

**WILTON-LYNDEBOROUGH COOPERATIVE
PUBLIC HEARING & SCHOOL BOARD MEETING
Tuesday, May 8, 2018
Lyndeborough Central School-Multipurpose Room
6:30 p.m.**

Present: Harry Dailey, Matt Ballou, Jonathan Vanderhoof, Mark Legere, Miriam Lemire, Charlie Post, Joyce Fisk, Carol LeBlanc, and Alex LoVerme.

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

I. CALL TO ORDER

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

II. PUBLIC HEARING-UNANTICIPATED REVENUE

Chairman Dailey opened the public hearing regarding unanticipated revenue, referring to RSA 198:20-b ("for unanticipated funds in the amount of \$5,000 or more, the school board shall hold a prior public hearing on the action to be taken..."). Chairman Dailey provided the budgeted amount \$519,523, allocation \$571,274 and variance of \$51,751. He asked for school board member questions or discussion. Mr. Post questioned what the compliance process is to ensure we are in compliance with the grants involved. Grants included are IDEA, IDEA 72511, IDEA Preschool, Title I, Title IIA, Title IIA74638, REAP, Public Infrastructure Grant, various local grants and food service. Ms. Tucker responded we are in compliance; the grants are all processed through the Department of Education's Grant Management System and are in compliance with what they have to be spent on. She provided an example with the Public Infrastructure Grant; it will be used for the security camera system upgrades which we are expecting to spend before the end of the year pending its availability through the grant management system. Chairman Dailey asked for public comment, none heard. Chairman Dailey closed the public hearing at 6:34pm.

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Fisk to accept and expend an additional \$51,751 for the purposes outlined in the special programs.
Voting: all aye; motion carried unanimously.*

III. ADJUSTMENTS TO THE AGENDA

Superintendent Lane informed the Board of the following adjustments to the agenda: district calendar, three additional appointments (preschool teacher, MS English teacher, HS science teacher), one contract not returned, and he informed them of one leave of absence.

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

IV. PUBLIC COMMENTS

Ms. Becky Sours, Wilton, provided some information in regard to the cost of the Boys and Girls Club. She indicated that their cost is \$105 per month and they charge \$450 for transport which is broken up into quarters.

Ms. Louise Cattigan, Wilton, spoke regarding the "voucher bill" (SB 193) and indicated it has now been attached to House Bill 1636 which is not related to the "voucher bill" and is now in its original form

without “caps”. It is up for vote this Thursday. She commented that last year the Board voted to oppose it and the Superintendent was sent to speak for us and she wonders how the Board feels this year. Chairman Dailey responded the Board has not made a formal vote and it’s not on the agenda. He believes all Board members are aware of it and could choose to take action later.

V. BOARD CORRESPONDENCE

a. Reports

i. Superintendent’s Report

Superintendent Lane gave an overview of his report which included being busy with interviewing to find strong candidates to fill the open positions. He explained the process; applications are screened at the building level (he has access to them); the initial interviews are done at the building level with typically 5-6 applicant interviews. When it is possible two candidates are sent to him for final interviews. He spoke of being pleased with the candidates and believes the change in the contract has helped. Approximately 70% of candidates are experienced and 50% have masters. Technology such as Skype has been used for those who are out of state. He thanked folks who have been involved in the many interviews. He notes for each candidate brought forth, at least 10-15 hours has been spent on the process. The business office person is close to being finalized and it has been a team effort picking up the duties in the meantime. The summer programs are moving forward. He will meet with the food service staff tomorrow to go over survey results and he will come back to the Board in June with ways to enhance and meet the needs. The “top ten” luncheon has been moved to June 7. Ms. Tucker confirmed there are avenues available for professional development for food service staff.

Superintendent Lane responded to Mr. Post who questioned the status of the assistant principal position confirming that interviews are set up in the next week or so. He added if the Board decided to go in another direction we could do this. His goal is to find the best candidate and didn’t want to “fall short”. Chairman Dailey commented the Strategic Planning Committee will do more study (regarding changing the administrative structure at WLC). There was much discussion and varying opinions voiced regarding this which included: a proposal was not brought to the board, a memo was shared with the Board (as requested) that was given to staff regarding the concept, are there alternatives, timing is an issue, should hiring be delayed, options available, it is not on the agenda (was in a previous Superintendent’s Report), should it be on a future agenda, it will be reviewed at the next meeting during the Board workshop, why was it not reviewed earlier, no vote was taken just a consensus for the Strategic Planning Committee to review, was there a consensus, and is it the will of the Board to delay the process. Mr. Post requested it be put on a future agenda. Members further discussed if delayed, how it affects the Superintendent’s timeline and should candidates be informed during the interview process that the Board is discussing this and may not fill the position. Superintendent Lane informed the Board it would delay the process a month. Ms. Lemire asked for clarification from Superintendent Lane. He responded that a proposal was sent to the staff and he was asked to share that with the Board which he did. Discussions continued.

