganization, budget sheet by object and budget summary relating to tax impact of warrant articles.

Chairman Dailey reported there is a drawing done in the 1970's by a WLC art teacher which the town of Wilton no longer has a place for since renovating. The town would like to give it to the school. Superintendent Lane will contact Town Manager Scott Butcher to obtain details.

IV. PUBLIC COMMENTS

Community member Fran Bujak was present and thankful for the board materials to be on the website. He spoke regarding the proposal (MS model) to reduce additional teachers, having been on the school board, this was part of the combining schools and both towns were assured that we would provide the same or better education. His concern is the proposal brings the opposite. There is some relevance to class size and he has reviewed studies (by Lorraine Johnson) which talked about 40/20 doesn't make much difference but 20/15 does although you can find studies one way or another. He asks that when this is discussed a common sense theory is applied and says common sense says a teacher can spend more time with students and teachers can implement strategies for improvement and learning. A teacher in a smaller class size is more motivated. Someone wrote if small class sizes were such a great idea why do the wealthiest parents send their kids to private schools, none of which have large class sizes.

V. BOARD ANNOUNCEMENT-SUPERINTENDENT

Chairman Dailey made a formal announcement that the school board has gone through the negotiation process and signed an additional three year contract with current Superintendent Bryan Lane.

VI. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent Lane reviewed his report and noted the last presentation of the budget will be this evening. The support staff contract has been ratified by both the board and the WLCSSA. He spoke with the PTO at FRES regarding SB 193 and kindergarten. He confirmed in speaking with them, as the bill has been rewritten there is not a large financial issue for the district and homeschooling can be a

great thing for some. Information was provided on full day kindergarten based on the Strategic Planning Committee's presentation of November 28. He confirmed for the PTO members the best time for parents to voice opinions would be during public comment at a board meeting or most importantly when we vote. FRES has a winter concert on December 13 and WLC December 20. The varsity games have been moved to Epping on Friday. He will be out of the office on December 13 and a couple days for the school break.

ii. Business Administrator's Report

Ms. Tucker reviewed her report which included attendance to the SchoolCare annual meeting which focused on cost, quality and prevention. She met with the district treasurer and made some changes to the format of the Treasurer's Report (on the agenda). Month to date and year to date and expense side have been added, moving forward they will work on internal controls. The Wellness Committee met and discussed working on the cookbook initiative, SchoolCare seminars and reviewed the USDA presentation on "Wellness and What School Staff Need to Know" and they are looking at the possibility of having an annual wellness fair fundraiser. Frank Kitchen, Keynote Speaker at the School Nutrition Association of NH Fall Conference, spoke about life and leadership skills, educating, elevating and empowers people to be difference makers and life changers. NH Buying Group gave a presentation on the procurement review. Information was brought back to the staff. Primex gave a presentation on time management. Thirteen additional Lyndeborough history books have been sold and currently there are 7 books available. A walkthrough was completed on November 28 at WLC and a CIP meeting was held this evening, an update of the CIP worksheet will be provided in January for the annual report.

iii. Principals' Reports

Principal Bagley reported preparing for the upcoming self-reflection which is part of the NEASC accreditation process, surveys were completed by students, parents and faculty hoping to learn more about what is working for our students. Teachers have created a schedule based on data collected from the STAR 360 assessment which includes support and intervention for students who need it. MS teachers are involved and working together to make the process work. November 29, Ms. Amanda Kovaliv (WLC School Counseling Coordinator) and Mr. Mike Conley (High Mowing School) organized a follow-up at High Mowing School to discuss joint projects and possible grants around the environment. Former NH Supreme Court Justice John Broderick will be at WLC on December 14 and the board is invited to hear him speak regarding a statewide campaign regarding mental illness.

