

WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD
MEETING AND JOINT BUDGET COMMITTEE SESSION
Tuesday, October 10, 2017
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, and Charlie Post via telephone*

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

I. CALL TO ORDER

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

II. ELEMENTARY STUDENT OF THE MONTH

Principal O'Connell honored three students from the 5th grade at FRES as students of the month.

III. ADJUSTMENTS TO THE AGENDA

Superintendent Lane reported receipt of correspondence from a Wilton resident regarding concussions. This will be added to the agenda.

IV. PRESENTATION TO BOARD

i. Trip to Gettysburg-Marc Belanger

Mr. Marc Belanger, HS social studies teacher presented with an opportunity for 8 students of his American Military History class to go to Gettysburg. Transportation would be provided by way of Mr. Belanger driving the district van. Students would be responsible for meals and lodging. Currently all 8 students are interested in going. He requests the district contribute funds for gas but this is all the funds expected.

A MOTION was made by Mr. Brock and SECONDED by Ms. Fisk to approve the request for the Gettysburg trip.

Voting: all aye; motion carried unanimously.

Responding to a question from Mr. Legere, members of the board confirmed this includes approval for the contribution of funds for gas.

V. PUBLIC COMMENTS

There were no public comments to report.

VI. BOARD CORRESPONDENCE

a. Reports

• Citizen Letter-Ms. Stasia Millette

Chairman Dailey explained that Ms. Millette had sent correspondence to the board and newspapers regarding concussions. Chairman Dailey read the letter out loud. Confirmed the district does not have a football program. Confirmed the district is following concussion protocols and base line testing started approximately two years ago. He is comfortable along with the athletic director and Principal Bagley that we are doing everything we can to minimize risk of concussion related injuries.

i. Superintendent's Report

Superintendent Lane reported work continues on the budget, MS/HS budget meeting will be tomorrow. Administration continues to discuss personnel as it relates to the budget. He is investigating the possibility of an alternative transportation for SPED vs. current vendor as the contract will expire. Currently we are transporting a SPED student from WLC to Mascenic, saving about \$20,000 by not using the other service. Negotiation meetings have begun which will be discussed later in non-public. The district van has arrived and already being used for its purpose. He will petition Ford Corporate for some financial consideration as the van was to be delivered the first week of September since it was not, we have used bus transportation and paying an employee \$20 per day to use their vehicle. He communicated with NHSAA about SB 193 and it is not listed on the state board agenda coming up. He served hot lunch today at WLC as it is National School Lunch Week this week. He will be going to FRES as well. He has a couple out of district meetings to attend later in the month.

ii. Business Administrator's Report

Ms. Tucker reported the auditors were here to audit for 2016-17. Field work was done on September 18 with information provided ahead of time. Food service was reviewed; a small adjustment was needed for inventories. Special revenue funds were reviewed as well as agreement with the online DOE Grant Management System; no adjustment entries needed. The general fund review included the reconciliation of capital reserve accounts to be in agreement with the applicable trust funds. There was the need for one adjustment entry to correct for a payable to the Technology Advancement Fund as unexpected E-Rate funds were received in January for the prior year and \$10,145.50 will be put back into this capital reserve account. Internal controls were reviewed with one finding in student activities which has been communicated to the perspective parties. She does not believe it will affect the district having a clean audit. The auditors recommended we update our policies regarding budget transfers and would expect this to go through the policy committee first. Repairs were completed in food service including the replacement of a drive motor, bushings, seals, and sensors in the slush machine at WLC. At FRES the dishwasher was repaired with new gaskets, shaft seal assembly, float and shim kits. Capital reserve balances as of June, 2017 are Building/Equipment & Roadways \$139,560.73, Technology Advancement \$24,809.13 and \$213,704.04 in the Educationally Disabled Children. Balances for school trust accounts which are maintained by the towns are Wilton, 4 funds totaling \$128,588.42 and Lyndeborough, 4 funds totaling \$1,350.28. The Facilities Committee will hold its next CIP meeting on October 24.

iii. Principals' Reports

Principal Bagley reported WLC has been selected for a school approval site visit, last visit was for MS. It will include content review and facilities. The facilities piece includes a walkthrough and a review of the Emergency Operations Plan along with fire and health inspections. The four Student Learning Expectations (effective communicator, creative problem solver, strong collaborator, and self-directed learner) will be rolled out, one each month. The purpose is to incorporate them into the entire school program for students and teachers. Ms. Amy White, Library Media Generalist worked with the 9th graders last year to complete a digital portfolio and this year the requirement will extend to include the 10th grade. National Honor Society inducted 12 new members. A NEASC rep was here on the early release day to educate and familiarize the faculty with specifics concerning the self-study beginning in January.