*A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to have the Superintendent continue to move forward with the hiring process of an assistant principal.**

Further discussion was had including is it appropriate to make a motion on something that is not on the agenda.

Ms. LeBlanc MOVES the question.

Additional discussion was had. Mr. Vanderhoof noted at some time it would be good to understand what the process was and “how” it did not come to the Board. He thought it was a good topic for discussion. A brief dialogue was had regarding if it is the Board’s decision to further discuss this proposal then they

can't instruct the Superintendent to follow the process of filling the position. It was noted the motion is clear as to which direction the Board is going.

**Voting: six aye; one nay from Mr. Post, one abstention from Mr. Vanderhoof, motion carried.*

Chairman Dailey confirms, we will continue with the process of hiring an assistant principal.

ii. Business Administrator's Report

Ms. Tucker reviewed her report including her attendance to the SchoolCare Benefit Administrator Workshop; agenda included concept of being your own advocate, open enrollment, communications, COBRA and qualifying events and mental health. The final Joint Loss Management Committee (JLMC) meeting was held on April 19, discussions at the meeting included disclosure of student injury reports which are not part of the JLMC history; only those that pertain to workers comp are. They may look at an internal process for these claims. There are no new staff claims to report. A walkthrough of WLC was completed focusing on industrial arts, art, science and FACS. Time has been spent working on human resources and payroll processes including a shared drive of personnel forms and the creation of a web page for commonly used payroll forms to facilitate use. Monthly and quarterly reports have been completed. The final Wellness Committee meeting was held on April 30. Discussion at that meeting included email communications to staff regarding awareness of physical activity and nutrition, the 2018-19 timeline for meetings, and final details of the upcoming Health and Wellness Fair which she hopes the Board can attend. The following repairs have been completed at WLC, copper (pipe) leak in FACS classroom, the locking mechanisms in art and the front door entrance and water temperature alarm controls and at LCS she confirmed the bathroom has been fixed. She confirmed the status on the paving; they have made half a dozen calls and they looked at it from a different perspective. Mr. Erb wanted them to look at the site and have them make recommendations, not just look at patching. She expects to bring this back the first meeting of June with who was called and what the consensus was as the scope of the work may be different. We may be looking at the drainage and edges as that seems to be a major concern with people parking on the sides and the cracking. She confirmed we would need to go back out to bid if the work is changed.

iii. Principals' Reports

Mr. Bagley reported the HS field trip to Washington, DC in April was a success utilizing the district van. He thanked the Board for allowing the \$500 stipend to be used to help students. The junior prom was held at LaBelle Winery and no issues were reported. There were approximately 60 students in attendance. MS assessments are this week; MS NH Scholar Leaders Banquet is May 17. On May 17 and 18 a three member visiting team from NEASC will be at WLC. The purpose of this accreditation visit is to review and determine from an outside professional viewpoint the extent to which the school is aligned with the Standards for Accreditation. He thanked everyone who worked to prepare for this visit especially Ms. Amy White, who is Chair of the Steering Committee, Ms. Susan Ballou and Dr. Julie Heon. He reviewed the rest of WLC's upcoming events which are listed in his report. Graduation is June 15, 7pm at WLC. It was questioned if the NEASC representatives would be available after school hours for those who cannot attend during the day, Superintendent Lane responded he believes there is a time limit and their schedule is very specific however if it is possible he will find out. Anyone who is interested in attending should contact Principal Bagley.

Principal O'Connell gave an overview of his report which included completing spring assessments. Kindergarten parent orientation was well attended. The PTO provided lunch and breakfast for the staff during teacher appreciation week. The Celebration of Learning is May 17 and students will display artifacts and give presentations and the PTO will host a pasta dinner and basket raffle. The Spring Concert is May 23. There are many field trips and events that are planned and listed in his report. At the end of the month FRES will host the "Thanks a Bunch Brunch" to thank those who support the school community; invitations will go out on May 17.

