

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING AND JOINT BUDGET COMMITTEE SESSION
Tuesday, November 14, 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, Carol LeBlanc, and Alex LoVerme.*

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

I. CALL TO ORDER

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

II. ELEMENTARY STUDENT OF THE MONTH

Two 4th grade students from FRES were awarded the honor of student of the month, one was in attendance.

III. ADJUSTMENTS TO THE AGENDA

Superintendent Lane notified the board of three adjustments to add to the agenda including: public comment after the joint session, a request for fees to be waived for facility usage, and information on the tax rate.

IV. PUBLIC COMMENTS

There was no public comment to report.

V. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent Lane reviewed his report. He has been working with the Strategic Planning Committee; there is a presentation this evening. An update on negotiations will be discussed in non-public. A budget adjustment has been made on the utility costs to include a decrease in the amount of \$20,901. The current running total of the budget is a decrease of \$193,436. The decrease is primarily in SPED. Insurance rates came in last week. The billing rate (actual rate increase) is 2.2%. The effective rate (actual cost to SchoolCare) will increase 0.5% which takes into account the funds from the premium holiday in the amount of \$69,058.72. Overall increase to the district for benefits will be less than 1%. Senate Bill 193 passed with a 10-9 vote and is going to the House Floor with amendments of which he has not seen and will provide further information when available. He will contact State Representative Carol Roberts and invite her to a meeting to discuss SB 193. He will start his second teaching class next week.

ii. Business Administrator's Report

Ms. Tucker reviewed her report which included her serving and preparing food during National School Lunch Week, week of October 10. She attended a wellness retreat sponsored by SchoolCare; the focus was on "making health easier". The Joint Loss Management Committee (JLMC) met and reviewed claims and finalized the District Safety Plan. Employees will sign an acknowledgement form indicating they have read the document. A walkthrough was done for LCS, next meeting is at FRES on January 25 and they will be reviewing Primex claims. She attended a conference on "Best Practices for School Operations, Finance and Business Leadership" where they discussed USDA procurement requirements, reviewed how adequacy aid is calculated, and discussed federal funding. Title II, A, which primarily focuses on professional development for staff may be eliminated. Repairs at WLC were completed which

51 included replacement of the door sweep for the walk in freezer (\$197.08) and replacement of a plug used
52 for the toaster oven (\$203).

53 • **FY 17-18 Forecast**

54 Ms. Tucker reviewed the 2017-2018 general fund forecast. She projected a fund balance of \$108,875 with
55 all expenses encumbered except personnel and benefits. She anticipates an unexpended balance of
56 \$121,057 and a revenue shortfall of \$12,182. She notes it is still early in the year.

57 **iii. Principals' Reports**

58 Principal O'Connell reviewed his report. This week school staff is engaged in parent/teacher conferences,
59 part of what is being shared is the new report card, smarter balanced and most recent bench mark from
60 STAR 360. Data shows all students made improvement in math as a whole performing greater than the
61 50th percentile and with reading greater than the 45th percentile. Superintendent Lane added that the data
62 will be provided at the next meeting. Principal O'Connell shared that the Professional Learning Teams
63 (PLT) and staff have been working together with Dr. Heon developing quality assessments and units
64 around the reading program. Staff has been working with trainer Stephanie Maze-Tsu on the reader's
65 workshop. They have completed their first coaching session and she has modeled a lesson, and observed
66 classroom teachers instruct. The PTO book fair was a success, the annual Turkey Trot Food Drive to
67 support the Wilton Open Cupboard Pantry will take place this Friday and the Science Fair is tomorrow.

68
69 Superintendent Lane gave an overview of Principal Bagley's report in his absence. Staff is working
70 toward the NEASC visit. The Steering Committee decided to use the 2020 standards instead of the 2011,
71 the reports are less invasive and it is less expensive. STAR 360 assessment reports were mailed home to
72 parents. Mr. Belanger, American Military History teacher and accompanying students have returned from
73 Gettysburg. Superintendent Lane has requested a presentation to the board from the students who went.
74 The winter athletic teams have already started to practice.