Principal O'Connell reported on the response to intervention initiative. Part of this initiative includes Star 360 assessment for students' grades 1-5. Students who are not at benchmark are identified; any gaps are addressed with the W.I.N team (What I Need). An informational open house for parents will be hosted by W.I.N. staff on October 18. Learning habits were adopted equivalent to WLC but more appropriate for elementary students, CARES (Cooperate, Assert themselves, Responsible, Empathetic Self-control). During early release day teachers broke up into groups, worked on the reader's workshop initiative and Star 360. He attended the best practices conference with Principal Bagley, Ms. Heon and a small team of staff regarding competency education. Science NECAP results were provided and showed our students in comparison to students throughout the state. A discussion

ensued regarding structuring curriculum to prepare students for testing and that there has not been consistency from the state. A new test has just been announced.

iv. Curriculum Coordinator's Report

Ms. Heon reported she spent some time at an accreditation visit of another HS which was useful in terms of participating in the process as it is good to see what other schools are doing. She joined other educators attending a conference Best Practices for Curriculum, Instruction and Assessment. First day was information gathering and the second was team planning and working on an action plan. She provided the beginnings of an action plan to make a more coherent process for the district, noting both schools are in a different place. Tentative target dates were provided and today work began on Professional Learning Communities at FRES, curriculum is part of that process. Development of plans and implementation will continue.

VII. CONSENT AGENDA

There was no consent agenda to report.

VIII. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Brock and SECONDED by Ms. Fisk to approve the minutes of September 26, 2017 as written.

Voting: five ayes; one abstention from Mr. Legere, motion carried.

Responding to a question from Mr. Legere, Ms. Tucker confirmed the amount being returned to the towns is \$405,431. Superintendent Lane added it is split along apportionment lines.

b. Transfer

Ms. Tucker reviewed the requested total transfer of \$5,250 from HS co-curricular salaries with \$2,250 going to FRES academic co-curricular salaries for the 4th and 5th grade band and \$3,000 to FRES teacher salaries for the balance of the reading specialist wages as the grant maxed out.

A MOTION was made by Mr. Brock and SECONDED by Ms. Fisk to approve the transfer for \$5,250 as written.

Voting: all aye; motion carried unanimously.

c. Life and LTD Insurance

Ms. Tucker reviewed the provided memo with proposal from our broker Mosse and Mosse School and Municipal Services. They reached out to six vendors for pricing including the current provider Hartford. The previous agreement has expired and the recommendation is to award the bid to Lincoln Financial, life rate per \$1,000 = .12c (same as current), AD & D rate per \$1,000 = .02c (same as current), Long Term disability rate per \$100 = .215c (current is .195c) with a projected expense for fiscal year 17-18 of \$22,300. This is a 36 month agreement with an annual increase of \$1,129, 5.3% over the current annual cost. Staying with the current provider, the increase would have been \$4,026, 19.2% annually. Coverage is the same and everyone is covered.

A MOTION was made by Ms. Fisk and SECONDED by Mr. Legere to accept the recommendation for Lincoln Financial Group.

Voting: all aye; motion carried unanimously.

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

a. FY 2018-2019

Present: Leslie Browne, Karen Grybko, Christine Tiedemann, Jim Kofalt, Dawn Tuomala, Bill Ryan, Edwina Hastings and Pam Altner

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

i. FRES

ii. LCS

Principal O'Connell reviewed his overall budgets highlighting increases for implementation of STAR 360 (student assessment), professional development (staff training with contracted math consultant/coach), facilities (electricity, snow plowing, and water/sewage), SPED (out of district private tuition and transportation), most other areas are level funded or show a decrease. An overall increase in the budget for Pre-K-5 is \$102,047.72, 8.4%. There are two new programs included in the budget which are "Handwriting without tears" and replacement of social studies text with updated text. It was confirmed the SPED costs are specific costs in each building driven by student IEP's. Ms. Grybko questioned if there was a difference in math performance when the school transferred from days to hours providing a longer summer. Superintendent Lane will research this and provide data once gathered. Principal O'Connell added that summer progression is a phenomenon and the Summer Academy helps to maintain or improve skills. Ms. Hastings questioned with the students in school for 5-6 weeks now if there was any way to track if the curriculum coordinator and RTI staff are making progress. Superintendent Lane responded currently no but there will be consistent data points and monthly reports. STAR 360 is how we will obtain the results. Mr. Kofalt questioned the increases in electricity. Ms. Tucker will provide a breakdown of how this is calculated.