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

155 Dr. Heon noted we are fortunate to receive the grants she prepared which will allow us to host a science
156 institute for teachers in the summer. She is waiting for confirmation on a second part of this grant. She
157 received another grant which will help pay for the Summer Academy to accommodate up to 6 teachers,
158 for reading and math for 12 days and allow us to provide transport. So far there are 47-48 students
159 coming. There are many teachers who have committed to professional development over the summer and
160 she commended them for being willing to do this. The UDL (Universal Design for learning) Committee
161 meets monthly and they viewed a webinar on how to get students involved and motivated. As part of
162 another grant opportunity, this UDL group of 9 will participate on August 20-21 for more professional
163 development. In June she will bring the STAR assessments to the Board. In the fall the state will provide
164 state averages and also the benchmarks or standards which will be set in the summer. This year they will
165 not be changing any designations for schools in need of improvement. This happens next year when
166 there are two years of data. There are 5 categories of data which will be weighted to determine schools in
167 need of improvement. She gave an overview of UDL and explained it comes down to flexible ways of
168 learning so that all students have access to curriculum and noted this is why student engagement is
169 important. Superintendent Lane thanked Dr. Heon for all her efforts and for writing grants which have
170 provided more opportunities for the district. State testing was briefly discussed. Mr. Legere suggested
171 having a running total for all the grants received and Superintendent Lane will provide this.

172
173 **b. Letters/Information**

174 **i. Parent Food Service Survey**

175 Superintendent Lane provided the results of the parent survey and included all the comments that were
176 received. He will be meeting with food service staff and will review results and determine if there is any
177 professional development needed. He noted this gives us a "flavor of the direction" that we need to go.
178 Mr. LoVerme commented he believes the district could save money if we used plates and silverware and
179 eliminated Styrofoam.

180 **ii. State of NH Grant Approvals**

181 Superintendent Lane reviewed that final approval from the state has been received for two grants for
182 security updates (camera system upgrades and camera server) in the amounts of \$24,000 and \$6,465. He
183 noted there have been questions as to what happens to the budgeted money if we get the grants. He
184 suggested once we get that number to the Board, they could put it in a holding account which could not
185 be expended without the permission of the School Board for such a specific purpose such as a server
186 going down, and if not used those funds would be guaranteed to be returned to the town. Chairman
187 Dailey thought this was a good idea, as there should be some tax relief and it is good to track it.

188 **iii. Afterschool Programs**

189 Superintendent Lane contacted the Boys and Girls Club; to date they need to provide additional
190 information regarding cost. He spoke to the Adult Learning Center; they have satellites in other districts
191 and he provided information regarding their program and costs. He hopes to bring back in June
192 information on both programs and be able to contract with someone so we can register over the summer.
193 The organization would rent our facility for a dollar figure per day, they run the program not us, the
194 amount would be reasonable such as under \$2,000 per school year. We are not held liable for any
195 scenario that happens in their program as long as our buildings are suitable and they are. He noted
196 transportation is an issue with the Boys and Girls Club but he is unclear at this time how much and the
197 waiting list is not extensive. He confirmed using our van for transport would be a daily thing and would
198 take away from its original purpose, CTE and athletics. Contracting a bus service was briefly discussed.
199 It was noted having a program in our district is something that parents want.

200
201 Ms. BJ Whitt, Wilton noted she would prefer another option other than sending kids to the Boys and
202 Girls Club.

203
204 **VI. CONSENT AGENDA**

There was no consent agenda to report.

VII. ACTION ITEMS

• School District Calendar

Superintendent Lane reported the status of the 2018-19 district calendar. A request was made to the teachers to add an additional day (6th) of professional development to the 174 school day calendar. The contract indicates the school year is not to be in excess of 180 school days and up to 5 professional development (PD) days. WLCTA president, Linda Cordileone had previously responded to the request indicating teachers still feel that adding days to the school year is a negotiated item and should be brought to the table in 2020, however teachers agree that they would be willing to work either a half day or full day with pay because teachers deserve to be compensated for their work. Superintendent Lane recommends at this time to maintain the current calendar at 174 days (and eliminate the extra PD day that was requested and could add additional days in the fall). They discussed the calendar including: the current calendar, going by hours, wording in the contract allowing for 180 school days, option to shorten the days to be equitable if you increased the number of days, costs associated with changes (teachers \$23,701 is per diem rate for teaching staff, paras \$2,300 per day approximately), cost in transportation (none with current contract), the Superintendent's original intent to increase days and what has changed, the effect on morale, wanting to maintain a good relationship with the teachers, changes to the MS and HS schedule, and how many days are the teachers being paid for.

