

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING
AND JOINT BUDGET COMMITTEE SESSION
Tuesday, October 24, 2017
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.

- I. CALL TO ORDER-Harry Dailey-Chair**
- II. ADJUSTMENTS TO THE AGENDA**
- III. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. This is also the public's opportunity to speak to any topic concerning the school district. No complaints regarding specific staff members will be heard during a public meeting. The District has established separate procedures for complaints against individual employees.
- IV. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. Superintendent's Report
 - ii. Director of Student Support Services Report
 - iii. Director of Technology's Report
 - b. Information/Letters**
 - i. ADM Report
 - ii. Use of Electronic Communication
- V. CONSENT AGENDA**
 - a. Donation**
- VI. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
- VII. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**
 - a. Professional Development for Elementary Math Instruction-Julie Heon**
 - b. FY 2018-2019**
 - i. WLC MS/HS
- VIII. PUBLIC COMMENTS**
- IX. COMMITTEE REPORTS**
 - i. Facilities
 - ii. Budget Liaison
 - iii. Strategic Planning
- X. RESIGNATIONS/APPOINTMENTS/LEAVES**
 - i. Retirement-Kathleen Nahass-FRES Elementary Teacher
 - ii. Appointment-Cindy Marzella-District Treasurer
 - iii. FYI – Approved Winter Coaches
- XI. BOARD BUDGET DISCUSSION**
- XII. PUBLIC COMMENTS**
- XIII. NON-PUBLIC SESSION RSA 91-A: 3 II (A)**
 - i. Negotiations
 - ii. Personnel Matters
- XIV. ADJOURNMENT**

INFORMATION: Next School Board Meeting-November 14, 6:30 PM at WLC-Media Room

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road
Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

SUPERINTENDENT'S REPORT
October 24, 2017

The staff continues to work on the budget and personnel proposals. Looking at the budget as it will be presented tonight there is a significant decrease overall due to reductions in technology, debt services, as well as special education costs at middle school and high school. I have asked Julie Heon, Curriculum Coordinator, to come forward in our first meeting in November to present a series of professional development opportunities for our staff to bolster curriculum and assessment processes that will benefit our students.

I have been doing research for the Strategic Planning Committee in regard to the possibility of implementing a full day kindergarten program. Information has included a cost benefit analysis, research from those who advocate as well as those who oppose the idea, what short or long term services may be unneeded with early intervention opportunities, and information from other school districts that have recently begun a full day program. The committee is looking to make recommendations to the boards in November.

The negotiation team meeting with the support staff will have completed their second meeting prior to the board meeting on the 24th. Initial proposals will have been exchanged and we will be working toward a mutually beneficial agreement.

The October 20 meeting of the Southwest Superintendents agenda includes information from the New Hampshire Association of School Administrators, the New Hampshire Association of School Boards, the Southwest Educational Support Center at Keene State College, New Hampshire DOE, a discussion of competencies in grades K-12 and an update on the activities of the Southwest Curriculum/Assessment Coordinators.

Senior night for the Varsity Boys and Girls Soccer teams will be held on Friday, October 20.

The Boys Varsity Soccer Team will complete their regular season on Friday, October 20 at home versus Sunapee. The boy's record will be enough to secure them a position in the post season Division 4 Tournament. The game is scheduled to be played on October 24 at 3PM at the field of the higher seeded team in the tournament.

The monthly New Hampshire Association of School Administrators meeting will be held on Friday, October 27.

A reminder that Tuesday, October 31 is an early release day for students.

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

Student Support Services Report
October 17, 2017

The months of September and October have been devoted to collaborating with administrators in the development of building level and SAU level budgets. Lise Tucker and Bryan Lane have been invaluable in facilitating this process and moving us forward collectively.

On 9/29, our first early release professional development opportunities were attended by paraeducators and special education staff. Michelle Locke, RTI Interventionist presented a *STAR 360 Assessment* workshop which provided a 'deeper dive' into the assessment system and data reporting.

Cynthia Lucero, M.Ed., teacher preparation instructor at NHTI presented a workshop for our paraeducators on *Documenting Student Behavior* to facilitate success in the classroom. On 10/31, Kevin Verratti will be presenting Part 2 of a Chromebooks overview for our paraeducators on that early release day.

On Monday, November 13th, the NHDOE will be conducting their one year follow-up review of the RISE, Middle School program. The on- site review agenda will include an observation of the program, interviews with RISE staff and classroom teachers, administration and parents. Prior to the visit, we will be submitting curriculum, behavior management and related services information, as well as IEP's and progress notes for their review. We look forward to their input and feedback as we continue to develop this program to meet our students' needs.

Respectfully Submitted,

Betty Moore
Director of Student Support Services

Wilton-Lyndeborough Cooperative School District-SAU #63
Technology Director

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Kevin P. Verratti, Director of Technology

Technology School Board Report
10/17/2017

- ShoreTel phones have been delivered and installed and the system has been configured with a canned auto attendant. Phone extensions remain the same, as do the main lines for every building. The direct lines for classrooms and offices had to change because of the change in service. All services are up and running with special thanks to Jackie Hernandez and our student intern. Customization and changes to the system will continue on an as needed basis. TDS will be cutting off the old system shortly.
- Replacement of the camera system at WLCS is scheduled for Friday 10/20/2017. This system is the same as the one installed at LCS and FRES. This change will allow all three systems to work together and replaces an existing system that is at least 15 years old.
- The Environmental Control System for FRES and WLCS was reconfigured to work with our new fiber optic network. This change was accomplished with assistance of our vendor, Control Tech, and allows for easier access to the system and increased security.
- I am investigating several grant opportunities brought to my attention that focus on school security and technology infrastructure upgrades. My intent is to apply for these grant funds and if we are eligible, we may see additional funds early in 2018.
- There is a training scheduled for Para Educators on the early release day Tuesday 10/31/2017. The topics will revolve around advanced use of chromebooks with students and other google tools. Feedback will be collected and shared with the board.

Respectfully,

Kevin P. Verratti
Director of Technology
SAU #63

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: The WLC SCHOOL BOARD AND BUDGET COMMITTEES
FROM: Bryan Lane
DATE: October 16, 2017
RE: Apportionment for 2017-18

The apportionment numbers for the coming school year are based off of the Average Daily Membership of the District and the valuations of the town's properties in 2015-16.

The numbers we have submitted to the state using information from the Department of Education are listed below. These numbers have not been verified by the Department of Revenue Administration.

	15-16 ADM	Percent ADM	15-16 Valuation	Percent Valuation	Combined
Lyndeborough	149.13	.268916	\$173,334,940	.317216	.293066
Wilton	405.43	.731084	\$373,090,728	.682784	.706934
Total	554.56		\$546,425,668		

The certified numbers from the 14-15 school year were:

	14-15 ADM	Percent ADM	14-15 Valuation	Percent Valuation	Combined
Lyndeborough	157.54	.269391	\$164,370,603	.316705	.293015
Wilton	427.26	.730609	\$354,631,902	.683295	.706952
Total	584.80		\$519,002,505		

If the 15-16 numbers presented become certified, Lyndeborough will have an increased fiscal responsibility to fund the budget of \$638.24 of the approved budget of \$12,514,604.

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: The WLC School Board
FROM: Bryan Lane
DATE: 10/12/17
RE: Use of Electronic Communication or Telephone

The question was raised as to whether or not it is appropriate for a member of the board to participate in a non-public session using a telephone link. RSA 91-A:2 III states:

III. A public body may, but is not required to, allow one or more members of the body to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body, subject to the provisions of this paragraph.

