

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING AND BUDGET COMMITTEE JOINT SESSION
Tuesday, January 23, 2018
Wilton-Lyndeborough Cooperative M/H School-Media Room
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 after budget committee mtg.)

Superintendent Bryan Lane, Business Administrator Lise Tucker, Director of Student Support Services Betty Moore, Principal, Tim O'Connell, Director of Technology Kevin Verratti, and Clerk Kristina Fowler

I. CALL TO ORDER

Chairman Dailey called the meeting to order at 6:32pm.

II. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

III. PUBLIC COMMENTS

WLC student, Shane Partridge asked for permission to voice record himself, there was no objection. He spoke regarding previous public comment when a student voiced opinion of the state of the honors classes at WLC concerning the amount of rigor. As far as increasing intensity and rigor, he believes it's unfair to implement across the board. He spoke of many students (mostly upper classman) starting to have work obligations of up to 20-21 hours a week and many students playing sports between 1-3 sports a year which can be as many hours as spent working and some doing both. He reported many classes having a range of intelligence and capability on a subject. Many are already being challenged more than they need to be and if there are those who need to be challenged more the way to go about it he feels, is to go about it individually; is there is a way to individualize a class to give those students more or give on line classes or extra credit. He states many students are stressed with classes and there are other ways to make sure the others are being challenged. Chairman Dailey thanked him and noted the challenge is how do we offer everything; being a small district there are advantages and disadvantages and hopes to get student feedback continually. Superintendent Lane is looking at this and ways to individualize.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent Lane reported spending most of his time on the budget which will soon be completed. Information that has been provided to the budget committee is documented in his report. Previously he was asked to obtain information regarding fee for service for kindergarten. In speaking with Caitlin Davis at the DOE he learned other districts are also inquiring about this. The inquiry has been turned over to the Attorney General's Office for clarification and a technical advisory will be sent out. He read the related RSA 198:38 to the group. Draft warrant articles have been sent to the DRA for review. The transportation bid opening was completed and will be discussed later this evening. There is a new piece of legislation out, HB 1263 relative to the home schooling concept. The proposal is to bring the standard of home schooling back to what it was in 2012. He gave a brief overview, currently the only requirement is to send a letter of intent to home school. In 2012 there was a requirement that parents submit a plan annually, take a smarter balanced type test and be in the 40th percentile. If not in the 40th percentile they needed a plan on how to improve and after a year if still below the requirement they would then enroll the student in class because the plan was not functional. He is in favor of home school as long as we are doing good things for kids. A public hearing is scheduled January 25 in Concord; he is not planning on

attending. If the standard changes we would follow the standard. He has experience with the old format and believes it to be effective.

ii. Director of Student Support Services Report

Ms. Moore provided a status update on the number of referrals being processed through special education (10). Crisis Prevention Intervention training is scheduled for February 1st and 2nd. She provided the approval report from the DOE regarding the MS RISE program. She confirmed we are approved for current programs and in addition, approved for the MS program.

iii. Director of Technology's Report

Mr. Verratti reported the first mapping project has been completed. Equipment was moved around and three network switches were identified as being underutilized and will be kept as spares. Two servers 8-9 years old were identified as not serving any function and have been turned off and will be recycled. Security flaws were identified (by security professionals) with all Intel chips known as Spectre and Meltdown. Patches for these flaws come out slowly and he doesn't see a big threat but it should be watched anyway so it doesn't cause problems in the future. There are old systems (7-8 years and not high end) that need to be looked at as we may need to replace or pull them out completely. Chrombooks have the same issue as they have Intel. There has been intermittent issues with poor quality and lag time of phone calls, example, you may wait three seconds before you hear someone. He is working with the vendor and it is being monitored.

b. Letters/Information

i. Honors Classes

Superintendent Lane explained in response to a student concern raised at the last board meeting, he put out a request to teachers and received information back. (What do you do to separate rigor.) Some teachers are creating strong environments for students and any that need help have been directed to Dr. Heon to provide ways to go about this. One thing all were in agreement on is the difference in honors is not the work load. It is how to present the information and find ways to analyze what you are doing. He reviewed what some teachers are doing such as faster pace or using documents such as the Declaration of Independence with data based questions. Feedback included was there was not always a level of effort in some students who are involved in their classes. A level of expectation will be determined that will make sense by way of a formula. He said it is about different work to create a different product because that is the expectation when they leave us. Although he does not have all the answers yet, he is working with staff as well to be sure their issues are addressed. A concern was raised that some students are in honors classes because parents insist on this and it slows down the progress of the class. Superintendent Lane confirmed criteria to get into an honors class will be part of this. If you sign up for a class we do not recommend you for, it may contain some type of sign off by the parents that they understand we would not change the rigor of the class to change its original intent and in a small school a student may be put in another class and you may not get all the classes you want; a process will need to be put in place.