75 **iv. Curriculum Coordinator's Report**

76 Dr. Heon reviewed that Principal Bagley asked her to share "hot off the presses" data which showed
77 similarly to FRES all grade levels are just at or above level in math and reading. This data will be shared
78 at a future meeting. Students are showing improvement with instruction in math and language arts.
79 Teachers are analyzing the data to guide their instruction. Teachers have been providing intervention
80 during the 5th and 8th period and the goal was to continue to look at the model and use STAR 360 data to
81 determine what approaches will be best. One way is to use software. For math staff chose "TenMarks"
82 which also has a reading component. Her time is balanced between FRES and WLC and the focus is
83 similar, rolling out a common curriculum format and continue to work with staff. She attended a seminar
84 which included describing the new state test; it will no longer be Smarter Balanced but instead the NH
85 State Assessment, students will still experience a computer test. A new science piece which aligns to The
86 Next Generation Science Standards is included.

87
88 **VI. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**

89 Present: Bill Ryan, Lisa Post, Leslie Browne, Edwina Hastings, Jim Kofalt and Karen Grybko arrived at
90 7:24pm.

91 **a. Letters/Information**

92 **i. Enrollment Comparison**

93 Superintendent Lane provided enrollment comparisons as requested. It is broken down by grade for June
94 2017 and October 2017. The total for the district in June was 570 compared to 537 in October.

95 • **TAX RATE**

96 Superintendent Lane reviewed the information provided on the tax rate which was finalized this afternoon.
97 He explained looking at the apportionment, it is out to the 5th decimal place, and the change in
98 apportionment is "next to nothing" and is consistent as anticipated. He noted a lot revolves around the
99 bond and how it was structured. On the school portion only, Lyndeborough would see a decrease and
100 Wilton an increase however you need to add the municipal tax of which there was an increase for both
101 towns. In summary, Lyndeborough should have a flat tax rate unless there is change in valuation of your
102 home, Wilton will have an increase.

103
104 **b. FY 2018-2019**

105 **i. SPED**

106 Ms. Moore briefly reviewed her budget noting there is no new information here as it was presented
107 previously with the SAU and building budgets. In summary there is a decrease of \$109,145 (10.70%).
108 Increases in operational cost include contracted O/T services, P/T services, psychological testing and
109 counseling, transportation, and computer software. Decreases include contracted reading services, SAU
110 operational costs, MS furniture (RISE program), SPED legal services, audiological services, general
111 supplies, new equipment, replacement equipment, S/L supplies and most significant out of district tuition
112 costs. It was noted without including the tuition the SPED budget is down by \$3,054. Superintendent
113 Lane added other towns in the area see tuition increasing, the biggest reason we are not is due to the RISE
114 program.

115
116 Superintendent Lane reviewed the running total of all presented budgets shows a decrease of \$193,436
117 (5.27%). Updated spreadsheets for budgets previously presented have been provided as there was a
118 decrease in utility costs in the amount of \$20,901.

119 **ii. CIP**

120 Ms. Tucker reviewed the draft of the updated CIP. In 2018-19 the focus is on phase three of the roof
121 project and the parking lot (patching) for WLC. The paving has been broken down into three phases now
122 vs. one. First being the patching at an estimated cost of \$18,900, parking lot repaving will be year 2025
123 and paving the road in year 2026. There is a draft warrant article for the addition of \$60,000 to add to the
124 capital reserve as previously discussed. Activity from this year shows the warrant article of \$55,000, entry
125 doors and phase 2 of the roof replacement. An LED lighting project was added to be completed in 2022-
126 2023 with the hope to start in 2021. Savings should then be seen in electricity as well as rebates associated
127 with the project after completion. Mr. Kofalt would like to see the analysis that was done for the LED
128 project, Ms. Tucker will provide this. The year listed for the last paving (1999) will be researched as it
129 may not be correct.

130 **iii. Warrants**

131 Superintendent Lane reviewed the draft warrant articles which include:
132 #1-#03-election of district officers for moderator, school board members and budget committee members
133 #04 School District Operating Budget-no amount listed
134 #05 Collective Bargaining Agreement between WLC School Board and WLC Support Staff-no amount
135 listed
136 #06 Special Collective Bargaining Unit Warrant-special meeting to address cost items if #05 is defeated
137 #07 Use of CRF or ETC and Taxation-sum of \$60,000 to be added to the Building/Equipment & Roadway
138 Capital Reserve
139 #08 Other-to transact any other business that may legally come before this meeting.