(a) A member of the public body may participate in a meeting other than by attendance in person at the location of the meeting only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.

(b) Except in an emergency, a quorum of the public body shall be physically present at the location specified in the meeting notice as the location of the meeting. For purposes of this subparagraph, an "emergency" means that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by the chairman or presiding officer of the public body, and the facts upon which that determination is based shall be included in the minutes of the meeting.

(c) Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.

(d) Any meeting held pursuant to the terms of this paragraph shall comply with all of the requirements of this chapter relating to public meetings, and shall not circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.

(e) A member participating in a meeting by the means described in this paragraph is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.

This RSA does not address the issue of non-public versus public. Our attorney, Gordon Graham indicates the following when the question was posed about the board member being a part of a non-public session and as to whether or not the person using the telephone was using a speaker phone or not:

"The absent member is already required to divulge the people present at the location from which the member is participating. See RSA 91-A:3,III(c). As for the speaker phone I think it is sufficient to ask them to assure you they are not using a speaker phone and to note that representation in the non-public minutes."

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

October 17, 2017

Mr. Andrew Gardent
10 Edwards Street
Wilton, NH 03086

Dear Mr. Gardent,

We are in receipt of your donation of ~440 board feet of select grade rough cut white pine lumber. We have researched the above and concluded that if purchased and delivered from a local mill, the value of your donation is at \$1,000.00. We understand that this gift is to be used at the Wilton-Lyndeborough Cooperative Middle/High School within the Industrial Arts Dept. We accept this generous gift with gratitude.

Please be aware that the value of this gift is tax deductible. No goods or services were provided in exchange for this contribution. The Wilton-Lyndeborough Cooperative School District is a political subdivision of the State of New Hampshire and, as such, is a tax exempt organization under the Internal Revenue Code, Section 4253(i). The district's tax identification number is 02-0275692.

On behalf of the Wilton-Lyndeborough Cooperative School District, I thank you for your generosity.

Sincerely,

Lise Tucker
Business Administrator

Cc: Bryan K. Lane, Superintendent of Schools
Brian Bagley, Principal, Wilton-Lyndeborough Cooperative Middle/High School

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.

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*

WILTON-LYNDEBOROUGH COOPERATIVE
MIDDLE SCHOOL / HIGH SCHOOL
57 SCHOOL ROAD
WILTON, NEW HAMPSHIRE 03086
(603) 654-6123
www.wlcwarriors.net

Brian Bagley, Principal
Susan Ballou, Assistant Principal

Amanda J. Kovaliv, School Counseling Coordinator
Shannon O'Donnell, Middle School Counselor

WLC BUDGET SUMMARY

The proposed WLC Budget is inclusive of the costs for WLC Middle School/High School operations, special education and maintenance. The proposed budget for WLC is \$1,625,339 compared to \$1,825,868 last year. This is a decrease of \$200,529 or 11% or a percentage change of 26.44%.

Due to a change in the split between the Middle School and the High School, comparing numbers from one year to the next will not be an accurate way. The split in the past had been 40-60. This year, it is 45-55. This is due to the change in enrollment. The split affects several lines in the budget. These lines will have the related comment in the Notes column.

Areas of Decrease:

- **1290-56x** \$150,875 in Public and Private In and Out of District Special Education Tuition
- **1390-561** \$10,000 in CTE tuition due to less enrollment and based on actuals
- **2722-519** \$34,498 in Transportation for Special Education
- **5120-830** \$16,800 in Interest on Debt – second to last year on bond

Areas of Increase:

- **1100-737** \$11,151 in General Education Replacement Furniture. This new line includes three risers for the stage and new desks and chairs for one classroom.
- **1420-323** \$8,000 in Athletic Trainer Contracted Services. This new line is due to having injuries in the past and is a safety measure.
- **2620-624** \$17,135 in Fuel – Oil under Facilities. The consumer price index (CPI) news release indicates that these utilities will go up 3.1%.
- **2620-731** \$15,200 New Equipment under Facilities. A cleaning caddy to assist in sanitizing bathrooms and two Air Conditioning units for the multi-media center. This cost includes installation. Computers need to be in a cooler environment.

Most other accounts are either level funded or have small increases/decreases.

WLC books under General Education show a decrease. Over the course of the past several years, outdated textbooks in each department have been replaced by more current editions. The Curriculum Coordinator and I will be working closely to create a plan of reviewing and replacing, when needed, department books and printed media. The Library Books had a five year schedule of weeding and replacing. This schedule is complete and a new schedule is being created.

WLC has added an additional period to both the Middle and High School Schedules. These additional classes that have been added to the schedule are designed to meet the needs of all students. The High School Running Start and AP classes are continuing to be added to the schedule giving students the ability to earn college credit. Hands on project based classes have been added to the science schedule. In the Middle School, the additional class allows students to attend their core subjects six times in a week, instead of five. This additional class provides students the opportunity for extension and support when needed.

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

“WLC will strive to be a positive learning community that ensures each student has the opportunity to develop to his or her potential.”

