

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, August 22, 2017
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.**

Present: *Geoff Brock, Harry Dailey, Matt Ballou, Miriam Lemire, Mark Legere, Joyce Fisk, and Carol LeBlanc.*

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

I. CALL TO ORDER

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

II. ADJUSTMENTS TO THE AGENDA

Superintendent Lane informed the members he has two nominations to bring forward and the need for a brief discussion regarding a monopoly at WLC. These items were added to the agenda.

III. PUBLIC COMMENTS

Mr. Ballou suggested proposing a resolution regarding giving consideration to hiring veterans.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent Lane provided a brief overview of his report. Two nominations are being brought forward for this evening. As requested allergy information has been provided as well as data for student discipline. He met with Ms. Jessie Salisbury of the Elementary History Committee regarding the sale of the Lyndeborough Central School history book and he will provide details later as it is on the agenda. New teacher orientation is tomorrow. Previously it was building based where now they will spend the first day with SAU staff and go over policies and procedures and have a chance to meet people. A letter went out to staff providing a schedule of the first three days. On September 11, 6-8 staff will go through "train the trainer" training on the new reading assessment STAR 360. As part of the package STAR 360 has representatives to provide training. This group of staff will act as a resource to the rest and there will be ongoing data coaching with teachers on interpreting data via the web throughout the year.

ii. Director of Student Support Services Report

Ms. Moore reviewed her report which included a productive summer program ending on August 10 with roughly 35 students. Attendance was great and staff was familiar with the students. All the related service providers (OT, school psychologist etc.) have been hired back. She is happy to report this consistency and is fully staffed except the need for one paraprofessional.

iii. Director of Technology Report

Mr. Verratti informed members that fiber installs have been completed and tested. Chromebooks have been configured, labeled inventoried and ready for students. A large recycle run of equipment that no longer met the needs of the district has been completed. All computers have been inventoried and looked at by IT and are ready for the first day. Installation on the phone system has been completed and tested, despite a set back with porting over the existing phone numbers. This slowed the process until it could be resolved and will be in place before the start of school. Superintendent Lane added that a student working with IT mapped out all the Chromebooks and has been a tremendous help. The Facilities Department has also had student workers who did the lines in the parking lot which saved about \$2,000. Mr. Verratti responding to Mr. Brock informed members there were only 5 breakages out

of 250 Chromebooks and 0 were lost or stolen. He stated all students bringing them back took good care of them. It has been a good experience for the students and for us he reported. Mr. Brock suggested acknowledging the students and/or providing some type of reward.

V. CONSENT AGENDA

a. Treasurer's Report June 2017

b. Donation

The reports have been reviewed.

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

VI. BUDGET TIMELINE

The timeline has been reviewed.

Superintendent Lane noted the dates at the top are the joint Budget Committee and School Board budget meetings and the bottom are the required dates we need to adhere to per the RSA. The Budget Committee received a copy and will review it at their next meeting on August 29 per Mr. Kofalt. Responding to Chairman Dailey, Superintendent Lane confirmed the budget meeting dates are similar to last year and he believes it can be accomplished in the allotted time.

VII. LCS HISTORY BOOKS

Superintendent Lane reported he met with Ms. Jessie Salisbury who has 10 people committed to purchasing a book. He suggests as a school district, purchasing 30 books at the cost of \$11.75 each, plus shipping cost. If we sold 15 books we will cover the cost and have some books on hand for additional purchases. Mr. Brock would like a process for orders and the goal would be to sell 100. Superintendent Lane indicated the lead time for additional books would be about a week and purchasing 10 at a time makes it worth the shipping cost and allows for copies on hand to sell.

A MOTION was made by Mr. Brock and SECONDED by Ms. LeBlanc to approve purchasing 30 LCS History Books at the cost of \$11.75 per book plus shipping and have available to the public for \$25 each.

Voting: all aye; motion carried unanimously.

VIII. DISCIPLINE DATA

Superintendent Lane explained that the data was provided as requested and the reports are from the end of year documents we send to the Department of Education. It can be difficult to decipher for example it may indicate 2 suspensions but one of the students may have been suspended 4 times. An investigation could include multiple issues such as cyber and personal bullying but only one investigation is indicated. The data is the data and going any deeper into it may be a student rights violation. In the middle school there were some issues with behavior management and we have either taken care of this through remediation or staff change. Principals interact with me regarding student issues. The attention principals give to these matters are well coordinated and provide a level of consistency. Responding to Ms. Lemire, he confirmed some staff is trained in crisis prevention but a big piece is de-escalation which can be difficult, some staff is better at this than others. We do work them as individuals. We could look into having crisis prevention training done as we move forward. He added he believes working with principals as we move forward is a big piece of creating the culture K-12 and beyond, that is a goal for him.