140
141 **c. Strategic Planning Presentation**

142 **• Full Day Kindergarten**

143 Chairman Dailey reviewed the committee's findings, process, and options and how they came to the
144 conclusion they did. A PowerPoint presentation was viewed and can be found with these minutes. He
145 reported a significant amount of time was spent looking at research related to full day kindergarten, such
146 as reports, data from our district, return on investments and they also spent time looking at facilities,
147 student achievement and finances. The three options were, do nothing, implement it (the school board has
148 the authority to) or put it before the voters as a warrant article. The committee decided to recommend to
149 the board it be put forth to the voters as a warrant article. It would be important to educate the voters so
150 they understand what they are voting on. This was a lengthy discussion with many opinions being shared.
151 Superintendent Lane confirmed kindergarten would still not be mandatory if increased to full day. He
152 confirmed the results of in-district testing for September indicate that 65% of the students are lacking
153 skills that allow them to be ready to read as they enter the first grade this year. Grade 1 showed results
154 that 26% are in the urgent intervention category. He and Ms. Moore confirmed there would always be a

percentage in the urgent category and that percentage should be a single digit. Superintendent Lane added this is in coordination with their learning issues. Mr. Kofalt noted that the statistics may not represent the next year and that there is a lot of variability, making a case that first grade doesn't point us to what to do in all cases. Mr. Brock added that the data is not statistically valid as the sample size is too small. He suggests other school districts be looked at to statistically validate and would like additional information. The board will determine the next step if any.

- **Investigate option of rolling average funding formula**

Chairman Dailey reported that no changes can be made to the apportionment formula until March 2019.

- **Analyze feasibility for reserve fund warrant article**

Chairman Dailey reported the committee's findings regarding the fund balance retention (RSA 198:B, II). He explained it is a way for the school district to be able to set aside undesignated funds to be used for an emergency (such as a roof collapse) with the authorization from the Department of Education or to be used as a source of revenue to offset taxes to keep the tax rate level. Mr. Kofalt added it was a change in the RSA in 2012 that allowed school districts to retain funds such as towns do but with different limitations. Chairman Dailey noted this year there is a large amount being returned to the towns and a lowering of the budget but there is nothing to say the budget would not increase the next year. The determination from the committee was that they could not find a compelling reason to do this or not to do this. Ms. Grybko commented that she prefers a capital reserve for transparency and questioned how much oversight there would be. Chairman Dailey responded in the case of an emergency, you need the authorization of the Commissioner of Education and it needs to exceed any other source of funds we have. Superintendent Lane added it would be prudent is to limit the amount of funds that can be placed into the account for example you could indicate a maximum of \$250,000 and each year only \$50,000 is added. The concern from the committee was the tax payers may not want \$250,000 sitting in an account with the school district. The board will decide a next step if any.

A MOTION was made by Mr. Kofalt and SECONDED by Ms. Grybko to adjourn the budget committee session at 8:37pm.

Voting: all aye; motion carried unanimously.

- **PUBLIC COMMENT**

The Budget Committee stayed for public comment.

Mr. John Vanderhoof questioned how influential was one of the slides that related to results of the in-district assessment. Chairman Dailey responded we wanted to see how our district was doing; it is a snapshot in time, just a sample but was taken aback that 52% are in need of intervention. Superintendent Lane added there will be another data piece coming. Mr. Vanderhoof commented that it is just one test and a small sample size. He continued to ask about the validity of the data and how "weighty" was it. Everything he has read for and against say that benefits trickle out at 3rd grade. Mr. Brock responded that he has read studies that it has benefits all the way into adult hood and there are studies that make the argument that there is normalization around 3rd and 4th grade. Mr. Vanderhoof commented that there seems to be a lot of information being presented that this is a "silver bullet"; we have just added RTI and a curriculum coordinator to deal with these numbers. Chairman Dailey responded that he does not think the committee put a lot of weight into one data point. Ms. Lemire added she feels full day kindergarten is more effective because of the additional 600 hours of instruction. Mr. Kofalt, responding to Mr. Vanderhoof, felt it was too short of time and too small of a sample. He tends to look at where the study is from, and who funded it, there is a wide range of views. Mr. Vanderhoof questioned if it was implemented would there be testing for kindergarten. Superintendent Lane responded yes, it is similar; we will use this with the half day program now. Initially as kindergarten came in, they did not feel they were ready to even create good data. Mr. Vanderhoof commented where does the road end, then will it be full day preschool.

Budget committee departed at 8:49pm.

