

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, February 6, 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 the budget committee mtg.)*

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

**I. CALL TO ORDER**

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

**II. ELEMENTARY STUDENTS OF THE MONTH**

Mr. O'Connell honored the students of the month from 1<sup>st</sup> grade at FRES.

**III. GEOGRAPHY/SPELLING BEE WINNERS**

Ms. Moore-Lazar and Ms. Lhotsky, WLC MS social studies teachers, honored winner of the Geography Bee, Elisabeth Jacob. Mr. O'Connell honored winner of the FRES Scripps Spelling Bee, 2<sup>nd</sup> time champion, Anya Zoltko.

**IV. ADJUSTMENTS TO THE AGENDA**

Superintendent Lane informed members that the presentation regarding solar panels will not take place this evening. Public comment will be added prior to the budget committee leaving and "board budget discussion" will be added at the board's request.

**V. PUBLIC COMMENTS**

There was no public comment to report.

**VI. PRESENTATIONS**

**i. Solar Panels-WLC-John Zavgren**

The presentation was cancelled for this evening.

**ii. Gettysburg-Marc Belanger**

WLC HS social studies teacher, Marc Belanger accompanied two WLC students who gave a brief PowerPoint presentation on their trip including activities and sites they saw when they went to Gettysburg. They noted the smaller group allowed for a better learning environment. The students thanked the school board for making the trip possible with the use of the district van.

**iii. Washington D.C.-Marc Belanger**

Mr. Belanger gave a brief overview of his request to take a small group (8-10 students) to Washington, D.C. over April vacation. A student application will help him to narrow down multiple requests. The group would leave WLC the Friday before vacation started and return Tuesday night. The trip will be tailored to what the students really want to do such as watch a Supreme Court case in session and tour Mont Vernon. The district van would be used to travel there and back and while in the city they would use the Metro system to get around. Students are responsible for cost of lodging, gas (\$70 pp added in for gas), Metro pass and food. He confirmed there would be no disadvantages regarding curriculum for those students who do not attend. Principal Bagley reported stipends of \$1,500 had been allocated for the Montreal trip that was canceled and he requested they be used to offset the cost of this trip for the students.

*A MOTION was made by Mr. Brock and SECONDED by Ms. Fisk to approve the trip to Washington, D.C.*

*Voting: all aye; motion carried unanimously.*

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to approve the \$1,500 (stipends) be used to offset the cost of the Washington D.C. trip for the students.*

*Voting: all aye; motion carried unanimously.*

## **VII. BOARD CORRESPONDENCE**

### **a. Reports**

#### **i. Superintendent's Report**

Superintendent Lane reported he continued to spend time working on the budget. Thursday is the Public Hearing. He informed the group of a noticeable change in enrollment numbers which indicates the senior class increased and junior class decreased; this is due to reclassification. This did not mean we lost students from the junior class, they moved to the senior class as they earned enough credits to qualify to graduate. He gave a brief overview of House Bill 1749 which says districts and towns would not be able to set specific ordinances to carry arms. There is no restriction for a person to carry a firearm in NH. We will continue to follow our policy JICI as it currently does not need any changes and it states we would notify the police department. The statute still exists that students are not allowed to carry weapons. The legislation is unclear at this time on what will happen. February 2 was a workshop day with scheduled events for staff. He has started his next class at SNU. He will provide a packet regarding legislation for the next meeting and can provide additional information if asked. He will be attending the ASAA national conference in TN February 14-17.

