

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING**  
**Tuesday, November 14, 2017**  
**Wilton-Lyndeborough Cooperative M/H School-Media Room**  
**6:30 p.m.**

- I. CALL TO ORDER-Harry Dailey-Chair**
- II. ELEMENTARY STUDENT OF THE MONTH**
- III. ADJUSTMENTS TO THE AGENDA**
- IV. 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.
- V. BOARD CORRESPONDENCE**
  - a. Reports**
    - i. Superintendent's Report
    - ii. Business Administrator's Report
      - FY 17-18 Forecast
    - iii. Principals' Reports
    - iv. Curriculum Coordinator's Report
- VI. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**
  - a. Letters/Information**
    - i. Enrollment Comparison
  - b. FY 2018-2019**
    - i. SPED
    - ii. CIP
    - iii. Warrants
  - c. Strategic Planning Presentation**
- VII. CONSENT AGENDA**
  - i. National Youth Tobacco Survey
  - ii. 7<sup>th</sup> & 8<sup>th</sup> Grade Trip-Boston Area
- VIII. ACTION ITEMS**
  - a. Approve Minutes of Previous Meeting**
  - b. Transfers**
- IX. COMMITTEE REPORTS**
  - i. Budget Liaison
  - ii. Strategic Planning
- X. RESIGNATIONS/APPOINTMENTS/LEAVES**
- 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 28, 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

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Bryan K. Lane  
Superintendent of Schools

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

Lise Tucker  
Business Administrator

**SUPERINTENDENT'S REPORT**  
**November 14, 2017**

The Strategic Planning Committee has asked me to create a presentation for Kindergarten. The presentation has been sent to the committee for their review. The presentation will be a summary of the committee's discussion including the topics of facilities, transportation, finance, student achievement and how to present the information for consideration to the voters if it is brought forward. There will also be a presentation to the board regarding a possible vote as to whether or not the district would be able to consider the creation of retaining unexpended funds from the annual budget.

Contract negotiations are continuing with the support staff. We are hoping to come to an agreement with the association in the next meeting or two in order to bring an agreement to the board to approve.

The current budget as presented in tonight's meeting includes adjustments to utility costs in the amount of \$20,901. Updated spread sheets for schools have been sent to the Board and the Budget Committee electronically. The current running total of the budget is a decrease of \$193,436. The areas of the budget that have yet to be presented include:

- Revenue- we expect to see a decrease in grants
- Food Service
- Curriculum- we will be bringing forward new requests
- Salaries- we will be bringing forward staffing reductions
- Benefits- Health Insurance rates should be determined by November 10.

We received the insurance rates for next year from SchoolCare on November 8. There are three figures we need to deal with. The first is the "billing rate". This is the actual rate increase taking into account our usage. That is an increase of 2.2%. The other factor is the "premium holiday". This is the amount of money districts receive due to SchoolCare needing to keep their surplus funds at the required amount. Our premium holiday amount is \$69,058.72. This number varies from year to year, this is a large increase for us over last year, most likely due to moving to the deductible plan. Our "effective rate" which is our actual cost to SchoolCare will increase 0.5% taking into account the funds from the premium holiday. This means that the increase to the district for benefits will be increased by less than 1%.

I was given the honor of being “silly stringed” by two classes at FRES as a reward for their efforts on a fund raiser at the school.

Senate Bill 193 is going to be voted on by the House Education Committee on November 8. The subcommittee has voted to recommend “ought to pass”. If the committee votes as expected, the bill will be passed onto the full House for discussion in January.

Southwest superintendents will meet on November 17.

I will be teaching another class for SNHU, this semester will be on Monday nights beginning November 27.

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**BUSINESS OFFICE REPORT**  
**November 14, 2017**

As you are aware, the week of October 10<sup>th</sup> was National School Lunch Week. This event was sponsored by the School Nutrition Association. Lise visited FRES on Tuesday and WLC on Thursday. She helped prepare and serve the food on those days. Both schools had a taste testing table. FRES had the children try a hummus dip with a carrot stick. WLC had the students try assorted fruit cups and granola bars. See the attached page from WLC.

Lise attended the annual Wellness Retreat sponsored by School Care, our Health Care Administrator. The focus was on "Making Health Easier". It is not just about food and exercise. This workshop encouraged the 'mindfulness' of your environment and attitude. There were professionals in the field of health and wellness available to assist in any questions or concerns.