Principal O'Connell reported FRES continues the C.A.R.E.S. (cooperation, assertion, responsibility, empathy, and self-control) initiative and students are recognized for demonstrating these types of behaviors. The music program has a performance tomorrow night, The Littlest Reindeer. The debut of the 4th and 5th grade band will be at LCS on December 21 performing Jingle Bells. Morning math lab is provided by the Title I tutors and is a new initiative for 3rd grade students three days a week. There are typically more than 20 students each day. Soon it will be offered to 4th and 5th grade in the afternoon. Data from STAR 360 is being analyzed. FRES students were invited to the Wilton Town Hall Theater to view the movie Sing, coordinated by School Counselor, JoAnne Dufour. This month staff at FRES and LCS are giving back to our communities to provide for families in need.

iv. Director of Student Support Services Report

Superintendent Lane reviewed Ms. Moore's report in her absence which revolves around thanking all involved for their efforts with adding a life skills class to the RISE program and welcoming it to the MS/HS. They have added a stove, sink dishwasher and all was funded through a grant. This program is to provide students with life skills to gain some independence. Thank you to Mr. Erb in particular for doing the rewiring etc. to make this possible.

v. Director of Technology's Report

Mr. Verratti reported on November 28 there was an outage with the phone system which lasted 3 hours. Two grants have been applied for with the Department of Homeland Security for additional camera equipment, funding is expected the first quarter 2018. Over winter break the IT Department will work on a mapping project moving some equipment for efficiency. He confirmed there was no agreement

between the new phone service and the old one to keep the previous phone numbers (the main school numbers and SAU number are still the same). Outbound caller id should show WLCS SAU63 however ShorTel (new phone service) is still working on this piece as that id is not being accepted on all phones and can show up as just an unfamiliar phone number to parents. Superintendent Lane directed the Principals to send out an alert through the principal alert system with the office and nurse phone numbers to make parents aware.

vi. Curriculum Coordinators Report

Dr. Heon gave an overview and discussion was had regarding the documents she provided from STAR 360 assessment. A document labeled STAR 360 Assessment Data shows September and November testing data. A sample report labeled Annual Progress Report shows the parent where the child is and was provided to parents, reviewed at parent/teacher conferences and will be distributed once a quarter. The Student Diagnostic Report is used for monitoring growth and domain scores which staff uses to help determine if the student needs targeted instruction. Grade equivalent was explained, for example for a first grader in September, you would see 1.1, indicates first grade, first month and in November for example, you would see 1.3 for the third month. You can determine if the student is on grade level or above. Another example is for a student in fourth grade it should show 4.0 in the beginning of school and the end 4.9 however there is a little wiggle room. Superintendent Lane added grade equivalency is based on thousands of students nationally. Mr. O'Connell confirmed last year "Prodigy software" was used for a for a math game competition which is being expanded and will be used in the math lab. Dr. Heon noted products like Prodigy are geared to process monitoring and do not provide the type of data STAR 360 does. The reports cannot be customized but suggestions can be made to change wording.

b. Letters/Information

i. NHSBA Resolution/Delegate Assembly

Superintendent Lane informed members the NHSBA recognized the resolution they put forward although adoption was not recommended by the NHSBA Board of Directors. Delegate Assembly is January 20, 2018.

ii. Enrollment

Superintendent Lane reviewed enrollment. LCS 46 students, FRES 206, MS 115, HS 159 district total 526. Mr. Post noted there was a big drop of 11 students in FRES from September to November. Superintendent Lane noted the drop being mostly in 2nd and 5th grades.

iii. Superintendent Conference Request

Superintendent Lane requested funding in part or in whole to attend the American Association of School Administrators annual conference held in TN in February. He is not requesting meal reimbursement.

A MOTION was made by Mr. Ballou and SECONDED by Mr. Post to approve funding the entire amount.

Voting: all aye; motion carried unanimously.

VII. CONSENT AGENDA

a. Treasurer's Report

i. July 2017-October 2017

The reports have been reviewed by the board.

A MOTION was made by Mr. Brock and SECONDED by Mr. LoVerme to accept the consent agenda.

Voting: all aye; motion carried unanimously.