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

Ms. Tucker reported she completed the Management Discussion and Analysis Report for the audit, and worked on the actuary to complete the required GASB45. The audit is complete; we received an "unmodified opinion" on the financial statements which means we had a "clean" audit. She attended the NH Association of Business Officials meeting which included a presentation from Conway Solutions promoting their eCopy software, Melanson Health presented on the associations that they work with and Drummond and Woodsum focused on procurement goals and bidding requirements. Drummond and Woodsum recommend soliciting based on the following, first bids are based on price only, second request for proposal (RFP) are based on price and other considerations and third request for qualifications (RFQ) are based on specific job qualifications (example roofing). The food service program at FRES had their State Administrative Review which is done every three years. Meal patterns, meal quality, finances and general compliance are reviewed. A letter has been received indicating "all is fine and ok" to continue. She confirmed feedback received was that they were happy with the mealtime program, reconciliation and detail we have with our food service reports. The last Joint Loss Management Committee was cancelled but a walkthrough was completed at FRES and the administrative part of the meeting is being done via email. There were no new claims this quarter. She attended the Emergency Operations Plan workshop with Mr. Erb (Facilities Manager) which included an overview and what is required for the plan. Currently we have three school plans in draft form and they are required to be submitted annually. Feedback will be needed by town officials before submission.

#### **iii. Principals' Reports**

Principal O'Connell reported STAR 360 benchmarks were recently completed. On the professional development day time was spent analyzing the data, formulating plans, a Cigna workshop was held regarding mindfulness, and time was spent on Reader's Workshop and curriculum. February 1<sup>st</sup> the PTO annual game night fundraiser was held which raised funds for the 5<sup>th</sup> grade yearbooks. Some of the FRES events happening are the annual Jump Rope for Heart fundraiser and to get students motivated, the "Hot Shots" jump rope troupe from South Londonderry School will visit on February 23. Also the "Go for Gold" bobsled reading challenge will be happening which involves students tracking minutes of reading time outside of school. (Goal is 5000 minutes by February 23<sup>rd</sup>.) Kindergarten registration night is

Thursday, March 15, 5pm-7pm at LCS. The Scripps Spelling Bee was held on January 18<sup>th</sup>, Anya Zoltko was the champion. Ms. Lemire commented that the 5<sup>th</sup> graders did a great job during the PTO game night. Principal O'Connell agreed and noted they raised a lot of money for this event.

Principal Bagley reported three students from WLC participated in the Monadnock Music Festival on January 20<sup>th</sup>. They were taught and conducted by a world renowned choral instructor. This year there were 77 members participating. On January 31<sup>st</sup> and February 1<sup>st</sup>, all were invited to assist in the analysis of evidence the faculty has collected as part of the re-accreditation process. This is a continuation of self-reflection that began with surveying students, staff and parents earlier this fall. By evaluating the evidence they will better understand what it says about the school's alignment to Principals of Effective Practice. This is a new process this year.

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

Dr. Heon reported the Science Committee meetings started which involves looking at what we are doing now with Mystery Science program and how it aligns with the new standards and what are the options in the future. Professional Learning Teams at FRES are being held weekly; the focus is on creating the scope and sequence documents for each grade level and discussions about effectiveness of competencies and possible alignments between subject areas. Interim and final assessments have been scheduled at FRES, some in February and the first week of March. Interim testing is "sort of a mini test" (to give an idea of benchmark) for grades 1-8 and the new revised science test for grades 5, 8, 11. Grade 11 has not participated in SBAC testing before on the computer and it will be new for staff and students. Taking the interim gives an idea of content and process for test taking. A chart was provided with the addition of January STAR 360 data. She explained grade level equivalent, example 1.5, the 1 represents the 1<sup>st</sup> grade and .5 represents fifth month of school. Results show more than half of the grades are at that level or exceeded and some are coming pretty close to that. Since January we have reconvened our WIN (What I Need) Team at FRES to look at student performance and regroup students who require intervention. They will begin to receive intervention if they have not already and at the MS they have made some adjustments to the approach. They chose to work with Khan Academy Math Program for the last month and are going forward in the foreseeable future with it. It is much richer in content and has built in assessments. We can provide staff with progress monitoring data but not benchmark data like STAR 360. She confirmed for Chairman Dailey generally speaking, most grade levels are keeping up the pace in math and reading. In some cases about half a grade above and there are some cohorts where student performance is inconsistent for a variety of reasons and beyond our control but we keep trying.