Account	Description	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	Percentage Change	NOTES
04.1100.430.02.00000	Repairs & Maintenance Services-MS	503.84	527.72	1,560.00	1,942.00	382.00	24.49	.45 of UA machine repair - safety
04.1100.442.02.00000	Rental of Equipment-MS	0.00	(257.60)	0.00	0.00	0.00	0.00	
04.1100.610.02.00000	General Supplies/Paper/Tests-MS	14,576.80	17,942.88	18,865.00	19,882.00	1,017.00	5.39	
04.1100.641.02.00000	Books & Other Printed Media-MS	10,049.28	9,746.17	4,471.00	3,214.00	(1,257.00)	(28.11)	.45 of math/ss completed replacement
04.1100.650.02.00000	Computer Software-MS	2,132.23	2,448.50	5,987.00	8,029.00	2,042.00	34.11	.45 of NHSTE and tech ed applications; landschool, nearpod, weave video, typing online, goanimate
04.1100.731.02.00000	New Equipment-MS	3,752.29	5,024.64	5,260.00	1,877.00	(3,383.00)	(64.32)	.45 of video cameras
04.1100.735.02.00000	Replacement Equipment-MS	4,949.34	5,529.94	8,280.00	5,409.00	(2,871.00)	(34.67)	.45 of 2 bikes, 2 stoves, microwave, PE outdoor soccer goals, science conversion kit, bow/arrows
04.1100.737.02.00000	Replacement Furn & Fixtures-MS	0.00	0.00	0.00	5,018.00	5,018.00	100.00	.45 of 1 classroom and 3 sets of stage risers
04.1210.610.02.00000	General Supplies/Paper/Tests-MS	541.13	183.97	250.00	250.00	0.00	0.00	
04.1210.641.02.00000	Books & Other Printed Media-MS	329.89	489.50	500.00	500.00	0.00	0.00	
04.1210.650.02.00000	Computer Software-MS	83.05	0.00	2,400.00	2,400.00	0.00	0.00	
04.1210.733.02.00000	New Furniture & Fixtures-MS	99.99	0.00	1,500.00	0.00	(1,500.00)	(100.00)	
04.1290.339.02.00000	504 Special Programs-MS	167.07	437.50	1,200.00	1,200.00	0.00	0.00	
04.1290.561.02.00000	Public - In State Tuition-MS	47,932.98	56,415.33	53,330.00	0.00	(53,330.00)	(100.00)	
04.1290.564.02.00000	Private In & Out of State Tuition-MS	74,482.08	76,928.40	78,311.00	0.00	(78,311.00)	(100.00)	
04.1290.610.02.00000	504 Program Supplies - MS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	
04.1290.731.02.00000	504 Program Equipment - MS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	
04.1410.610.02.00000	General Supplies/Paper-MS	1,012.17	912.77	1,000.00	1,000.00	0.00	0.00	
04.1410.810.02.00000	Dues & Fees-MS	1,818.00	1,207.00	1,431.00	1,431.00	0.00	0.00	Destination Imagination, Spelling and Geography Bees
04.1410.890.02.00000	Miscellaneous-MS	97.39	46.14	220.00	220.00	0.00	0.00	awards
04.1420.330.02.00000	Contracted Services - MS	0.00	6,046.82	6,090.00	6,224.00	134.00	2.20	field maint + CPI 2.2%
04.1420.430.02.00000	Repairs & Maintenance Services-MS	9,411.78	4,602.13	6,000.00	7,470.00	1,470.00	24.50	tennis court sealant and baseball fencing
04.1420.442.02.00000	Rental of Equipment-MS	298.18	0.00	370.00	428.00	58.00	15.68	porta potties
04.1420.591.02.00000	Purchased Services/Private Sources-MS	6,609.60	6,761.10	10,371.00	10,525.00	154.00	1.48	officials and assignor fees
04.1420.610.02.00000	General Supplies/Paper-MS	1,233.30	2,879.92	4,100.00	3,139.00	(961.00)	(23.44)	athletic and field
04.1420.731.02.00000	New Equipment-MS	1,039.88	255.16	1,600.00	0.00	(1,600.00)	(100.00)	
04.1420.735.02.00000	Replacement Equipment-MS	3,785.42	3,466.75	4,624.00	6,581.00	1,957.00	42.32	.45 of soccer and baseball uniforms, bases, helmets, nets
04.1420.810.02.00000	Dues & Fees-MS	1,512.00	1,580.00	1,568.00	1,755.00	187.00	11.93	NHIAA coach assoc enrollment fees
04.1420.890.02.00000	Miscellaneous-MS	197.33	162.96	280.00	338.00	58.00	20.71	awards
04.1490.810.02.00000	Dues & Fees (Camp Fee)-MS	5,000.00	5,000.00	10,000.00	10,000.00	0.00	0.00	camp and trip fees (PA and DC)
04.2122.321.02.00000	Contracted Service-MS	0.00	0.00	120.00	122.00	2.00	1.67	.45 of grief - emergency
04.2122.323.02.00000	Testing-MS	2,069.60	1,954.90	2,800.00	2,894.00	94.00	3.36	.45 of Star 360 - Data Integration and PSATs
04.2122.591.02.00000	Purchased Services/Private Sources	600.00	200.00	1,000.00	1,125.00	125.00	12.50	speaker fees
04.2122.610.02.00000	General Supplies/Paper/Tests-MS	1,194.90	1,554.80	1,500.00	1,710.00	210.00	14.00	student awareness - bulletins
04.2122.641.02.00000	Books & Other Printed Media-MS	61.62	0.00	0.00	0.00	0.00	0.00	
04.2122.731.02.00000	New Equipment-MS	120.00	0.00	0.00	0.00	0.00	0.00	
04.2122.810.02.00000	Dues & Fees-MS	261.20	69.00	290.00	338.00	48.00	16.55	.45 of ACA, NHSCA, NACAC
04.2134.323.02.00000	Nurses Cont. Svs-MS	0.00	0.00	1,410.00	1,410.00	0.00	0.00	substitute - 4 days
04.2134.430.02.00000	Repairs & Maintenance Services-MS	0.00	94.00	44.00	50.00	6.00	13.64	.45 of audiometer calibration
04.2134.580.02.00000	Travel/Conference-MS	112.00	523.30	960.00	900.00	(60.00)	(6.25)	CPR training - conferences
04.2134.610.02.00000	General Supplies/Paper-MS	284.58	320.28	360.00	405.00	45.00	12.50	gloves, batteries, first aid items
04.2134.641.02.00000	Books & Other Printed Media-MS	26.87	25.02	30.00	0.00	(30.00)	(100.00)	
04.2134.735.02.00000	Replacement Equipment-MS	0.00	0.00	50.00	164.00	114.00	228.00	.45 of eye test - vision screener
04.2134.810.02.00000	Dues & Fees-MS	60.00	60.00	66.00	75.00	9.00	13.64	.45 of NASN and NHSNA
04.2142.323.02.00000	Psychological Testing Services-MS	2,000.00	4,270.00	2,000.00	2,000.00	0.00	0.00	evaluations
04.2143.321.02.00000	Associate Psychologist - Contracted-MS	1,948.00	1,942.50	1,750.00	1,750.00	0.00	0.00	counsel as needed
04.2149.580.02.00000	BCBA/ABA Travel/Conference - MS	150.00	50.00	150.00	150.00	0.00	0.00	
04.2149.610.02.00000	ABA Therapy Supplies - MS	0.00	0.00	500.00	500.00	0.00	0.00	
04.2152.321.02.00000	S/L Pathologist - Contracted Servc-MS	15,011.76	15,759.20	14,850.00	14,850.00	0.00	0.00	as needed