*A MOTION was made by Mr. Ballou and SECONDED by Ms. Lemire (for purpose of discussion) to move the Superintendent's recommendation of a 174 day calendar.**

The Superintendent feels it would be prudent to work through the changes, have an open discussion, and bring forward a proposal; if it's monetary have it budgeted. He does believe the changes that have been made are being effective. They briefly discussed why the Superintendent isn't recommending option 3 and what has changed. Superintendent Lane confirmed option 5 is not eliminated but will cost an additional \$23,000 for teachers. It was noted that grants have been received for \$23,000 which would cover teacher cost. Further discussion was had which also included days vs. hours and the longer days being a benefit to secondary students over elementary students and this being a bigger conversation and the need to investigate it, why is one side able to enforce the contract and not the other, should it be negotiated, the option is there to pay them and gain the PD day, and some teachers give more than 7 hours and 20 minutes, to lessen the cost should you make the extra PD day available to core teachers only, should you not consider it a PD day but instead ask for volunteers (with reasonable pay) to do the data crunching that's needed and is this allowed per the CBA.

**Voting: five aye; three nay from Mr. Post, Mr. Vanderhoof and Mr. LoVerme, motion carried.*

a. Approve Minutes of Previous Meeting

A MOTION was made by Ms. Fisk and SECONDED by Ms. LeBlanc to approve the minutes of April 17, 2018 as amended.

Voting: all aye; motion carried unanimously.

VIII. POLICIES

i. DFA-Investment Policy-Annual Adoption

Ms. Tucker provided an overview of this policy and confirmed per the auditors it needs to be reviewed to determine if any revisions are needed and re-adopted annually. She is not suggesting any changes to the policy.

A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Fisk to re-adopt policy DFA as written (no changes).

Voting: all aye; motion carried unanimously.

IX. COMMITTEE REPORTS

No committee reports were given.

Chairman Dailey reminded members the next meeting is a workshop and to bring forth anything they want discussed regarding the committees and prioritization for the Strategic Planning Committee.

X. RESIGNATIONS / APPOINTMENTS / LEAVES

a. Appointments

- i. Victoria Walsh-WLC HS Social Studies Teacher**
- ii. Catherine Blais-WLC MS Science Teacher**
- iii. Gregory Zekser-WLC Chemistry/Physics Teacher**
- iv. Jason Shea-WLC Mathematics Teacher**
- v. Cheryl Balusek-WLC Mathematics Teacher**
- vi. Holly Lafoe-FRES Elementary Teacher**
- vii. Taylor McArdle-LCS Kindergarten Teacher**
 - Kimberly Plourde-LCS Preschool Teacher**
 - Ashley Power-WLC MS English Teacher**
 - Stephanie Erickson-WLC HS Science Teacher**

b. Resignations

- i. Laura Warden-WLC HS Math**
 - David Shelsky-WLC Mathematics**

Resignations were reviewed prior to appointments.

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire accepted the resignation of Ms. Laura Warden.

Voting: all aye; motion carried unanimously.

A contract was put forth for Mr. David Shelsky and was not returned by the deadline. He has indicated via email he will not be returning. The Board's offer to provide a contract is now retracted.

Superintendent Lane gave a summary of his recommendation for each teacher to be appointed.

*A MOTION was made by Ms. Lemire and SECONDED by Mr. Post to accept the recommendation and appoint **Ms. Victoria Walsh**, WLC social studies teacher.*

Voting: all aye; motion carried unanimously.

*A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to accept the recommendation and appoint **Ms. Catherine Blais**, WLC MS science teacher.*

Voting: all aye; motion carried unanimously.

*A MOTION was made by Ms. Lemire and SECONDED by Mr. Legere to accept the recommendation and appoint **Mr. Gregory Zekser**, WLC chemistry/physics teacher.*

Voting: all aye; motion carried unanimously.

*A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to accept the recommendation and appoint **Mr. Jason Shea**, WLC mathematics teacher.*

Voting: all aye; motion carried unanimously.

*A MOTION was made by Ms. Lemire and SECONDED by Ms. Fisk to accept the recommendation and appoint **Ms. Cheryl Balusek**, WLC mathematics teacher.*

Voting: all aye; motion carried unanimously.

*A MOTION was made by Ms. Lemire and SECONDED by Ms. Fisk to accept the recommendation and appoint **Ms. Holly Lafoe**, FRES elementary teacher.*

Voting: all aye; motion carried unanimously.

Superintendent Lane noted Ms. Holly Lafoe will be in the 4th grade instead of 5th due to a transfer request within the building that was filled.

*A MOTION was made by Ms. Lemire and SECONDED by Ms. Fisk to accept the recommendation and appoint **Ms. Taylor McArdle**, LCS kindergarten teacher.*

Voting: all aye; motion carried unanimously.