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

Present: Leslie Browne, Christine Tiedemann, Jim Kofalt, Lisa Post and Dawn Tuomala

Budget committee was already in session as they met prior at 6:30pm.

a. Letters/Information

154 **i. Student Assessment Data**

155 Superintendent Lane reported he is pleased with the data for the most part with a couple of exceptions
156 they are at their norm for national standards. The numbers are an average for the grade. It shows 5th
157 grade students were already at 5.5 in the first month of school, and 2nd grade shows 2.1. Mr. O'Connell
158 confirmed that in November there were 12 students in the first grade out of the 40 or so who were ready
159 to take the test and provide valid data. Superintendent Lane noted some of those students may have
160 attended the summer program.

161 **ii. Newspaper Annual Posting**

162 Superintendent Lane reported annually, we are required to put notice in the paper by statute for certain
163 dates such as budget hearing, elections, and district meeting and provided a copy of the ad.

164 **b. FY 2018-2019 Budget**

165 **i. Staffing & Benefits**

166 **ii. Warrants**

167 Superintendent Lane reviewed his staffing and benefits proposal which included changes to the MS
168 model, staff reductions of one 5th grade teacher (will be absorbed through a retirement), two MS
169 teachers and at the SAU Office, consolidating human resources/payroll and accounts payable (currently
170 two full time positions) into one position. These salary reductions are a combined total of \$162,900.
171 Discussions were had and various opinions were voiced regarding the MS proposal. The slides of the
172 presentation can be found with these minutes. He noted concern from both Principals about changing the
173 level of staffing and classes getting larger. He confirmed all understood the logic but they would prefer
174 not to lose staff and of particular concern were the changes to the MS model.

175
176 The changes he is proposing to the MS model include having four teachers teach two sections of
177 English, social studies, math and science for grades 6 and 7. Class sizes would increase to 24 in grade 6
178 and 16 in grade 7; math classes would be smaller by creating a remedial class for those who need
179 additional support. Unified arts classes of music, health PE, and world language would be at 24 for
180 grade 7 and 16 for grade 6. FACS, computer education and tech education and art classes would be at
181 16 for both the 6th and 7th grade. Eighth grade would have a dual certified person who teaches English
182 and social studies with class sizes of 21. Due to dropping enrollment at the HS, the person who teachers
183 two sections of 9th grade science would also teach two sections of 8th grade science with class sizes of
184 21 and 22 in grade 9. The changes allow for most students to earn one high school credit and possibly
185 two in some courses. HS and MS run on the same schedule, the new model can be accomplished with
186 some adjustments.

187
188 Some of the concerns raised to him previously include morale, classes being too large, will the 8th
189 graders be considered MS, are we meeting minimum standards and some of the advantages of this
190 model are ability to earn HS credit, more flexibility in scheduling, ability to take advanced placement
191 language classes, reduce cost (\$90,000) and more efficient use of staff.. Some of the discussion from
192 members included: one of selling points for consolidation was the MS model especially for the sixth
193 grade, opportunity and options it provides for the students, class size, response to declining enrollment,
194 timing of the changes (is this the right time), current MS model and what it provides and the possibility
195 of a hybrid model.

196
197 Regarding changes to the SAU staffing which was briefly discussed, Superintendent Lane explained he
198 is tasked to look at all systems to see if we can become more effective. This recommended combined
199 position would be a salaried position, year round with the benefits outlined in the fulltime employee
200 handbook. The savings of combining the positions, with salary and benefits is approximately \$20,000.

201
202 It was noted no recommendations have been made to any warrant article to date. The contract for the
203 WLCSSA has been ratified by the school board and the union therefor the numbers for article are solid.
204 Superintendent Lane provided a summary of each warrant article with tax impact, the numbers that are

presented in the latest budget running total reflect all previous presentations and changes to staffing and benefits including the MS model. Ms. Browne noted the budget committee has not set up a separate meeting as they have done in the past but is sure they will. The consensus from the school board is to bring back the MS discussion for a future meeting.

IX. PUBLIC COMMENT

There was no public comment.

A MOTION was made by Ms. Tiedemann and SECONDED by Mr. Kofalt to adjourn the budget committee session at 8:45pm.

Voting: all aye; motion carried unanimously.