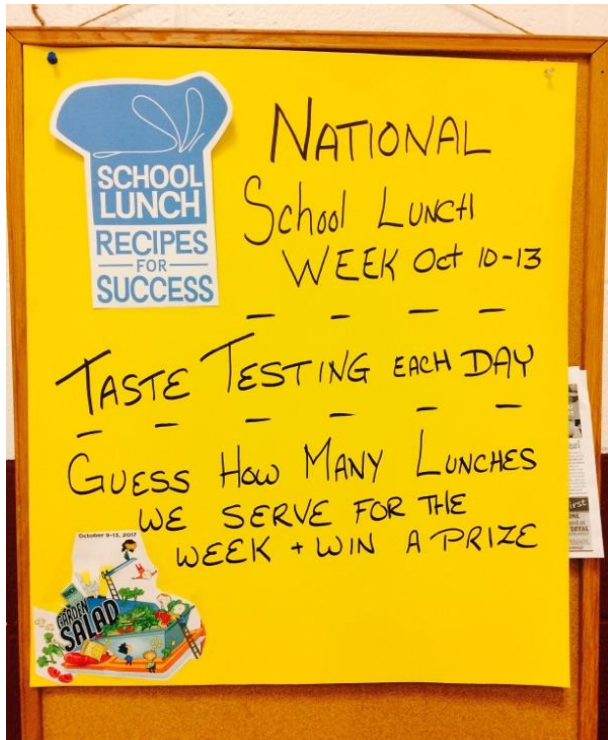
We had our first Joint Loss Management Committee (JLMC) meeting on October 19<sup>th</sup>. We reviewed our claims from Primex, our insurance carrier. We reviewed the district safety plan for final adoption. This document is required for all employees to understand their role in safety, both from a health and facilities standpoint. We did a detailed walkthrough of Lyndeborough Central. Our next meeting is at FRES on January 25<sup>th</sup> at 3:00 p.m.

Lise attended the annual "Best Practices for School Operations, Finance and Business Leadership Conference". The agenda included the USDA Procurement requirements, a review of how Adequacy Aid is calculated, and a policy update from the Federal Education Division. FYI - Title IIA may be eliminated. The keynote speaker was Dave Weber of Weber Associates. His session drew on our character, the willingness to learn, grow and change with the times.

We have prepared our First Forecast for the General Fund for this year, 2017-18. Our projection at this time is \$108,875 of Fund Balance available. We have encumbered all expenses. We are anticipating an unexpended balance of \$121,057 and a revenue shortfall of \$12,182. See the attached reports.

A couple of repairs were done this past month for the Food Service Program at WLC. We replaced a plug used for the toaster oven that was not grounded for \$203.00. We replaced the door sweep for the walk in freezer. The condensation created a puddle/safety hazard for \$197.08.

Wilton-Lyndeborough Cooperative Middle/High School  
National School Lunch Week      October 10<sup>th</sup> to October 13<sup>th</sup>, 2017



Celebrating the National School Lunch Week sponsored by the National School Nutrition Association.

Ms. Garnham and Ms. Cox did a wonderful job promoting this event. The winner for the weekly count guess was K Phillips. She guessed 445 lunches served and it was 448. On Thursday, October 12<sup>th</sup>, they served Chicken or Beef Teriyaki with homemade fried rice. It was a success ! They also had a sampling table to entice the students to try something new. This day, the taste tasting table had granola bars and fruit cups. You can tell by the picture above how successful it was. All the students who tried the food liked them. Not much left on the table !

Thank you again for your hard work. It is greatly appreciated. Your District Administration.