V. CONSENT AGENDA

a. Treasurer's Report-November 2017

A MOTION was made by Mr. Ballou and SECONDED by Mr. Legere to approve the consent agenda as presented.

Voting: all aye; motion carried unanimously.

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

a. FY 2018-2019 Final draft Preparation for Public Hearing

Present: Leslie Browne, Jim Kofalt, Lisa Post, Edwina Hastings, Bill Ryan, Christine Tiedemann, and Pam Altner via telephone.

The budget committee was already in session as they met prior at 6:30pm. They have prepared a presentation regarding the budget; presented by Chairman Browne. A copy of the slides shown can be found with these minutes.

She reported the committee met last week and reviewed the line item budget, looked at items that were increased over last year, compared expenditures from FY17, and reviewed prior presentations. We looked at areas that were significant and looked for justification in them and if we didn't find it we made cuts. The committee has questions on the areas that were unclear to them, want additional information on or what makes up those numbers. Chairman Browne reviewed the proposed budget with reductions and reasons which included:

Proposed budget reductions for SAU:

- \$3,000-professional development, supplies, postage (increase over FY 2017)
- \$10,000-business office (request justification-increase over FY 2017)
 - Total SAU reduction \$13,000

Superintendent Lane answered a question regarding the curriculum coordinator and why this was separated (\$4,100), he reported we didn't have a budget prior to this year, it was created. It is for professional development for conferences, to bring back staff development instead of bringing in outside vendors, travel cost, dues and memberships for NHSAA and Curriculum Development Association. The offset of the expense for membership is reduced cost for staff development. Cost of membership is based on enrollment and is an annual fee. He expects the numbers to be consistent and better determined down the road.

Additional justification was asked regarding the increase in the business office. Superintendent Lane explained two full time positions will be combined into one position. Five thousand six hundred dollars (\$5,600) is allocated for substitute services if needed (temp service) should the one person be out as currently backup is available. The logistics of this were briefly discussed. It was suggested to look into a payroll service or cross train in the office. Superintendent Lane commented if the board wanted to designate that money into a holding fund and used for only its purpose and would be return to the towns if not used he is agreeable to this.

Mr. Kofalt suggested it would be helpful to have some sort of mapping to the running budget.

Proposed budget reductions for technology:

- \$8,000-software (request explanation-increase over FY17)
- \$10,000-replacement equipment (request justification-increase over FY 2017)
 - Total technology reduction \$18,000

Ms. Tucker reported one major expense (\$8,400) is SchoolDude which includes maintenance and IT work orders and CIP licensing (a forecasting module to be used with the CIP) and includes help from the vendor to "put it all together" incorporating data from the facilities study and will be mostly used by Ms. Tucker. Costs about \$6,300 vs, \$1,700 for this piece if we did the work ourselves (mostly data entry). It was noted that the quote seems high and if approved other vendors should be looked at. The annual cost is believed to be about \$1,500 in following years.

Mr. Verratti confirmed replacement equipment does not include 1:1 computing but replacing other systems that are 5-7 years old such as laptops for staff and touchscreen devices for grades 1-2. He explained the cost for camera replacements as two different types of cameras, one for interior and one for exterior. Exterior camera has 360 views including straight down and needs to be heated as it is outside. In the past replacements were on the lower end and we don't get as much life out of them.

Proposed budget reductions for FRES:

- \$5,000-replacement equipment, furniture (specifically rugs, desks, chairs and shelving units and snow blower-request clarification-increase over FY17)
- \$10,000-utilities, contracted services, postage (specifically water, sewage, fuel snowplowing, electricity and building maintenance-increase over FY17)
- \$13,000-math coach (need justification, didn't see value at this time-decrease from FY17 and FY18)

- \$20,000-curriculum (request explanation-increase over FY17 and FY18)

➤ Total FRES reduction \$48,000

Principal O'Connell explained a large amount of instruction takes place on the rugs and although cleaned each summer, about two or three need replacing. Furniture is on an 8 year replacement cycle, although the building is new, 8 classrooms contain repurposed furniture. Shelving units are part of Reader's Workshop, each classroom contains reading libraries and some classrooms are not adequate to have these robust libraries. Mr. Erb confirmed the snow blower has needed to be replaced for years although it is operable, they continue to "Band-Aid it". It was noted allocation of \$2,900 seems high for this. Ms. Tucker confirmed building maintenance/repairs includes preventative repairs, inspections and contracted services such as plumbing, heating and fire protection. She confirmed fuel was based on current CIP at the time and "you take an average" but it does depend on the weather.