X. POLICIES-2ND Read

i. JFAB-Admission of Tuition and Non-Resident Students

Changes to the Admission of Tuition and Non-Resident Students policy were discussed including tuition fee and how that may be calculated and what should be included, policy vs. warrant article, overview of the general process and pros and cons of making this change. The current policy allows individual students to be tuitioned in to our district (usually a special case). The change to this policy gives our district the opportunity to enter into contract with other towns allowing students from other towns to tuition into our district. Mr. Post requested for clarity on the second sentence, to add our districts name (it will be added). Mr. Post suggested bringing the policy back for a 3rd read; further discussion regarding the changes was had. Concerns were shared and discussed including public input and a belief that Lyndeborough outsources its education to Wilton. It was noted that it's not one towns but a cooperative of Wilton and Lyndeborough. The Strategic Planning Committee will be looking at the SAU configuration. A public hearing would be held by both districts to allow for public input prior to finalizing a contract between the districts. Superintendent Lane further explained a town may decide they want to come to our district and this would give the board the ability to enter into these negotiations. Tuition rates would be bargained by the board. There would be no voting rights by the sending town. The sending town would still pay for their own special education and transportation.

A MOTION was made by Mr. Brock and SECONDED by Mr. LoVerme to approve JFAB-Admission of Tuition and Non-Resident Students policy as amended.

Voting: all aye; motion carried unanimously.

XI. ACTION ITEMS

a. Approve Minutes of Previous Meeting

Mr. Post voiced concerns regarding a lack of detail to the portion of the minutes relating to the session with State Representative Carol Roberts and Charles Denton and requested it be amended. Minutes will be amended and sent out prior to the next board packet for review.

XII. COMMITTEE REPORTS

i. Budget Liaison

Mr. Post reported the budget committee did not accept the minutes which were provided by Ms. Fowler and amendments were made. He reports the budget committee looked at staffing trends and has a full grasp of those trends and how it shifted. They will schedule a separate meeting prior to the January 23 joint meeting. Superintendent Lane gave an overview of the next steps as we come closer to the public hearing. He noted, going into the public hearing, votes should be taken prior which are brought to the public hearing then the school board and budget committee revote to determine to approve what they have to recommend or not recommend and that goes to the district meeting in March where it can be changed by the "body" (voters) by decreasing or adding to the amount. The body makes the final decision.

256 **ii. Facilities**

257 Ms. Tucker gave an overview of the committees meeting. They discussed phase 3 (next phase) of the
258 roof which includes sections one and two that go above the locker room and kitchen 13,000 square feet,
259 estimated \$130,000 an RFP will be put out in January for the work to be done in late June. A
260 competitive quote or RFP will be put out for the patching (parking lot) for WLC. They discussed
261 updating the CIP worksheet based on prior conversations and talked about adding a line for the tennis
262 court and what may be involved in that project. Mr. LoVerme suggests looking into another athletic
263 field.

264
265 **XIII. RESIGNATIONS / APPOINTMENTS / LEAVES**

266 There were none to report.

267
268 **XIV. BOARD BUDGET DISCUSSION**

269 A discussion was had and opinions shared regarding adding kindergarten to the budget instead of a
270 warrant article. Discussion included, is this right place for it, the risk being the budget could fail, board
271 having the authority to change policy (regarding JFAB) why would this be a warrant article, concern of
272 past history and decrease in the budget. Superintendent Lane will provide additional information
273 regarding kindergarten added to the budget.

274
275 **XV. PUBLIC COMMENTS**

276 Mr. Bill Draper, Wilton resident, commented that sometimes if it's in the budget it just goes. He states
277 he has seen many other meetings where arguments are made over five thousand dollars and then they
278 pass a million dollar budget.

279
280 **XVI. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

281 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to enter Non-Public Session to*
282 *discuss a personnel matter RSA 91-A: 3 II (A) at 9:36pm.*

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

284
285 **RETURN TO PUBLIC SESSION**

286 The Board entered public session at 10:15pm.

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

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

291
292 **XVII. ADJOURNMENT**

293 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to adjourn the Board meeting*
294 *at 10:15pm.*

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

296
297 *Respectfully submitted,*

298 *Kristina Fowler*