Wilton-Lyndeborough Cooperative School District

General Fund Revenue

Fiscal Year: 2017-2018

As of 10/31/17

	Budget	Adjustments	GL Budget	YTD	Balance	Anticipated	Budget Balance	Comments
School District Assessment:								
Current Appropriation	\$9,071,899.00	(\$397,818.00)	\$8,674,081.00	\$3,298,265.68	\$5,375,815.32	\$5,375,815.32	\$0.00	
Other Local Revenue Sources:								
Preschool Tuition	\$12,150.00		\$12,150.00	\$2,100.00	\$10,050.00	\$7,350.00	(\$2,700.00)	7 vs 9 students
Extended Day Tuition	\$40,500.00		\$40,500.00	\$11,372.31	\$29,127.69	\$25,077.69	(\$4,050.00)	18 vs 20 students
Interest on Investments	\$5,000.00		\$5,000.00	\$0.00	\$5,000.00	\$1,000.00	(\$4,000.00)	Trusts
Use of Facilities	\$200.00		\$200.00	\$0.00	\$200.00	\$200.00	\$0.00	
Refund Prior Year Expenses	\$28,920.00		\$28,920.00	\$51.75	\$28,868.25	\$21,981.60	(\$6,886.65)	Erate - lost books
Other Local Revenue	\$200.00		\$200.00	\$0.00	\$200.00	\$200.00	\$0.00	
State Sources:								
Equitable Ed Aid	\$1,362,922.00	(\$16,235.00)	\$1,346,687.00	\$272,584.00	\$1,074,103.00	\$1,074,103.00	\$0.00	10/1/17 update
Statewide Enhanced Ed Tax	\$1,202,139.00	\$17,501.00	\$1,219,640.00	\$0.00	\$1,219,640.00	\$1,219,640.00	\$0.00	
Other State Aid	\$1,000.00		\$1,000.00	\$0.00	\$1,000.00	\$2,994.21	\$1,994.21	
School Building Aid	\$128,000.00		\$128,000.00	\$64,000.00	\$64,000.00	\$64,000.00	\$0.00	
Catastrophic Aid	\$151,042.00	(\$8,879.00)	\$142,163.00	\$0.00	\$142,163.00	\$145,623.60	\$3,460.60	202,255 at 72%
Vocational Transportation Aid	\$3,000.00		\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	
Federal Sources:								
Medicaid	\$80,000.00		\$80,000.00	\$20,441.86	\$59,558.14	\$59,558.14	\$0.00	
Total Revenues	\$12,086,972.00	(\$405,431.00)	\$11,681,541.00	\$3,668,815.60	\$8,012,725.40	\$8,000,543.56	(\$12,181.84)	
Transfers to Food Service Fund	\$219,600.00		\$219,600.00	\$0.00	\$219,600.00	\$219,600.00	\$0.00	
Transfers to Special Revenue Fund (Grants)	\$299,923.00		\$299,923.00	\$0.00	\$299,923.00	\$299,923.00	\$0.00	
Use of Fund Balance from 16-17	\$0.00	\$405,431.00	\$405,431.00	\$0.00	\$0.00	\$0.00	\$0.00	
Grand Total:	\$12,606,495.00	\$0.00	\$12,606,495.00	\$3,668,815.60	\$8,532,248.40	\$8,520,066.56	(\$12,181.84)	