Account	Description	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	Percentage Change	NOTES
04.2153.323.02.00000	Audiological Testing Services-MS	135.00	202.50	500.00	250.00	(250.00)	(50.00)	hearing evaluations
04.2163.321.02.00000	O.T. Services Contracted-MS	14,259.55	16,706.06	16,250.00	12,250.00	(4,000.00)	(24.62)	occupational therapy
04.2190.321.02.00000	Reading Spec Cont. Svs-MS	13,134.37	9,861.48	12,496.00	12,496.00	0.00	0.00	
04.2190.323.02.00000	Other Student Support Services-MS	0.00	202.50	3,000.00	3,000.00	0.00	0.00	outside evaluations/consultations
04.2210.240.02.00000	Tuition Reimbursement-MS	636.00	84.00	4,000.00	4,500.00	500.00	12.50	.45 of CBA
04.2210.290.02.00000	Staff Development-teachers-MS	2,873.63	2,789.27	5,000.00	5,625.00	625.00	12.50	.45 of CBA - \$425 per
04.2210.321.02.00000	Alt 4 Certification - Contracted - MS	0.00	0.00	0.00	450.00	450.00	100.00	.45 of Mentorship
04.2212.290.02.00000	Instr. & Curriculum Development-MS	150.00	1,358.45	3,000.00	0.00	(3,000.00)	(100.00)	
04.2212.649.02.00000	Professional Books & Publications-MS	0.00	0.00	120.00	0.00	(120.00)	(100.00)	
04.2222.430.02.00000	Repairs & Maintenance Services-MS	0.00	48.72	40.00	0.00	(40.00)	(100.00)	
04.2222.610.02.00000	General Supplies/Paper-MS	57.14	56.96	38.00	65.00	27.00	71.05	based on actual
04.2222.641.02.00000	Books & Other Printed Media-MS	2,976.43	2,960.74	3,196.00	1,800.00	(1,396.00)	(43.68)	.45 of year 5 of 5 plan
04.2222.649.02.00000	Other Information Resources-MS	0.00	1,524.00	1,704.00	2,032.00	328.00	19.25	.45 of Ebsco and Health and Wellness
04.2222.650.02.00000	Computer Software-MS	0.00	0.00	104.00	270.00	166.00	159.62	Noodles Tools
04.2222.735.02.00000	Replacement Equipment-MS	0.00	885.41	800.00	0.00	(800.00)	(100.00)	
04.2222.737.02.00000	Replacement Furniture & Fixtures-MS	0.00	0.00	0.00	900.00	900.00	100.00	.45 of comfortable seating section for collaboration
04.2222.810.02.00000	Dues & Fees-MS	0.00	18.00	18.00	20.00	2.00	11.11	.45 of NH Library Media Assoc
04.2318.331.02.00000	Sped Legal Services-MS	0.00	0.00	400.00	0.00	(400.00)	(100.00)	in SAU
04.2410.430.02.00000	Repairs & Maintenance Services-MS	2,330.95	2,267.86	6,226.00	4,391.00	(1,835.00)	(29.47)	.45 of copier printer use/mgmt
04.2410.442.02.00000	Equip Rental/Lease-MS	5,280.34	6,927.48	3,115.00	3,379.00	264.00	8.48	year 1 of 4 and .45 of year 3 of 4 copier
04.2410.534.02.00000	Postage-MS	1,209.27	1,057.03	1,200.00	1,350.00	150.00	12.50	mailings to students & other districts - records
04.2410.550.02.00000	Printing-MS	437.27	282.79	400.00	450.00	50.00	12.50	handbooks, envelopes and stationery
04.2410.580.02.00000	Travel/Conferences-MS	1,203.17	937.76	2,200.00	1,800.00	(400.00)	(18.18)	.45 of Principal conferences
04.2410.610.02.00000	General Supplies/Paper-MS	1,772.03	389.93	1,680.00	1,913.00	233.00	13.87	includes copier paper
04.2410.731.02.00000	New Equipment-MS	60.00	0.00	200.00	0.00	(200.00)	(100.00)	
04.2410.810.02.00000	Fees & Dues-MS	1,857.64	2,001.18	2,000.00	2,250.00	250.00	12.50	.45 of NHASP NEASC and ASCD
04.2490.890.02.00000	Graduation/Assembly Expenses-MS	1,253.97	1,172.13	1,800.00	1,800.00	0.00	0.00	awards etc
04.2620.411.02.00000	Water/Sewerage-MS	6,221.70	7,237.30	7,533.00	8,321.00	788.00	10.46	CPI
04.2620.421.02.00000	Disposal Services-MS	3,613.79	3,019.72	3,067.00	2,577.00	(490.00)	(15.98)	changed vendor
04.2620.422.02.00000	Snow Plowing Services-MS	630.00	3,195.00	1,400.00	2,876.00	1,476.00	105.43	new rates set
04.2620.424.02.00000	Lawn & Grounds Care-MS	67.38	160.56	700.00	788.00	88.00	12.57	
04.2620.430.02.00000	Lawn & Grounds - Athletics MS	9,054.04	180.64	0.00	0.00	0.00	0.00	
04.2620.430.02.00000	Repairs & Maintenance Serv.-MS	39,602.13	33,047.94	21,800.00	26,019.00	4,219.00	19.35	preventative and repairs
04.2620.520.02.00000	Building Insurance-MS	11,567.58	8,023.37	8,745.00	7,585.00	(1,160.00)	(13.26)	
04.2620.610.02.00000	General Supplies/Paper-MS	3,871.39	6,176.38	4,840.00	5,445.00	605.00	12.50	
04.2620.622.02.00000	Electricity-MS	22,505.77	21,914.68	22,954.00	26,461.00	3,507.00	15.28	CPI index revised
04.2620.623.02.00000	Bottled Gas-MS	0.00	0.00	100.00	0.00	(100.00)	(100.00)	
04.2620.624.02.00000	Oil-MS	22,992.66	16,293.86	19,445.00	29,586.00	10,141.00	52.15	CPI index
04.2620.731.02.00000	New Equipment-MS	0.00	0.00	1,282.00	6,840.00	5,558.00	433.54	.45 of ecolab cleaning caddy and 2 AC units w/install
04.2620.733.02.00000	New Furniture & Fixtures-MS	0.00	0.00	2,076.00	0.00	(2,076.00)	(100.00)	
04.2620.735.02.00000	Replacement Equipment-MS	7,856.87	1,343.60	806.00	135.00	(671.00)	(83.25)	.45 of Toro mower
04.2620.737.02.00000	Replacement Furniture & Fixtures -MS	0.00	0.00	0.00	6,633.00	6,633.00	100.00	.45 of 10 café/auditorium bench table sets
04.2721.519.02.00000	Student Transportation-MS	0.00	0.00	1.00	1.00	0.00	0.00	
04.2722.519.02.00000	SPED Transportation (All)-MS	55,801.88	47,350.00	46,300.00	14,882.00	(31,418.00)	(67.86)	
04.2725.519.02.00000	Field Trip Transportation-MS	5,217.29	2,078.72	3,460.00	3,460.00	0.00	0.00	to bid out
04.2744.519.02.00000	Athletic Transportation-MS	18,437.49	14,732.86	17,358.00	17,358.00	0.00	0.00	to bid out
04.2844.290.02.00000	Workshops/Conferences - Tech - MS	0.00	0.00	400.00	0.00	(400.00)	(100.00)	
04.2844.580.02.00000	Travel/Conferences - Tech - MS	0.00	0.00	960.00	960.00	0.00	0.00	.45 of NHSTE Christa McAuliffe
04.2844.610.02.00000	General Supplies - Tech - MS	0.00	6.49	0.00	0.00	0.00	0.00	

WLC MS Budget Proposal FY18-19
non Payroll Accounts

as of 10/17/2017

Account	Description	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	Percentage Change	NOTES
04.5110.910.02.00000	Principal on Debt-MS	130,000.00	128,000.00	128,000.00	144,000.00	16,000.00	12.50	.45 of per bond schedule
04.5120.830.02.00000	Interest on Debt-MS	30,292.50	23,520.00	16,800.00	11,340.00	(5,460.00)	(32.50)	.45 of per bond schedule
	totals	632,874.78	603,176.07	636,962.00	505,533.00	(131,429.00)	(20.63)	