Regarding the math coach, the budget committee wanted to see with the addition this year of the RTI and curriculum coordinator if trending would improve (the role of the math coach is to train staff) as not enough time has been given to see results with the addition of these two roles. Superintendent Lane, Principal O'Connell and Dr. Heon, Curriculum Coordinator all support a math coach. There was a long discussion on this subject which included sharing of opinions, the agreed upon need to increase student achievement, the background of elementary teachers training is not focused in math, it is the same model as the Reader's Workshop and significant growth is being made in this area, gaps in math for elementary students have a waterfall effect, not giving what we currently have a chance, and waiting a year to see what progress has been made.

Superintendent Lane spoke regarding the increase in the curriculum line. Reader's Workshop was approved in current budget (\$25,000) and the goal is to maintain this level of improvement and to add Writer's Workshop (\$23,000). It's a one year expense and after that, curriculum pieces would be looked at to see if we need to change the math piece. Also included in the curriculum line is replacement for social studies text books (approximately \$4,700) and Handwriting without Tears.

It was noted transportation increased due to new contracts (includes latest regular education bid) and cost fluctuates as it includes special education transportation.

Proposed budget reductions for LCS:

- \$4,000-utilities, contracted services, repair, postage (increase over FY17-to bring it more in line with previous years)
 - \$2,200-professional development (request explanation-increase over FY17)
 - \$6,000-curriculum (request explanation-increase over FY17)
- Total LCS reduction \$12,200

Superintendent Lane explained professional development includes the LCS portion of the math coach (\$14,400 FRES/\$3,600 LCS=\$18,000 total) this line also includes a portion for Reader's Workshop and Writer's Workshop. Principal O'Connell added Handwriting without Tears is included (new multi-researched based program allows for progress and make strides faster) currently 3rd grade is the last grade we teach handwriting but wish to extend up to 4th grade. It was noted there is an increase in transportation.

Proposed budget reductions for MS:

- \$7,500-replacement equipment, furniture (request explanation-increase over FY17)
 - \$3,000-new equipment furniture (request explanation-increase over FY 2017)
 - \$12,000-travel, dues and fees (increased over FY17)
- Total MS reduction \$22,500

Superintendent Lane explained replacement equipment includes cost for bleachers (split .45MS /.55 HS) and cafeteria tables (.45/.55, 10 tables), and new equipment includes Ecolab cleaning caddy (cost split) for custodians to disinfect the bathrooms which "basically power washes the bathrooms". Superintendent

Lane explained travel/dues and fees include district contribution for fees to 6th grade camp for students who struggle with payment. It also includes athletics transportation which is not in the transportation line. The main purpose of the district van is transporting to/from career and tech classes in Milford and saves the district funds. It is currently transporting one sped student. It is used for other things when it does not interfere with its main purpose often for athletics. He anticipates sharing data on the van use in April. It was pointed out there is a decrease in transportation.

Proposed budget reductions for HS:

- \$7,500-replacement equipment, furniture (request explanation-increase over FY17)
- \$5,000-new equipment (request explanation- increase over FY17)
- \$9,000-curriculum (request explanation-increase over FY17)
 - Total HS reduction \$21,500

Superintendent Lane explained equipment and furniture includes \$5,000 for cafeteria tables (.55 of 10 tables), 5 were replaced last year. Also included is replacement furniture for classrooms and bleachers (.55 split) for outdoors. He explained regarding curriculum there is a STEM initiative (science, technology, engineering, and math) with costs associated in line 1100-650-03 for a combination of computer and technology applications. It was noted a small increase in transportation.

Proposed budget reductions for payroll and benefits:

- reduction of 5th grade teacher (\$71,045)
- added back 2 MS teachers (+\$90,000-not supporting MS proposed model change)
 - Grand Total of proposed budget committee cuts \$116,245.