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

#### **a. FY 2018-19 Budget/Warrants & Preparation for Public Hearing**

Present: *Leslie Browne, Pamela Altner, Bill Ryan, Edwina Hastings, Lisa Post, Christine Tiedemann, Dawn Tuomala, and Jim Kofalt*

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

Chairman Dailey reported he attended the last budget committee meeting. He explained this evenings process, Chairman Browne will speak, and then the school board will discuss their next steps. The public hearing is Thursday and it is important that both boards have numbers although they do not have to be the same.

Chairman Browne reviewed that the committee met to discuss the information that was provided at the last joint meeting. They agreed to support curriculum and training but did see some areas for reduction. They are recommending a 1.66% reduction over FY18 which is an operating budget of \$12,344,685 (reduction of \$89,900). They added back in for curriculum, math coach and training as they agreed it was important for students and the school to progress. Mr. Kofalt confirmed the net put back in was about \$28,000 (original proposed cuts totaled \$116,245). Chairman Dailey noted having attended the last budget committee meeting; he was pleased with the process they went through and feels they took

consideration into the information provided. He questions if the school board could get to the budget committees number and go to the district meeting unified. He notes the Superintendent Lane can come to this number and opened the floor to the school board for discussion on this and the process. Mr. Brock comments he is delighted to see the curriculum pieces back in and questioned the Superintendent if this is a workable budget which Superintendent Lane responds yes. A brief discussion was had.

*A MOTION was made by Mr. Brock and SECONDED by Mr. Ballou to accept the budget committee's operating budget number of \$12,344,685.*

*Voting: all aye; motion carried unanimously.*

Chairman Dailey voiced appreciation for the process and work the budget committee did. The warrant will be updated to reflect an operating budget of \$12,344,685.

Ms. Post noted starting with the budget "kept down" made it easier to fine tune and wants to see that same direction of staying on the low side and keeping tax payers in mind as well as students. She thanked administration for providing information on a timely basis.

The budget committee will briefly meet to discuss details of the public hearing after the joint session. Chairman Dailey noted the budget committee runs the hearing and if they need anything to let us know. Ms. Post informs the group an audio recorder will be used for help with the minutes. No objection was heard regarding this but Mr. Kofalt notes it is important to inform the public of this although it can be taped as it is a public meeting. Mr. Kofalt should contact Mr. Verratti to coordinate this. Superintendent Lane asked if any changes are needed to the draft presentation (proactively prepared) to let him know. The draft was provided to the board chairs and it is ok to share it with all members. The budget committee will review it when they reconvene and Chairman Browne will return after they meet to provide feedback. They reviewed the process for the budget hearing, the budget committee opens, the budget is presented first with the help of the Superintendent, the warrants are read, (articles are on the slides-it is important to keep them in order), recommendations are noted (recommended or not recommended). There will be a separate presentation from the budget committee regarding kindergarten and each board's position will be stated. The CIP will be added to the slides. The budget committee will conclude the hearing.

*A MOTION was made by Ms. Altner and SECONDED by Ms. Tiedemann to recess the budget committee session at 7:22pm.*

*Voting: all aye; motion carried unanimously.*

- **PUBLIC COMMENT**

There was no public comment to report.

## **IX. CONSENT AGENDA**

### **a. Treasurer's Report-December 2017**

*A MOTION was made by Mr. Ballou and SECONDED by Mr. Brock to approve the consent agenda.*

*Voting: all aye; motion carried unanimously.*

## **X. 2018-2019 SCHOOL DISTRICT CALENDAR**

Superintendent Lane reviewed this is the time for planning the district calendar. The need for more professional development has been identified. He would like to increase the calendar days from 174 to 177 without reducing the hours, all additional days to be early release days. This would increase instructional hours and increase professional development. The teachers CBA indicates the calendar can be up to 180 days; (currently 174) and he is asking for input from the school board before he moves forward. If the board would like to move in this direction, he will verify with the attorney that this is within the contract to avoid a grievance scenario. As part of the process the calendar is shared with the