WLC HS Budget Proposal FY18-19
non Payroll Accounts

as of 10/17/2017

Account	Description	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	Percentage Change	NOTES
04.1100.430.03.00000	Repairs & Maintenance Services-HS	755.79	791.57	2,890.00	2,375.00	(515.00)	(17.82)	.55 of UA machine repair - safety
04.1100.442.03.00000	Rental of Equipment-HS	0.00	(386.39)	0.00	0.00	0.00	0.00	
04.1100.591.03.00000	Services Purchased/Private Sources-HS	0.00	0.00	400.00	0.00	(400.00)	(100.00)	
04.1100.610.03.00000	General Supplies/Paper/Tests-HS	27,454.08	20,162.09	30,074.00	25,888.00	(4,186.00)	(13.92)	
04.1100.641.03.00000	Books & Other Printed Media-HS	9,973.50	3,412.20	9,049.00	3,607.00	(5,442.00)	(60.14)	.55 of math/ss completed replacement
04.1100.650.03.00000	Computer Software-HS	3,198.35	4,005.42	8,944.00	9,936.00	992.00	11.09	.55 of NHSTE and tech ed applications; landschool, nearpod, weave video, typing online, goanimate
04.1100.731.03.00000	New Equipment-HS	3,588.80	9,505.99	8,040.00	7,679.00	(361.00)	(4.49)	.55 of video cameras and science equipment (altimeters, audio and electromechanical drivers)
04.1100.735.03.00000	Replacement Equipment-HS	6,456.44	13,488.64	12,201.00	7,987.00	(4,214.00)	(34.54)	.55 of 2 bikes, 2 stoves, microwave, PE outdoor soccer goals, science conversion kit, bow/arrows
04.1100.737.03.00000	Replacement Furniture & Fixtures-HS	0.00	0.00	0.00	6,133.00	6,133.00	100.00	.55 of 1 classroom and three sets of stage risers
04.1210.610.03.00000	General Supplies/Paper/Tests-HS	1,000.92	29.49	500.00	200.00	(300.00)	(60.00)	
04.1210.641.03.00000	Books & Other Printed Media-HS	0.00	480.01	500.00	500.00	0.00	0.00	
04.1210.650.03.00000	Computer Software-HS	196.70	0.00	0.00	0.00	0.00	0.00	
04.1210.731.03.00000	New Equipment-HS	31.48	0.00	500.00	0.00	(500.00)	(100.00)	
04.1210.735.03.00000	Replacement Equipment-HS	107.79	169.00	250.00	150.00	(100.00)	(40.00)	
04.1290.339.03.00000	504 Special Programs-HS	167.07	437.50	1,800.00	1,800.00	0.00	0.00	
04.1290.561.03.00000	Public - In State Tuition-HS	60,423.74	99,422.50	123,426.00	185,630.00	62,204.00	50.40	
04.1290.564.03.00000	Private In & Out of State Tuition-HS	337,817.37	337,282.90	314,938.00	233,500.00	(81,438.00)	(25.86)	
04.1290.610.03.00000	504 Program Supplies - HS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	
04.1290.731.03.00000	504 Program Equipment - HS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	
04.1390.561.03.00000	Vocational Education Tuition-HS	9,111.71	5,132.78	20,000.00	10,000.00	(10,000.00)	(50.00)	based on actuals
04.1390.591.03.00000	Services Purchased/Private Sources-HS	0.00	0.00	900.00	750.00	(150.00)	(16.67)	credit recovery
04.1410.610.03.00000	General Supplies/Paper-HS	1,518.19	1,370.06	1,500.00	1,500.00	0.00	0.00	
04.1410.810.03.00000	Dues & Fees-HS	2,767.00	2,967.00	3,436.00	3,436.00	0.00	0.00	Destination Imagination, Music Festival, Leadership Youth Conference
04.1410.890.03.00000	Miscellaneous-HS	146.08	69.64	330.00	330.00	0.00	0.00	awards
04.1420.323.03.00000	Athletic Trainer Contracted - HS	0.00	0.00	0.00	8,000.00	8,000.00	100.00	for injury assessment in contact sports
04.1420.330.03.00000	Contracted Services - HS	0.00	9,070.23	9,135.00	9,336.00	201.00	2.20	field maint + CPI 2.2%
04.1420.430.03.00000	Repairs & Maintenance Services-HS	14,117.68	5,136.33	9,000.00	9,130.00	130.00	1.44	tennis court sealant and softball backstop fencing
04.1420.442.03.00000	Rental of Equipment-HS	447.32	0.00	555.00	522.00	(33.00)	(5.95)	porta potties
04.1420.591.03.00000	Purchased Services/Private Sources-HS	9,914.40	10,141.64	15,556.00	12,864.00	(2,692.00)	(17.31)	officials and assignor fees
04.1420.610.03.00000	General Supplies/Paper-HS	1,849.95	3,417.76	6,150.00	3,836.00	(2,314.00)	(37.63)	athletic and field
04.1420.731.03.00000	New Equipment-HS	1,559.82	382.74	2,600.00	0.00	(2,600.00)	(100.00)	
04.1420.735.03.00000	Replacement Equipment-HS	5,678.13	4,905.45	6,936.00	8,044.00	1,108.00	15.97	.55 of soccer and baseball uniforms, bases, helmets, nets
04.1420.810.03.00000	Dues & Fees-HS	1,950.95	2,370.00	2,352.00	2,145.00	(207.00)	(8.80)	NHIAA coach assoc enrollment fees
04.1420.890.03.00000	Miscellaneous-HS	456.71	244.42	420.00	412.00	(8.00)	(1.90)	awards
04.2122.321.03.00000	Contracted Service-HS	0.00	0.00	180.00	148.00	(32.00)	(17.78)	.55 of grief - emergency
04.2122.323.03.00000	Testing-HS	3,104.40	2,141.20	4,200.00	3,525.00	(675.00)	(16.07)	.55 of Star 360 - Data Integration and PSATs
04.2122.591.03.00000	Purchased Services/Private Sources	900.00	300.00	1,500.00	1,375.00	(125.00)	(8.33)	speaker fees
04.2122.610.03.00000	General Supplies/Paper/Tests-HS	1,792.31	2,332.20	2,445.00	2,090.00	(355.00)	(14.52)	award paper, planners, etc
04.2122.641.03.00000	Books & Other Printed Media-HS	92.43	0.00	0.00	0.00	0.00	0.00	
04.2122.731.03.00000	New Equipment-HS	179.99	0.00	0.00	0.00	0.00	0.00	
04.2122.810.03.00000	Dues & Fees-HS	391.80	624.00	434.00	412.00	(22.00)	(5.07)	.55 of ACA, NHSCA, NACAC
04.2134.323.03.00000	Nurses Cont. Svs-HS	0.00	0.00	1,410.00	1,410.00	0.00	0.00	substitute - 4 days
04.2134.430.03.00000	Repairs & Maintenance Services-HS	0.00	141.00	66.00	60.00	(6.00)	(9.09)	.55 of audiometer calibration
04.2134.580.03.00000	Travel/Conference-HS	168.00	784.96	1,440.00	1,100.00	(340.00)	(23.61)	CPR training - conferences
04.2134.610.03.00000	General Supplies/Paper-HS	426.87	479.19	540.00	495.00	(45.00)	(8.33)	gloves, batteries, first aid items
04.2134.641.03.00000	Books & Other Printed Media-HS	40.29	37.75	45.00	45.00	0.00	0.00	
04.2134.735.03.00000	Replacement Equipment - HS	0.00	0.00	0.00	201.00	201.00	100.00	.55 of eye test - vision screener