Adjusted for MS-24R Revised Revenues per DRA

**Wilton-Lyndeborough Cooperative School District**

**General Fund Expenditures  
By Object Code**

**Fiscal Year: 2017-2018**

As of: 10/31/2017

	Budget	Adjustments	GL Budget	YTD	Balance	Encumbrance	Budget Balance	Comments
Salaries and Wages - 100s	\$5,599,005.10	\$35,391.00	\$5,634,396.10	\$1,417,315.21	\$4,217,080.89	\$4,191,658.32	\$25,422.57	
Employee Benefits - 200s	\$2,783,581.38	\$0.00	\$2,783,581.38	\$603,961.54	\$2,179,619.84	\$2,083,984.88	\$95,634.96	
Purchased Professional Services - 300s	\$312,032.00	\$7,224.00	\$319,256.00	\$69,682.11	\$249,573.89	\$249,573.89	\$0.00	
Purchased Property Services - 400s	\$249,312.00	\$2,787.96	\$252,099.96	\$93,500.87	\$158,599.09	\$158,599.09	\$0.00	
Other Purchased Services - 500s	\$1,262,743.00	(\$2,802.90)	\$1,259,940.10	\$268,990.99	\$990,949.11	\$990,949.11	\$0.00	
Supplies - 600s	\$520,096.00	(\$12,236.97)	\$507,859.03	\$181,440.57	\$326,418.46	\$326,418.46	\$0.00	
Property, Equipment - 700s	\$225,101.00	\$6,828.91	\$231,929.91	\$126,951.90	\$104,978.01	\$104,978.01	\$0.00	
Dues, Fees, Assemblies, Interest - 800s	\$443,211.00	(\$301.00)	\$442,910.00	\$228,248.01	\$214,661.99	\$214,661.99	\$0.00	
Principal on Debt - 910	\$600,000.00	\$0.00	\$600,000.00	\$600,000.00	\$0.00	\$0.00	\$0.00	
<b>Subtotal Expenditures</b>	<b>\$11,995,081.48</b>	<b>\$36,891.00</b>	<b>\$12,031,972.48</b>	<b>\$3,590,091.20</b>	<b>\$8,441,881.28</b>	<b>\$8,320,823.75</b>	<b>\$121,057.53</b>	
Special Revenue Funds	\$299,923.00	\$0.00	\$299,923.00	\$299,923.00	\$0.00	\$0.00	\$0.00	
Food Service Funds	\$219,600.00	\$0.00	\$219,600.00	\$219,600.00	\$0.00	\$0.00	\$0.00	
Capital Reserve Funds	\$0.00	\$55,000.00	\$55,000.00	\$0.00	\$55,000.00	\$55,000.00	\$0.00	
<b>Subtotal Transfer of Funds</b>	<b>\$519,523.00</b>	<b>\$55,000.00</b>	<b>\$574,523.00</b>	<b>\$519,523.00</b>	<b>\$55,000.00</b>	<b>\$55,000.00</b>	<b>\$0.00</b>	
 <b>Grand Total:</b>	 <b>\$12,514,604.48</b>	 <b>\$91,891.00</b>	 <b>\$12,606,495.48</b>	 <b>\$4,109,614.20</b>	 <b>\$8,496,881.28</b>	 <b>\$8,375,823.75</b>	 <b>\$121,057.53</b>	



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

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Brian Bagley, Principal  
Susan Ballou, Assistant Principal

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

### **WLC Principal Report**

November 14, 2017

**After gathering lots of information, speaking to and getting approval from NEASC, the Steering Committee made a decision to not use the 2011 Standards and instead use the 2020 Standards as part of the accreditation process.** On October 31<sup>st</sup> Early Release Day the Chair and Co- Chair of the NEASC Steering Committee, Amy White and Sue Ballou, presented to the faculty an explanation and general understanding of the process and the differences between the two. The presentation was well received by the faculty. I will provide updates as we move through the process.

**The first Star 360 assessment reports were mailed to parents the week of November 6<sup>th</sup>.** The report shows the most recent assessment. Parents received the first benchmark report and the assessment that their child took at the beginning of November. The reports have scaled scores (SS) that will let parents know their child's level of ability in reading and math. It is our goal to work with the parents to build the skills their child will need to be successful as they proceed on their educational experience. Additional information is provided on the school website.

**Red Ribbon Week was celebrated the last week in October.** Red Ribbon Week is an alcohol, tobacco, drugs, and violence prevention awareness campaign observed annually across the United States. Throughout the week activities were held and speakers came to WLC to share their experiences with our students in grades 6- 12.

**On November 2<sup>nd</sup> Amanda Kovaliv and Mike Conley from High Mowing School** organized a get together at WLC in which students from each school discussed possible joint projects and grants centered around the environment. A date is scheduled for later in the month for students from WLC to visit the High Mowing Campus and further the discussion.

**Mr. Belanger's American Military History and a few other interested students will travel to Gettysburg, PA November 9-11.** During the month of November, the students will be studying the Civil War and their mid-term project will be a presentation of a place, location, or event of the Battle of Gettysburg (The Devil's Den, Little Round Top, The Highwater Mark, Etc.). Students will then present their facet on the spot that their event occurred.

**On November 2<sup>nd</sup> Peter Simmonds from the Cheshire YMCA visited with students explaining this year's trip.** April 19<sup>th</sup> – Sunday April 22<sup>nd</sup> the Heritage Tour for 7<sup>th</sup> and 8<sup>th</sup> graders will travel to Boston, Plymouth, Newport, Concord MA and much much more. There will be a registration opportunity and information meeting for parents on Monday November 20<sup>th</sup> at 6pm.

**Middle School Students of the month for November are,** Avery Krug Grade 8, Nate Lachance Grade 8, Evalyn Rizzuto Grade 7, Kaylee Degan Grade 7, Madeline VanBlarigan Grade 6, and Audra Rizzuto Grade 6.