teachers for comment although the school board approves the calendar. Discussion was had regarding returning to a 180 day calendar and not counting hours. Discussion also included not doing the bear minimum, focusing on students first, would be fair to have some sort of agreement with the teachers due to adding additional time, it is consistent with the resources provided (to increase student achievement and provide additional professional development). Superintendent Lane notes by increasing the days, the hours of the paraprofessionals who are not working would need to be increased. The cost is about \$9,000. This is the reason for a gradual increase in days. The money could be funded through anticipated retirements. If it is found that these days are “fruitful” we would look for additional days. Chairman Dailey notes, full disclosure, his spouse is a paraprofessional. Consensus from the members is to move forward. Superintendent Lane will speak to the attorney, share it with the teachers; they may want to communicate with the board when he brings it back for board review. He confirmed there would not be additional bus charges; the only monetary issue is the additional time for paraeducators and attorney fees.

## **XI. ACTION ITEMS**

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

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to approve the minutes of January 23, 2018 as amended.*

*Voting: all aye; motion carried unanimously.*

### **b. Audit Acceptance**

Ms. Tucker confirmed the district received an “unmodified opinion” (clean audit), same as last year. The Governess Letter indicates no findings but mentioned regarding student activities, a couple of deposit receipts were missing. She confirmed it was a paperwork issue and the money all matched just the documents were missing. Chairman Dailey suggests as this has come up previously, that we find a way to “fix this” (missing deposit receipts). Ms. Tucker confirms there are fewer instances than previously. (Goal is zero) Ms. Tucker was thanked and appreciation was voiced for this clean audit.

*A MOTION was made by Mr. Brock and SECONDED by Ms. Fisk to accept the audit, year ending June 30, 2017.*

*Voting: all aye; motion carried unanimously.*

## **XII. COMMITTEE REPORTS**

### **i. Budget Liaison**

Mr. Post reported Chairman Dailey captured the flavor of the budget committee meeting and the committee is prepared to move forward. They took a deep look at everything we discussed and he believes we are in a good place. Chairman Dailey concurs.

### **• BOARD BUDGET DISCUSSION**

Chairman Dailey states he believes (having attended the budget committee meeting) the budget committee and school board are in agreement. They took to heart our feedback; there is a good “give and take”. Chairman Browne will return after the budget committee adjourns to provide feedback on the slides and inform us if anything is needed.

The protocol was reviewed for public hearing which includes the budget committee sitting up front; board members in attendance are in the audience (as many that can attend would be great). The Superintendent will present for the school board unless they are asked to speak. It is important to get feedback from the public.

It was questioned if a vote for recommendation was taken on warrant article #08 or not.

*A MOTION was made by Mr. Ballou and SECONDED by Mr. Legere to recommend warrant article #08 (Building/Equipment & Roadway Capital Reserve fund).*

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

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262 **XIII. RESIGNATIONS / APPOINTMENTS / LEAVES**

263 There were none to report.

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265 **XIV. PUBLIC COMMENTS**

266 Mr. John Vanderhoof, Lyndeborough, questioned if the DOE responded to Superintendent Lane yet on  
267 the kindergarten questions (raised at the last meeting). Superintendent Lane responded no, the Attorney  
268 General had not responded to Caitlin Davis at the DOE yet.

269  
270 **XV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

271 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to enter Non-Public Session to*  
272 *discuss a student and personnel matter RSA 91-A: 3 II (A) (C) at 8:08pm.*

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

274  
275 **RETURN TO PUBLIC SESSION**

276 The Board entered public session at 8:13pm.

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278 *A MOTION was made to seal the non-public session minutes for 50 years by Mr. LoVerme and*  
279 *SECONDED by Ms. LeBlanc.*

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

281  
282 Chairman Browne returns and reported no significant changes and will email Superintendent Lane and  
283 Chairman Dailey with the format. In regard to the draft presentation Superintendent Lane provided she  
284 will email him with a few things to add and discuss structure in the email. Chairman Dailey reiterated if  
285 they need anything to let us know.

286  
287 **XVI. ADJOURNMENT**

288 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Fisk to adjourn the Board meeting at*  
289 *8:16pm.*

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

291  
292 *Respectfully submitted,*  
293 *Kristina Fowler*