WLC HS Budget Proposal FY18-19
non Payroll Accounts

as of 10/17/2017

Account	Description	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	Percentage Change	NOTES
04.2134.810.03.00000	Dues & Fees-HS	90.00	90.00	99.00	91.00	(8.00)	(8.08)	.55 of NASN and NHSNA
04.2142.323.03.00000	Psychological Testing Services-HS	1,000.00	3,500.00	2,000.00	2,000.00	0.00	0.00	evaluations
04.2143.321.03.00000	Associate Psychologist - Contracted-HS	3,797.00	5,110.00	4,200.00	4,200.00	0.00	0.00	counsel as needed
04.2149.580.03.00000	BCBA/ABA Travel/Conference - HS	150.00	50.00	150.00	150.00	0.00	0.00	
04.2152.321.03.00000	S/L Pathologist - Contracted Services-HS	10,919.33	13,743.36	10,664.00	7,664.00	(3,000.00)	(28.13)	as needed
04.2153.323.03.00000	Audiological Testing Services-HS	450.00	404.99	1,000.00	500.00	(500.00)	(50.00)	hearing evaluations
04.2190.321.03.00000	Reading Spec Cont. Svs-HS	14,805.31	11,116.99	16,690.00	13,690.00	(3,000.00)	(17.97)	
04.2190.323.03.00000	Other Student Support Services-HS	1,479.00	384.70	2,200.00	2,200.00	0.00	0.00	outside evaluations/consultations
04.2210.240.03.00000	Tuition Reimbursement-HS	1,043.40	146.09	6,000.00	5,500.00	(500.00)	(8.33)	.55 of CBA
04.2210.290.03.00000	Staff Development-teachers-HS	4,264.35	4,147.46	7,500.00	6,875.00	(625.00)	(8.33)	.55 of CBA - \$425 per
04.2210.321.03.00000	Alt 4 Certification - Contracted - HS	0.00	0.00	0.00	550.00	550.00	100.00	.55 of Mentorship
04.2212.290.03.00000	Instr. & Curriculum Development-HS	0.00	3,532.06	3,000.00	1,500.00	(1,500.00)	(50.00)	
04.2212.649.03.00000	Professional Books & Publications-HS	0.00	0.00	200.00	0.00	(200.00)	(100.00)	
04.2222.430.03.00000	Repairs & Maintenance Services-HS	0.00	73.07	60.00	0.00	(60.00)	(100.00)	
04.2222.610.03.00000	General Supplies/Paper-HS	85.70	85.43	57.00	80.00	23.00	40.35	based on actual
04.2222.641.03.00000	Books & Other Printed Media-HS	4,367.61	4,444.81	4,794.00	2,200.00	(2,594.00)	(54.11)	.55 of year 5 of 5 plan
04.2222.649.03.00000	Other Information Resources-HS	0.00	2,192.00	2,556.00	2,483.00	(73.00)	(2.86)	.55 of Ebsco, Health and Wellness
04.2222.650.03.00000	Computer Software-HS	0.00	0.00	156.00	330.00	174.00	111.54	Grolier Online
04.2222.735.03.00000	Replacement Equipment-HS	0.00	1,328.11	1,200.00	0.00	(1,200.00)	(100.00)	
04.2222.737.03.00000	Replacement Furniture & Fixtures - HS	0.00	0.00	0.00	1,100.00	1,100.00	100.00	.55 of comfortable seating section for collaboration
04.2222.810.03.00000	Dues & Fees-HS	0.00	27.00	27.00	25.00	(2.00)	(7.41)	.55 of NH Library Media Assoc
04.2318.330.03.00000	Professional Services (Legal)-HS	0.00	(154.00)	0.00	0.00	0.00	0.00	
04.2318.331.03.00000	Sped Legal Services-HS	0.00	0.00	600.00	0.00	(600.00)	(100.00)	in SAU
04.2410.430.03.00000	Repairs & Maintenance Services-HS	3,496.24	3,401.84	6,242.00	5,366.00	(876.00)	(14.03)	.55 of copier printer use/mgmt
04.2410.442.03.00000	Equip Rental/Lease-HS	7,927.91	7,591.72	4,672.00	6,253.00	1,581.00	33.84	year 3 of 4 and .55 of year 3 of 4 copier
04.2410.534.03.00000	Postage-HS	1,815.47	1,604.25	1,800.00	1,650.00	(150.00)	(8.33)	mailings to students & other districts - records
04.2410.550.03.00000	Printing-HS	655.90	424.19	600.00	550.00	(50.00)	(8.33)	handbooks, envelopes and stationery
04.2410.580.03.00000	Travel/Conferences-HS	1,804.75	1,406.63	3,300.00	2,200.00	(1,100.00)	(33.33)	.55 of Principal conferences
04.2410.610.03.00000	General Supplies/Paper-HS	2,661.18	1,328.29	2,520.00	2,337.00	(183.00)	(7.26)	includes copier paper
04.2410.731.03.00000	New Equipment-HS	63.72	0.00	300.00	0.00	(300.00)	(100.00)	
04.2410.810.03.00000	Fees & Dues-HS	2,786.46	3,001.77	3,000.00	2,750.00	(250.00)	(8.33)	.55 of NHASP NEASC and ASCD
04.2490.890.03.00000	Graduation/Assembly Expenses-HS	1,934.97	2,299.24	2,700.00	2,700.00	0.00	0.00	caps and gowns
04.2620.411.03.00000	Water/Sewerage-HS	9,332.55	10,855.95	11,300.00	10,171.00	(1,129.00)	(9.99)	CPI
04.2620.421.03.00000	Disposal Services-HS	5,420.35	4,526.75	4,600.00	3,150.00	(1,450.00)	(31.52)	changed vendor
04.2620.422.03.00000	Snow Plowing Services-HS	945.00	3,195.00	2,100.00	3,515.00	1,415.00	67.38	new rates set
04.2620.424.03.00000	Lawn & Grounds Care-HS	88.29	240.84	1,050.00	963.00	(87.00)	(8.29)	
04.2620.424.03.00000	Lawn & Grounds Care-Athletic HS	12,749.21	270.96	0.00	0.00	0.00	0.00	
04.2620.430.03.00000	Repairs & Maintenance Serv.-HS	61,895.44	38,989.95	31,550.00	31,801.00	251.00	0.80	preventative and repairs
04.2620.520.03.00000	Building Insurance-HS	16,222.82	12,052.12	13,137.00	11,311.00	(1,826.00)	(13.90)	
04.2620.580.03.00000	Custodial Travel-HS	0.00	0.00	200.00	0.00	(200.00)	(100.00)	
04.2620.610.03.00000	General Supplies/Paper-HS	5,560.84	7,631.55	7,260.00	6,655.00	(605.00)	(8.33)	
04.2620.622.03.00000	Electricity-HS	33,782.80	32,870.86	35,049.00	32,341.00	(2,708.00)	(7.73)	CPI index - revised
04.2620.623.03.00000	Bottled Gas-HS	0.00	0.00	150.00	0.00	(150.00)	(100.00)	
04.2620.624.03.00000	Oil-HS	34,488.98	24,440.83	29,167.00	36,161.00	6,994.00	23.98	CPI index
04.2620.731.03.00000	New Equipment-HS	0.00	0.00	1,923.00	8,360.00	6,437.00	334.74	.55 of ecolab cleaning caddy and 2 AC units w/install
04.2620.733.03.00000	New Furniture & Fixtures-HS	0.00	0.00	3,114.00	0.00	(3,114.00)	(100.00)	
04.2620.735.03.00000	Replacement Equipment-HS	11,585.24	1,945.39	1,209.00	165.00	(1,044.00)	(86.35)	.55 of Toro mower
04.2620.737.03.00000	Replacement Furniture & Fixtures - HS	0.00	0.00	0.00	8,107.00	8,107.00	100.00	.55 of 10 café/auditorium bench table sets