IX. ALLERGY GUIDELINES

It was requested prior that Superintendent Lane provides some data around this topic. He reviewed that the district has a policy on allergy management and in addition guidelines. There is an RSA regarding

pupil use of an Epi-pen which he included. The question that was raised to him prior was is the policy we have appropriate and are we following it. Ms. LeBlanc added this was brought to her attention when she felt important information was being removed from the student handbook in the nurse section. She further added it is more than just Epi-pen related, it is a larger discussion. It can be antibiotics or bee stings and not just peanut/nut allergies. She feels having an emergency plan and being able to recognize symptoms is needed for everyone. Superintendent Lane responded that he will have the needed discussions, provide plans if available and data to fill in any holes that may exist. Mr. Ballou recommends reaching out to the state for guidance which Superintendent Lane will do and noted they may have some technical advisories as well. Ms. LeBlanc concurs with this and NHSBA also.

X. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Fisk to approve the minutes of August 8, 2017 as written.

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

b. Approve WLC Entrance Door Bid/Withdrawal from Capital Reserve

Superintendent Lane reviewed that previously a discussion was had about the need to replace the entrance doors at WLC and a recent price of \$16,510 has been obtained from Marvell Glass. The board previously approved \$15,000 through capital reserve, the difference is \$1,510. Ms. Tucker recommends taking this from the operating budget.

A MOTION was made by Mr. Ballou and SECONDED by Ms. Fisk to accept the bid from Marvell Glass with \$15,000 to come from Building and Roadways Capital Reserve and remaining \$1,510 to come from the general fund.

Mr. Brock suggests since there is a lot in the capital reserve it be taken from there and not impact the budget. The Capital Improvement Plan goes out to year 2025.

Mr. Ballou WITHDREW the previous motion, SECONDED by Ms. Fisk.

A MOTION was made by Mr. Brock and SECONDED by Ms. LeBlanc to accept the bid as proposed and take \$16,510 entirely from the Building and Roadways Capital Reserve.

Voting: all aye; motion carried unanimously.

Ms. Tucker confirmed the Capital Improvement Plan they received was the most current.

XI. COMMITTEE REPORTS

i. Facilities

Ms. Tucker reported the next meeting is October 24; 5:30PM at WLC and this is not a walkthrough. She sent a calendar which has the meetings and walkthroughs for the year listed. Chairman Dailey requests a copy of this.

ii. Strategic Planning Committee

Chairman Dailey reported the committee has a meeting on September 5, 7PM at WLC. He will send out an agenda next week.

iii. Budget Liaison

Chairman Dailey reported the next Budget Committee meeting is August 29, 7PM at WLC.

iv. Policy Committee

Mr. Ballou noted they have not met but will be scheduling a meeting in the near future.

XII. RESIGNATIONS / APPOINTMENTS / LEAVES

Superintendent Lane reviewed his recommendations for appointment. For HS math he is recommending Ms. Laura Warden who is certified in NY, he does not anticipate any issues with her obtaining NH certification.

A MOTION was made by Mr. Ballou and SECONDED by Mr. Legere to appoint Ms. Laura Warden, HS math teacher at WLC.

Voting: all aye; motion carried unanimously.

Superintendent Lane is recommending Stephanie Loiselle for technology teacher/media generalist. She will be hired under an emergency statute and needs to take the Praxis. He can request this from the DOE, it's for one year and she will need to obtain her Statement of Eligibility. She will qualify for the media generalist right away and we will work with her around the technology. She will be mentored by the media generalist at WLC. She will also need a mentor for technology.

A MOTION was made by Ms. Lemire and SECONDED by Mr. Brock to appoint Ms. Stephanie Loiselle, technology teacher/media generalist at FRES.

Voting: all aye; motion carried unanimously.

• **MONOPOLE**

Chairman Dailey reported he was contacted by Mr. Jim Cutler, Interim Fire Chief and the Milford Area Communications Base wants to put a communications tower on district property ideally attach to the MS building or in the woods. The details are vague but he wanted to inform members prior to a presentation so they were prepared with any questions. The location has not been determined. It is described as a telephone pole, 90 feet tall. If it were to be placed at the MS building they would need closet space to for equipment and if in the woods they would need to build a shack. Originally they wanted to place this next to the fire station but it is too low and doesn't cover the dead spots. They are looking to fill in those predominant dead spots in Lyndeborough, Wilton and Temple and this was the best option for public land. It will be placed on the next meeting's agenda and include a presentation.

XIII. PUBLIC COMMENTS

There were no public comments to report.

XIV. ADJOURNMENT

A MOTION was made by Mr. Ballou and SECONDED by Ms. Fisk to adjourn the Board meeting at 7:24pm.

Voting: all aye; motion carried unanimously.

*Respectfully submitted,
Kristina Fowler*