Chairman Browne concluded with noting appreciation for the cuts made by Superintendent Lane and the need to invest in curriculum which they fully support but they cannot continue to bear a growing budget and came up with areas for reduction as presented. Chairman Dailey acknowledged appreciation for the amount of time and effort that they put into the process, getting better and better each year. Chairman Browne confirmed it is not necessarily their final number, it is a proposal and the budget committee would like to take into consideration (and discuss) the information they received this evening to determine if they want to make any adjustments. Discussion had included the process and this being the first time the school board has seen it. Further discussion was had when the budget committee would meet to discuss, either recess and meet now or a different day and should the next school board meeting include another joint session. Consensus is to include a joint session at the next school board meeting on February 6 and Superintendent Lane noted he hopes an exchange of information could happen prior to that with the understanding all emails sent are a matter of public record. The budget committee is meeting on January 30 and will have a consensus on their proposal. Chairman Browne confirmed the budget committee does not support full day kindergarten in any form, in the budget or as a warrant article at this time.

VII. PUBLIC COMMENTS

Parent, Brianne Lavalley, Lyndeborough spoke in regard to professional development in math noting it is not just something we might need; it's something we have to have. She spoke of seeing multiple students struggle with math and that the math today is very different; it being a multistep process and so involved. She noted it's not just the teachers who need the professional development but the paraeducators also stating even if they understand it they may not know how to communicate it effectively and it being an area the students can really benefit from.

Parent, John Vanderhoof, Lyndeborough asked for clarification on the math coach. Superintendent Lane responded it is professional development similar to what was done around the reading program happening at the end of the school year, during summer and additional days prior to the beginning of school for grades K-5. The consultant (math coach) would come in observe teachers in the same format during the year as the Reader's Workshop is done now. The amount of hours contracted and assumed similar to Reader's Workshop. Teachers observe the consultant conducting lessons and use those strategies in the classroom

and obtain feedback and support. Principal O'Connell confirmed a search would need to be done to find someone to meet the needs and the budget. He states the budget for this is fair and would get us what we need. Superintendent Lane added our curriculum coordinator is not a math specialist and we are looking for a person who has that level of focus, background knowledge. Responding to a question from Ms. Post, he confirmed the need for a curriculum coordinator depended on the long term needs of the district and plan. Discussion was had regarding if math has changed or not and agreed fundamentally it has not however how you get there has. Mr. Kofalt although wants to improve the situation, has concerns investing in something that is an education trend and down the road we would want to go back to basics. Superintendent Lane reviewed STAR 360 (assessment tool) has a math portion and what we are/can learn from using it with a level of consistency. He reviewed the importance understanding word problems and the need to know what to do first and in which order. He states in a larger school district he would hire a full time person however we are not and do not have the same level of need but do have to find a way to make a positive impact. This can be done for a small amount of money in a short time. Answering a question from Ms. Post, he discussed RTI (response to instruction) and the different tiers that exist (tier 1, 2, 3). He confirmed we need the RTI position currently and would continue to evaluate the data for future needs.

Ms. Post voiced preference for the budget committee to recess and meet. She spoke of being pretty satisfied with the proposed budget committee's number and it being close to a final and suggests to the school board they can still get what they want by moving some things around but need to think about where they want to cut. The situation was further discussed with differing opinions voiced including there being no wiggle room left in the budget (to negotiate) as all of the items were cut. Mr. Post questioned if the budget is so locked down it can't be reduced by 1%, and if that 1% was even talked about. Chairman Dailey commented there are statutory and legal requirements (added \$1,000,000 in debt service), there comes a point when we tweak and tweak; we deferred maintenance before and ended up with \$8,000,000 in repairs because so much maintenance was deferred.

Ms. Ashley Saari, reporter (Ledger) questioned if the budget committee's stance on kindergarten was purely financial. Chairman Browne responded a little of both, we don't feel the taxpayers can carry that burden right now and do not see evidence of the benefit. Ms. Post added generally the budget committee does not recommend things that are not mandated. Mr. Kofalt added the studies seem to be split and interpreted the data as a "break even" or negligible regarding benefit of full day. Ms. LeBlanc commented that most people who are financially able choose full day kindergarten for their children and are benefiting from it. Ms. Post noted if you are going to do it she would like to see it as a warrant article. Chairman Dailey added the school board preliminarily voted to remove it as a warrant article.

A MOTION was made by Ms. Tiedemann and SECONDED by Mr. Kofalt to recess the budget committee session at 9:20pm.

Voting: all aye; motion carried unanimously.

VIII. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Ballou and SECONDED by Ms. Fisk to approve the minutes of January 12, 2018 as amended.