*A MOTION was made by Ms. Lemire and SECONDED by Ms. Fisk to accept the recommendation and appoint **Ms. Kimberly Plourde**, LCS preschool teacher.*

Voting: all aye; motion carried unanimously.

*A MOTION was made by Ms. Lemire and SECONDED by Ms. Fisk to accept the recommendation and appoint **Ms. Ashley Power**, WLC MS English teacher.*

Voting: all aye; motion carried unanimously.

*A MOTION was made by Ms. Lemire and SECONDED by Ms. Fisk to accept the recommendation and appoint **Ms. Stephanie Erickson**, WLC science teacher.*

Voting: all aye; motion carried unanimously.

Superintendent Lane discussed the high quality of candidates we are getting and that with the changes the Board made in the teacher's contract we can now compete with other districts. He reported the vacant positions yet to be filled are assistant principal, computer science teacher and school nurse.

XI. PUBLIC COMMENTS

Ms. Becky Sours wonders if we could negotiate a better rate for the afterschool program. Superintendent Lane responded once he gets more information it may be something he can work with.

Ms. Linda Cordileone spoke in regard to the district calendar noting she appreciates the Board wanting to preserve the relationship with the teachers and happy with the decision made. She questioned Ms. Heon as to how many teachers are going to do the summer program. Dr. Heon responded probably 12 but the number is increasing once we have the science pieces it will be well over 20. Ms. Cordileone noted that several teachers are volunteering but are being paid a special project amount. She further noted teachers also do many more hours during the year because it is good for kids such as step-up day and concerts and notes one curriculum day is not going to give you what you need. Best practice is that teachers need to meet regularly during the school day and we somehow need to fit this into the schedule. She added the district asks teachers to do things they do not know how to do and there has been no direction. She hopes this changes going forward as it needs to be something they will use to better their teaching skills.

Ms. BJ Whitt, Wilton spoke regarding a situation related to the student dress code and questioned who has the final say on the dress code. Superintendent Lane responded in any school district the dress code is created through local standard. A dress code or student code of conduct is presented to the Superintendent and then to the School Board for approval. The school creates the dress code but the School Board gives the standards and it can be revisited. He reviewed the process for a requested change; it should be in writing and can be from a parent or multiple parents, if students have a concern they should bring it to the attention of student leadership.

358
359 **XII. SCHOOL BOARD MEMBER COMMENTS**

360 Members were questioned individually to offer comment if they chose to.

361 Mr. LoVerme questioned if new teachers were going to be able to be involved over the summer in which
362 Dr. Heon confirmed yes they would be contacted.

363
364 Mr. Legere asked for an updated kindergarten enrollment. Principal O'Connell confirmed 39 students.

365
366 Mr. Legere questioned the rate for teachers in the summer. Superintendent Lane responded the special
367 project rate is \$250 and the per diem rate would be used if they are writing curriculum and it is based on
368 their salary, majority averages are \$275-\$325. Dr. Heon added if a teacher requests the activity there
369 may be no stipend paid. When we encourage them to attend we pay it.

370
371 Ms. LeBlanc gave praise regarding the amount of new hires that have been processed and it is quite a big
372 job and a tough job to process this amount.

373
374 Mr. Ballou commented he has sent the Policy Committee some dates and hopefully the group will be
375 meeting in the next two weeks. He encourages all school board members to attend graduation or any
376 awards night coming up.

377
378 Mr. Vanderhoof spoke regarding some accomplishments made by the Superintendent such as the re-
379 working the contract, bringing on a curriculum coordinator and a math coach and of the recent proposals
380 but perhaps the issues the Superintendent has seen are not being fully addressed especially when it comes
381 time to vote.

382
383 Chairman Dailey commented the Hitchiner Manufacturing is doing a major expansion in Milford and one
384 of the district goals is to prepare students for what is next. He questions if we have/had someone who
385 coordinates with outside companies to obtain internships or to get what students need to get a job and
386 should we have a way to coordinate something when these events come up. Superintendent Lane
387 responded that Ms. Kovaliv works somewhat with this and we need to continue to work toward this.
388 A short discussion on this topic was had.

389
390 Mr. Post thanked Ms. Whitt and her daughter for coming in and noted if there is something you don't like
391 in the dress code you don't have to go through the whole process just tell one of the board members
392 directly and they will put it on the agenda.

393
394 **XIII. ADJOURNMENT**

395 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Legere to adjourn the Board meeting at*
396 *9:12pm.*

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

398
399 *Respectfully submitted,*
400 *Kristina Fowler*
401