WLC HS Budget Proposal FY18-19
non Payroll Accounts

as of 10/17/2017

Account	Description	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	Percentage Change	NOTES
04.2721.519.03.00000	Student Transportation-HS	0.00	0.00	1.00	1.00	0.00	0.00	
04.2722.519.03.00000	SPED Transportation (All)-HS	80,277.28	93,530.00	92,000.00	88,920.00	(3,080.00)	(3.35)	
04.2725.519.03.00000	Field Trip Transportation-HS	4,298.92	5,014.71	4,700.00	4,700.00	0.00	0.00	
04.2743.443.03.00000	Vocational Ed Vehicle Rental/Lease - HS	0.00	0.00	0.00	7,484.00	7,484.00	100.00	year 2 of 5 on Ford lease
04.2743.519.03.00000	Vocational Transportation-HS	30,473.58	17,127.00	16,690.00	7,930.00	(8,760.00)	(52.49)	for driver
04.2743.626.03.00000	Vocation Ed Vehicle Gasoline - HS	0.00	0.00	0.00	1,276.00	1,276.00	100.00	
04.2744.519.03.00000	Athletic Transportation-HS	27,655.76	25,472.63	19,537.00	22,000.00	2,463.00	12.61	based on actual
04.2844.290.03.00000	Workshops/Conferences-HS	0.00	0.00	600.00	0.00	(600.00)	(100.00)	
04.2844.580.03.00000	Travel/Conferences-HS	0.00	0.00	1,440.00	1,440.00	0.00	0.00	.55 of NHSTE Christa McAuliffe
04.2844.610.03.00000	Tech Supplies - HS	0.00	6.49	0.00	0.00	0.00	0.00	
04.5110.910.03.00000	Principal on Debt-HS	195,000.00	192,000.00	192,000.00	176,000.00	(16,000.00)	(8.33)	.55 of per bond schedule
04.5120.830.03.00000	Interest on Debt-HS	45,438.75	35,280.00	25,200.00	13,860.00	(11,340.00)	(45.00)	.55 of per bond schedule
	totals	1,148,600.17	1,117,580.30	1,188,906.00	1,119,806.00	(69,100.00)	(5.81)	

RUNNING TOTAL FOR 2018-19 BUDGET						
SAU	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	% change
Curriculum Coordinator	\$ 1,718.59	\$ -		\$ 4,100	\$ 4,100	100%
School Board Services	\$ 10,015.40	\$ 7,145.51	\$ 11,451	\$ 7,201	\$ (4,250)	-37%
Professional Dev., Supplies, Postage, etc.	\$ 22,718.90	\$ 16,847.23	\$ 16,978	\$ 19,286	\$ 2,308	14%
Special Education	\$ 14,185.87	\$ 11,595.68	\$ 15,011	\$ 14,911	\$ (100)	-1%
Business Office	\$ 35,611.91	\$ 29,923.16	\$ 34,207	\$ 40,095	\$ 5,888	17%
Facilities, Utilities, etc.	\$ 20,313.72	\$ 9,120.92	\$ 21,167	\$ 12,604	\$ (8,563)	-40%
Sub total	\$ 104,564.39	\$ 74,632.50	\$ 98,814	\$ 98,197	\$ (617)	-1%
TECHNOLOGY	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	% change
Contracted Service, Rental, etc.	\$ 121,321.65	\$ 46,765.03	\$ 44,074	\$ 15,407	\$ (28,667)	-65%
Supplies	\$ -	\$ 925.00	\$ 6,100	\$ 6,100	\$ -	0%
Software	\$ 76,335.58	\$ 67,876.48	\$ 80,825	\$ 88,140	\$ 7,315	9%
Data Communications	\$ 78,273.49	\$ 83,730.47	\$ 97,970	\$ 91,654	\$ (6,316)	-6%
Replacement Equipment	\$ 14,998.77	\$ 12,507.83	\$ 32,800	\$ 51,000	\$ 18,200	55%
New Equipment	\$ 69,508.61	\$ 98,636.09	\$ 83,886	\$ 40,000	\$ (43,886)	-52%
Sub total	\$ 360,438.10	\$ 310,440.90	\$ 345,655.00	\$ 292,301.00	\$ (53,354.00)	-15%
FRES	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	% change
Supplies/Printing/Assemblies	\$ 44,586.22	\$ 43,164.90	\$ 37,264	\$ 34,642	\$ (2,622)	-7%
Special Education/504/Support services	\$ 108,419.99	\$ 168,088.35	\$ 140,690	\$ 232,276	\$ 91,586	65%
Replacement Equipment/Furniture	\$ 2,663.27	\$ 9,829.60	\$ 12,603	\$ 10,032	\$ (2,571)	-20%
New Equipment/Furniture	\$ 2,817.29	\$ 1,253.17	\$ 9,187	\$ 2,895	\$ (6,292)	-68%
Utilities/Cont. Service/Repair/Postage	\$ 118,750.46	\$ 140,111.28	\$ 160,467	\$ 155,857	\$ (4,610)	-3%
Professional Development	\$ 10,054.00	\$ 19,912.06	\$ 21,650	\$ 19,516	\$ (2,134)	-10%
Curriculum	\$ 34,183.93	\$ 35,963.96	\$ 45,201	\$ 57,195	\$ 11,994	27%
Travel/Due/Fees	\$ 3,727.13	\$ 1,277.03	\$ 3,473	\$ 3,660	\$ 187	5%
Debt Services	\$ 331,690.00	\$ 331,690.00	\$ 604,550	\$ 604,888	\$ 338	0%
Transportation	\$ 170,063.68	\$ 175,209.74	\$ 178,018	\$ 179,614	\$ 1,596	1%
					\$ -	
Subtotal	\$ 826,955.97	\$ 926,500.09	\$ 1,213,103.00	\$ 1,300,575.00	\$ 87,472.00	7%

					\$ -	
					\$ -	
LCS	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	% change
Supplies/Printing/Assemblies	\$ 9,147.38	\$ 8,498.15	\$ 5,920	\$ 7,495	\$ 1,575	27%
Special Education/504/Support services	\$ 47,176.98	\$ 36,862.01	\$ 54,830	\$ 56,582	\$ 1,752	3%
Replacement Equipment/Furniture	\$ 231.00	\$ 1,173.56	\$ 1,861	\$ 1,215	\$ (646)	-35%
New Equipment/Furniture	\$ 10,162.92	\$ 559.26	\$ 10,681	\$ 1,200	\$ (9,481)	-89%
Utilities/Cont. Service/Repair/Postage	\$ 46,204.76	\$ 46,434.44	\$ 57,146	\$ 54,062	\$ (3,084)	-5%
Professional Development	\$ 4,730.99	\$ 2,734.34	\$ 5,200	\$ 5,200	\$ -	0%
Curriculum	\$ 963.63	\$ 3,821.73	\$ 6,223	\$ 11,743	\$ 5,520	89%
Travel/Due/Fees	\$ 631.92	\$ 105.00	\$ 3,485	\$ 2,195	\$ (1,290)	-37%
Debt Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Transportation	\$ 42,864.55	\$ 43,681.36	\$ 44,325	\$ 44,475	\$ 150	
					\$ -	
Subtotal	\$ 162,114.13	\$ 143,869.85	\$ 189,671.00	\$ 184,166.72	\$ (5,504.28)	-3%
					\$ -	
WLC - Middle School	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	% change
Supplies/Printing/Assemblies	\$ 40,278.77	\$ 46,824.73	\$ 45,734	\$ 44,730	(1,004.00)	-2%
Special Education/504/Support services	\$ 225,022.69	\$ 230,125.47	\$ 233,037	\$ 65,328	(167,709.00)	-72%
Replacement Equipment/Furniture	\$ 16,591.63	\$ 11,225.70	\$ 14,560	\$ 24,840	10,280.00	71%
New Equipment/Furniture	\$ 5,072.16	\$ 5,279.80	\$ 11,918	\$ 8,717	(3,201.00)	-27%
Utilities/Cont. Service/Repair/Postage	\$ 135,289.00	\$ 114,387.23	\$ 110,509	\$ 129,569	19,060.00	17%
Professional Development	\$ 3,659.53	\$ 4,231.72	\$ 12,520	\$ 10,575	(1,945.00)	-16%
Curriculum	\$ 4,284.88	\$ 4,403.40	\$ 11,291	\$ 13,593	2,302.00	20%
Travel/Due/Fees	\$ 18,728.84	\$ 18,366.44	\$ 31,774	\$ 32,022	248.00	1%
Debt Services	160,292.50	151,520.00	144,800.00	155,340.00	10,540.00	0.21
Transportation	\$ 23,654.78	\$ 16,811.58	\$ 20,819	\$ 20,819	\$ -	
Subtotal	\$ 632,874.78	\$ 603,176.07	\$ 636,962.00	\$ 505,533.00	\$ (131,429.00)	-21%
WLC- High School	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	% change
Supplies/Printing/Assemblies	\$ 45,840.93	\$ 39,865.98	\$ 55,846	\$ 47,706	(8,140.00)	-15%
Special Education/504/Support services	\$ 511,286.18	\$ 564,828.94	\$ 573,258	\$ 543,812	(29,446.00)	-5%
Replacement Equipment/Furniture	\$ 23,827.60	\$ 21,836.59	\$ 21,796	\$ 31,887	10,091.00	46%
New Equipment/Furniture	\$ 3,863.99	\$ 9,505.99	\$ 13,877	\$ 16,039	2,162.00	16%