Voting: five aye; two abstentions from Mr. Brock and Mr. LoVerme, motion carried.

b. Transportation Bid

Ms. Tucker reported a bid was sent out for regular education transportation; a rebid as board requested. One quote was received from Steve's School Bus Service, she reviewed the quote which included regular to/from \$242,200 180 days, 5 buses (11.61% increase), field trips minimum charge, \$137 (11.61% decrease), athletic trips minimum charge \$137 (14.4% decrease) with a 2% increase in 2019-20 and 2020-21. She recommends awarding the bid to Steve's School Bus Service. Discussion was had regarding the

current bid vs. the previous bid/s and differences, original bid from Steve's School Bus Service was higher than current bid but new bid slightly below Butler's Bus Service and Steve's previous bid asked for 1% annual increase and now asking for 2% annual increase. Discussions continued whether to reissue the RFP (request for proposal) or not, would results be different, the process and if negotiation on current bid should be considered, if non-public session was needed or not. Mr. Ballou noted it would be helpful, referencing an email the board received on this topic, when we get correspondence it becomes part of the minutes. Mr. Ballou recommends rejecting the bid due to the process even though the results may be the same. The contract is for three years.

A MOTION was made by Mr. Brock and SECONDED by Mr. Post to accept the bid from Steve's School Bus Service as presented.

Voting: seven aye; one nay from Mr. Ballou, motion carried.

IX. COMMITTEE REPORTS

i. Budget Liaison

Mr. Post reported the committee gave the board very specific recommendations and wonders (it's his opinion) if it was a trap, they did the diligent work and he believes the school board should act. They took a vote and are not in support of kindergarten in any fashion. They expressed concerns if their budget was voted in the school board would have kindergarten anyway. Chairman Dailey responded with what we are doing now, that amount would have to be added into the budget via a motion at district meeting for the specific amount and he doesn't feel it would be consistent with the will of the people if it was voted down and done anyway. Mr. Ballou noted there was no discussion of a trap and Mr. Post responded it was his opinion because everything was pulled apart and got very involved in curriculum. This started the board budget discussion.

• BOARD BUDGET DISCUSSION

Discussion was had and various opinions shared regarding the budget presentation, process and past history. Mr. Post voiced his concern that the school board did not review the budget line by line as the budget committee did. Appreciation was voiced for the work the budget committee did. Discussion continued including when is the time to "fix things" and the MS model was briefly reviewed; it was questioned why something of this significance was not discussed sooner and that they didn't hear much about the benefits of the proposed change other than monetary. Superintendent Lane explained in this scenario the personnel piece comes toward the end of the budget. He believes there are educational benefits to this and suggests it be reviewed by the Strategic Planning Committee, allow for community input and have a study completed by September/October when the next budget sessions starts. Discussions continued regarding the proposed changes to the MS model and not wanting to discourage this type of out of the box thinking. They discussed proposed cuts from the budget committee and finding common ground and Mr. Post suggests finding common ground with no tax increase. Chairman Dailey questions if money could be taken out of the special education cap reserve to reduce the budget. Superintendent Lane responded he did not believe it could be part of the budget scenario. Mr. Post noted the committee didn't want to touch the special education budget or technology budget however in the end they did reduce technology. Superintendent Lane confirmed there were \$35,000 cuts in curriculum and \$18,200 in professional development.

Full day kindergarten was discussed and various scenarios and opinions shared including adding it back as a warrant article, motion from the floor, who can motion, it not being as transparent if it is not in the budget and marketing it. The consensus was they do support full day kindergarten.

A MOTION was made by Mr. Ballou and SECONDED by Mr. Brock to add a warrant article to extend kindergarten to full day.

Voting: six aye; two nay from Mr. Post and Ms. Lemire, motion carried.

Ms. Lemire noted that she fully supports kindergarten but feels it is more hidden to have it as a warrant article as it's an annual cost that is not in the budget. She understands it is clear as a warrant article but if it's educationally appropriate it is more transparent to put it in the budget as part of our curriculum and not excluding it.

Superintendent Lane clarified since full day kindergarten will be a warrant article it can be marketed, at that point at district meeting a citizen could still motion (with dollar figure) to put it in the budget and the body makes the decision.

X. RESIGNATIONS / APPOINTMENTS / LEAVES

There were none to report

XI. BOARD BUDGET DISCUSSION

See above.

XII. PUBLIC COMMENTS

Mr. John Vanderhoof, parent (Lyndeborough) questioned if the DOE responds to say you can charge fees for kindergarten and extend to full day is that going to be brought back as a topic. Superintendent Lane responded the information will be brought back to the board. Mr. Brock added he believes we need a vehicle to have the public decide how they want to do it as it is a different program if we are charging people.

XIII. ADJOURNMENT

A MOTION was made by Mr. Brock and SECONDED by Ms. Fisk to adjourn the Board meeting at 10:26pm.

Voting: all aye; motion carried unanimously.

Respectfully submitted,

Kristina Fowler