**The National Honor Society** participated in "Trick or Canning" on Halloween and collected food for those in need.

#### **AD Report:**

Three of our soccer teams qualified for the post-season. The girls middle school team finished 5th in the Tri-County standings before falling to #4 seeded Chester in the quarterfinals. The boy's middle school team finished 8th, and won their preliminary round home game before falling at #1 Candia. The boy's varsity soccer team finished 8th and hosted

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

their first preliminary round home game in 6 years but fell to a solid Woodsville(#9) team, ending what was a terrific turn-around season for the program. Winter sports are underway as the middle school basketball teams have begun try-outs. The girl's varsity team begins practice on the 13th and the boys JV and varsity teams begin November 20th. We also have individual athletes beginning practices in swimming and wrestling (with Milford) next week.

Respectfully,

Brian Bagley

## **Calendar of Events:**

Wednesday, November 1 – Open Gym, grades 6-12, 5:00-7:00

Strategic Planning comm. meeting, 7:00, Main Hall Conference Room

Thursday, November 2 –

Friday, November 3 – Quarter 1 Ends

Coop Connection Open Gym, 6:00-9:00

Saturday, November 4 – Open Gym, grades 6-12, 5:00-7:00

Sunday, November 5 – DI Team meeting, 1:30-3:30, cafeteria

Monday, November 6 – Quarter 2 Begins

Tuesday, November 7 – WLC Support Staff negotiations, 7:00, Library

Wednesday, November 8 – Sports Night, 6:00, Cafeteria

Thursday, November 9 – WLC Dance Team dress rehearsal, 7:00, cafeteria

Gettysburg Field Trip, leaving at 3:00

Friday, November 10 – NO SCHOOL, Veteran's Day observed

Gettysburg Field Trip

Saturday, November 11 – Gettysburg Field Trip returns to WLC

Sunday, November 12 – DI Team meeting, 1:30-3:30, cafeteria

Monday, November 13 – Spirit Week

Wellness comm. Meeting, 3:00

Tuesday, November 14 – Spirit Week

School Board Meeting, 6:30, Library

Budget Comm. Meeting, 6:30, Main Hall Conference Room

Wednesday, November 15 – Spirit Week

Thursday, November 16 – Spirit Week

Friday, November 17 – Spirit Week

Keene State College Field Trip

Saturday, November 18 –

Sunday, November 19 – DI Team meeting, 1:30-3:30, cafeteria

Monday, November 20 – MSG/MSB Basketball @ Hopkinton, 3:30/5:00

Cheshire YMCA Parent Meeting, 6:00-7:00, Library

WLC Support Staff negotiations, 7:00, Library

Tuesday, November 21 –

Wednesday, November 22 – NO SCHOOL, THANKSGIVING BREAK

Thursday, November 23 – NO SCHOOL, THANKSGIVING BREAK

Friday, November 24 – NO SCHOOL, THANKSGIVING BREAK

Saturday, November 25 –

Sunday, November 26 – DI Team meeting, 1:30-3:30, cafeteria

Monday, November 27 – MSG/MSB Basketball vs. Epping, 3:30/5:00

Tuesday, November 28 – Facilities Sub-committee meeting, 5:30, Teacher's Room

School Board Meeting, 6:30, Library

Wednesday, November 29 –

Thursday, November 30 – MSG/MSB Basketball vs. Derryfield, 3:30/5:00

**FLORENCE RIDEOUT ELEMENTARY SCHOOL**  
18 TREMONT STREET  
WILTON, NEW HAMPSHIRE 03086  
(603) 654-6714 Main      (603) 654-3490 Fax  
[www.sau63.org](http://www.sau63.org)

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Timothy O'Connell, Principal

Jo Anne Dufour, School Counselor

**Principal's Report: 11/14/2017**

**Florence Rideout Elementary School/Lyndeborough Central School**

The success of our students comes from the team of parent, teacher and student working together to achieve the goals we want to reach. We will be hosting our annual fall parent conferences November 13<sup>th</sup> through November 17<sup>th</sup>. In addition to sharing progress towards grade level competencies with our new Learning Profiles, parents and teachers will review individual student reports from our new STAR 360 Assessment and the statewide Smarter Balanced Assessment.