207 **VII. CONSENT AGENDA**

- 208 i. National Youth Tobacco Survey
209 ii. 7th & 8th Grade Trip-Boston Area

210 Superintendent Lane informed the board we are one of the districts randomly chosen to participate in the
211 2018 National Youth Tobacco Survey for 11th and 12th graders. He estimated 45-50 students participating.
212 Ms. LeBlanc questioned if results will be shared with the board, Superintendent Lane confirmed they
213 would be. Superintendent Lane informed the board the 7th and 8th grade trip to the Boston area is one the
214 board has given permission to in the past and similar to the trip to Pennsylvania.

215
216 *A MOTION was made by Mr. Ballou and SECONDED by Mr. LoVerme to accept the consent agenda.*
217 *Voting: all aye; motion carried unanimously.*

218
219 **VIII. ACTION ITEMS**

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

221 *A MOTION was made by Mr. Ballou and SECONDED by Ms. Fisk to approve the minutes of October 24,*
222 *2017 as amended.*
223 *Voting: all aye; motion carried unanimously.*

224
225 **b. Transfers**

226 Ms. Tucker reviewed two transfer requests including one for \$68,000 to reallocate funds from HS salaries
227 to curriculum coordinator salary line. The other is SPED private tuitions from MS to FRES in the amount
228 of \$44,855 for two students' tuition.

229
230 *A MOTION was made by Mr. Ballou and SECONDED by Mr. Legere to accept the budget transfers as*
231 *presented.*
232 *Voting: all aye; motion carried unanimously.*

233
234 **• FACILITIES USE**

235 Superintendent Lane reviewed the request from Eastview Condo Association to waive the rental fee for
236 their annual meeting at FRES. His understanding is it was waived in the past. Members did not recall this
237 coming to them previously. He along with Mr. O'Connell assessed this and did not find it to fall into any
238 category that did not require a fee and believe it should be category E. A brief discussion was had.
239 Chairman Dailey concurs they are not a category C1 which would be no charge.

240
241 *A MOTION was made by Mr. Ballou and SECONDED by Ms. LeBlanc to deny the request to waive the*
242 *fees and stay with the recommended charges of \$360.*
243 *Voting: all aye; motion carried unanimously.*

244
245 **IX. COMMITTEE REPORTS**

246 **i. Budget Liaison**

247 No report was given as Mr. Post was not present.

248 **ii. Strategic Planning**

249 Chairman Dailey reported the committee's next meeting will likely be in January and they will go over the
250 other three charges, building utilization and planning, school days vs. hours and SAU configuration.

251
252 **X. RESIGNATIONS / APPOINTMENTS / LEAVES**

253 There were none to report.

254
255 **XI. BOARD BUDGET DISCUSSION**

256 Mr. Ballou reported he has heard some discussion on having a warrant article to accept tuitioned students.
257 It was noted there is a tuition policy. A brief discussion was had relating to tuitioned students, full day
258 kindergarten, warrant articles, options and creating draft warrant articles.

A MOTION was made by Mr. Brock and SECONDED by Mr. Ballou to (for discussion purposes) have a warrant article for full day kindergarten.

Voting: five aye; two nay from Mr. LoVerme and Mr. Ballou, motion carried.

Chairman Dailey clarified with members they are not doing the warrant article for the reserve fund. The board directed the Superintendent with legal counsel to draft a warrant article for the next meeting regarding full day kindergarten. The discussion continued for a short time. The board directed Superintendent Lane to look at the tuition policy and develop language that allows other districts to tuition in students.

XII. PUBLIC COMMENTS

There was no public comment to report.

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

A MOTION was made by Mr. LoVerme and SECONDED by Mr. Brock to enter Non-Public Session to discuss negotiations and personnel matters RSA 91-A:3 II (A) at 9:17pm.

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

RETURN TO PUBLIC SESSION

The Board entered public session at 9:42pm.

A MOTION was made to seal the minutes of this Non-public Session for 50 years by Mr. Brock SECONDED by Mr. LoVerme.

Voting: all aye, motion carried unanimously.

A MOTION was made to change the non-affiliated handbook to indicate separation pay for administrators to mimic that of teachers, effective December 1 by Mr. Brock SECONDED by Mr. LoVerme.

Voting: all aye, motion carried unanimously.

XIV. ADJOURNMENT

A MOTION was made by Mr. LoVerme and SECONDED by Mr. Legere to adjourn the Board meeting at 9:45pm.

Voting: all aye; motion carried unanimously.

Respectfully submitted,

Kristina Fowler