A running total has been provided by the Superintendent. The bottom line will be updated after each meeting. Currently this shows an increase of \$49,000, 2.67% not including the budgets still remaining to be presented, MS/HS, SPED and personnel. Superintendent Lane confirmed they are still working out their staffing formulas. Chairman Dailey noted being mildly concerned as salaries and benefits will probably increase where Mr. Brock noted the increases are with SPED and utilities therefore the budget is down significantly and voiced the importance of educating voters. Superintendent Lane responded overall the budget is down because we are using money more wisely and better affecting students. Responding to Mr. Kofalt questioning why the SPED numbers are in these budgets, Superintendent Lane responded that it is a more accurate assigning a dollar figure for per pupil cost and there will be a separate briefing on SPED. Chairman Browne reported a letter was sent to the budget committee from a community member regarding curtailing spending habits and tightening our belts. Chairman Dailey asked members of the budget committee if there was anything that could be done to help them, if the process was working and Chairman Browne confirmed it was. Mr. Kofalt noted they are getting the right information but will need more detail when they have the complete picture. He added they have tried to map out the impact on property taxes which is a key concern and want to include the budget and warrant articles so people have clarity and what to expect moving forward.

Chairman Dailey reported a request was made previously to add a public comment after the budget committee session.

• PUBLIC COMMENT

There was no public comment to report.

A MOTION was made by Ms. Tiedemann and SECONDED by Ms. Altner to adjourn the budget committee session/meeting at 7:33pm.

Voting: all aye; motion carried unanimously.

The next meeting is scheduled for October 24, 2017.

X. COMMITTEE REPORTS

204 **i. Budget Liaison**

205 Mr. Post reported regarding the previous meeting (he did not attend tonight's meeting) the committee
206 had reviewed what was coming up for the meeting with the board. It had been a preparation meeting
207 and there was nothing new to report.

208 **ii. Strategic Planning Committee**

209 Chairman Dailey reported they met last Wednesday and continue to look at the top three issues, full
210 day kindergarten, rolling average funding formula and warrant article for reserve fund. The rolling
211 average funding formula has been put on the back burner as no changes to the apportionment formula
212 can be proposed until 2019. Superintendent Lane has provided information on full day kindergarten
213 giving them better understanding of cost and benefit for discussion. The next meeting will be more
214 about how it works in other districts and did it make a difference vs. investment. He expects to be on
215 track to bring this board options sometime in November. Superintendent Lane noted it has been
216 challenging with other districts getting back to him.

217
218 Mr. Post requested the ADM numbers and these will be provided certified or uncertified. He would
219 also like this to be added to the agenda for the next meeting. This will be added.

220
221 Chairman Dailey questioned if the policy committee had a plan to meet. Mr. Ballou responded they
222 are currently in the middle of negotiations and there is nothing pressing at this time.

223
224 **XI. BOARD BUDGET DISCUSSION**

225 There was a brief discussion and opinions were shared regarding the budget, its relating to the tax rate
226 and voter support. Responding to Mr. Legere, Superintendent Lane explained the apportionment looks
227 consistent right now but it is based on last year's numbers.

228
229 **XII. RESIGNATIONS / APPOINTMENTS / LEAVES**

230 There were none to report.

231
232 **XIII. PUBLIC COMMENTS**

233 Ms. Jessie Salisbury, resident and reporter commented that better communication between the town
234 and the schools had come up last year. She is requesting more communication regarding events as
235 many people do not look online and would like a calendar to be put in the paper. Superintendent Lane
236 responded the calendar is on our webpage and we will send it to the media on a monthly basis.

237
238 Ms. Heidi Kemmerer, resident commented the Handwriting without Tears program is a good idea and
239 she is excited for the elementary school band.

240
241 **XIV. NON-PUBLIC SESSION RSA 91-A: 3 II (A)**

242 **i. Negotiations**

243 **ii. Evaluations-Superintendent/Board**

244 *A MOTION was made by Mr. Brock and SECONDED by Ms. Fisk to enter Non-Public Session to*
245 *discuss negotiations and evaluation, RSA 91-A: 3 II (A) at 7:59pm.*

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

247
248 **RETURN TO PUBLIC SESSION**

249 The Board entered public session at 9:10pm.

250
251 *A MOTION was made to seal the non-public session minutes for 50 years by Mr. Ballou and*
252 *SECONDED by Mr. Brock.*

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

254

The board begins a discussion of self-evaluation. Each point of the evaluation is covered. Mr. Post raises concern that the board should have more time to review data at meetings when presented. Mr. Post raises concern regarding whether or not the board is using technology in meetings in an appropriate manner. Mr. Post raises concern that test scores are not acknowledged in an expedient manner. A discussion ensued in regard to the appropriateness of statewide assessment and what ability the board had to modify or change the assessment. Mr. Post raises a concern in regard to question 51A. The board has a discussion as to how the question was interpreted and how it could be viewed differently. A consensus was reached that the question was not well worded.

XV. ADJOURNMENT

A MOTION was made by Ms. Fisk and SECONDED by Mr. Legere to adjourn the Board meeting at 9:35pm.

Voting: all aye; motion carried unanimously.

*Respectfully submitted,
Kristina Fowler*