Utilities/Cont. Service/Repair/Postage/ Contracted service	\$ 213,400.05	\$ 165,008.52	\$ 178,679	\$ 184,969	6,290.00	4%
Professional Development	\$ 5,307.75	\$ 4,293.55	\$ 15,540	\$ 14,365	(1,175.00)	-8%
Curriculum	\$ 30,084.99	\$ 25,378.23	\$ 54,344	\$ 34,876	(19,468.00)	-36%
Travel/Due/Fees	\$ 12,121.57	\$ 11,968.16	\$ 17,438	\$ 12,901	(4,537.00)	-26%
Debt Services	\$ 240,438.75	\$ 227,280.00	\$ 217,200	\$ 189,860	(27,340.00)	
Transportation	\$ 62,428.26	\$ 47,614.34	\$ 40,928	\$ 43,391	2,463.00	
Subtotal	\$ 1,148,600.07	\$ 1,117,580.30	\$ 1,188,906.00	\$ 1,119,806.00	\$ (69,100.00)	-6%
Grand Total	\$ 3,235,547.44	\$ 3,176,199.71	\$ 3,673,111.00	\$ 3,500,578.72	\$ (172,532.28)	-4.70%

Ms. Kathi P. Nahass
265 Tucker Mill Road
New Boston, New Hampshire 03070

Mr. Harry Dailey
School Board Chairman
Wilton-Lyndeborough Cooperative School District
Lyndeborough, New Hampshire 03082

October 13, 2017


Dear Mr. Dailey:

After almost 35 years in education, I have decided that is time for me to retire from my teaching position at Florence Rideout Elementary School. I plan to complete the current school year before officially retiring on June 30th, 2018. Please accept this letter as an official notification of my resignation.

A few months ago I received a job offer that I could not turn down, to be a grandmother to my first grandchild, Olivia. While this will require my family to move across the country, I am very excited to be able to play a significant role in her life.

My students have given me immeasurable joy and countless wonderful memories and saying goodbye to them won't be easy. I will also miss the incredibly dedicated teachers and staff I have had the pleasure to work with over the years. Thank you for giving me the opportunity to serve and care for the children of Lyndeborough and Wilton. It has been an honor.

Sincerely,

A handwritten signature in cursive script that reads "Kathi P. Nahass".

Kathi P. Nahass

***Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: The WLC School Board
FROM: Bryan Lane
DATE: 10/18/17
RE: Nomination for Treasurer

I am recommending a motion for the school board to nominate Cindy Marzella to be the school district's treasurer. She has 15 years of experience in the field of finance.

Her resume is attached.

Cindy J. Marzella
657 Center Road
Lyndeborough, NH 03082
(352)209-4995
marzellacindy@yahoo.com

Experience

The Evergreen Harvard Group, Inc. Financial Coordinator 11/01/16- 07/21/17 (603)622-7000
Harvard Management Solutions Account Manager 12/05/14-10/31/16 Merged with Evergreen
Bosshardt Property Mgmt, LLC Full Charge Bookkeeper 11/2010-08/2014 (352)240-2713

Below are the job functions for the above employers. Most of these functions were done for all companies, but some were specific to individual companies.

- Maintain financial records for Condo and HOA Associations
- Record payments from owners as well as miscellaneous payments received
- Enter and Pay Accounts Payable as well as Vender Verifications
- Balance Bank Accounts
- Provide Monthly Financials to Community Association Managers for meetings
- Work with CPAs to provide Financial Reports and taxes at Year end
- Report Quarterly Payroll Taxes and Provide W-2's at year end to Association Employees
- Train Office Personnel in various accounting procedure – A/R, A/P Balancing Bank Accounts
- Updated New owner information for Associations
- Provide Estoppel reports for title companies
- Process Corporate Accounts Receivable and Accounts Payable
- Process Payroll for 60 employees
- Transitioned two software changes

Wal-Staff Personnel Servs, Inc. Ocala FL Full Charge Bookkeeper 11/2008-10/2010 (352)378-8367

- Report to Jobs as assigned as bookkeeper
- Perform duties according to each companies standards

CJ Marz Enterprises, Inc., Ocala, FL President 08/2006-04/2010

- Work with clients to develop the most efficient procedures to suit the needs of the business
- Review and maintain records for accuracy for year-end reporting
- Maintain Sales Tax records and Payroll Tax records for clients

Robert H Scheopf PA, Ocala, FL Charge Bookkeeper 02/2005-7/2006 (352)402-9950

- Worked with and directed office staff of 3
- Maintained records for over 80 clients
- Filed monthly, Quarterly and yearly Payroll Reports

Ocala Recycling, Inc. Ocala, FL Comptroller 03/2002-01/2005 (352)351-3383

- Worked with and directed accounting staff of 4
- Generated internal mid-month and end-month financials, as well as all supporting reports for audit by CPA
- Managed multiple location financials and inter-company transfers
- Managed 7 bank accounts with multiple company transactions
- Developed audit procedures for daily transfer from new inventory software to existing accounts software
- Implemented Direct Deposit and Maintained Payroll for 64 Employees
- Managed high cash flow for cash transactions

Education

Springfield High School of Commerce	Business College-Prep Studies	Springfield, MA
Graduated with 3 rd Honors	June 1977	

Central Florida Community College	AA Degree	Ocala, FL
Graduated with Honors	May 1996	GPA 3.74

Additional Courses in accounting at Central Florida Community College

***Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: The WLC School Board
FROM: Bryan Lane
DATE: 10/18/17
RE: Winter Coaches

Previously I informed you that we were bringing in a new varsity boys' basketball coach, Dave Wheeler.

The girls' varsity basketball coach from last year, Joy Burge will be returning for her second season.

We do not have middle school or boy's high school junior varsity coaches to bring forward at this time.