Our grade level Professional Learning Teams continue to meet weekly. The focus of these meetings is curriculum, assessment and instruction. Professional Learning Teams have continued to move our elementary schools to implementing a competency based education system. Dr. Julie Heon has led teams in the process of unit development and the beginning of high quality authentic performance assessments that will provide evidence of student competency. Our Professional Learning Teams meet to review data from multiple sources and discuss how it can be used to improve instruction and student outcomes. These meetings led by RTI Coordinator Michelle Locke, lead to group ownership and responsibility, improved data literacy, and ultimately enhance student growth and achievement.

Staff have continued to expand their understanding and practice of our Balanced Literacy and Reader's Workshop model. They have had the opportunity to participate in several coaching sessions with Tammy Cargill and Stephanie Maze-Tsu. During these sessions the coaches model a lesson, observe classroom teachers instruct and then provide teachers with feedback. The support provided through this model has been very effective in moving this initiative forward.

Many other events that are scheduled for the month of November include the annual PTO Scholastic Book Fair and "All For Books" Campaign and the 7<sup>th</sup> Annual Turkey Trot Food Drive on November 17<sup>th</sup> to support the Wilton Open Cupboard Pantry. These events organized by many dedicated staff and parents promote a culture of support and caring within our school.

Finally, I would like to congratulate 4<sup>th</sup> grade students, Brycen Kushner and Cianne Peckens who have been selected as our Students of the Month for November.

Respectfully,

Tim O'Connell, Principal

***Wilton-Lyndeborough Cooperative School District-SAU #63***  
***District Curriculum Coordinator***

Julie S. Heon, Ed. D.  
192 Forest Road Lyndeborough, NH 03082  
603-732-9273

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**Curriculum Report: November 14, 2017**

- Professional Learning
  - Curriculum Design and Personalized Learning: I participated in this conference during October and it provided me with additional resources to share with teachers for our curriculum writing.
  - Regional Curriculum, Instruction, and Assessment seminar: I attended the monthly meeting in October and will attend later in November. We addressed competency-based education and grading, curriculum resources, and the new state test (math, reading, and science). I will receive more information at the training just before the board meeting and will share details at that time. The SAT 11<sup>th</sup> grade test is more streamlined this year, with students entered through the statewide enrollment system.
  - FRES Professional Learning Teams: Each grade-level team is meeting once a week during October and November. Tim and I facilitate the group in designing an upcoming unit with a focus on the higher level outcomes for students.
  - WLC Accreditation Study: I was asked to participate on the steering committee and to work with various standards committees as needed. The current focus on creating WLC's vision of the graduate is going very well. This is a new approach to the accreditation process recently rolled out by the NEASC organization.
- Curriculum development
  - I met with the science department to provide information and discuss transitioning to the Next Generation Science Standards. Two teachers will attend a conference on implementing the standards and share information with the other science teachers.
  - We are working with the middle school teachers to continue to develop interventions for students who need support to meet grade level expectations. A new reading and vocabulary software program is now available for students to improve their reading comprehension.
  - I connect with Learning Forward NH to keep abreast of what other districts are doing for professional learning to improve instruction and assessment.
- Title I program (part of the W.I.N. program (what I need)/Response to Intervention (RTI))
  - Title I tutors (2) have been working with the rest of the W.I.N. team to learn new strategies for math intervention.
  - We had a W.I.N. parent meeting to explain the types of supports provided for their children and to answer questions.

Respectfully submitted,

Julie Heon, Curriculum Coordinator

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Bryan K. Lane  
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Betty Moore, M.Ed.  
Director of Student Support Services

Lise Tucker  
Business Administrator

TO: The WLC School Board and Budget Committee  
FROM: Bryan Lane  
DATE: 10/25/17  
RE: Enrollment Comparison

A request was made for a comparison of student enrollment from last year to this year.

	June 2017	October 2017	Difference
Pre School	19	15	-4
Kindergarten	38	31	-7
Grade 1	47	45	-2
Grade 2	40	44	+4
Grade 3	37	41	+4
Grade 4	52	38	-14
Grade 5	35	48	+13
Grade 6	42	32	-10
Grade 7	43	41	-2
Grade 8	50	43	-7
Grade 9	45	50	+5
Grade 10	36	34	-2
Grade 11	43	38	-5
Grade 12	44	37	-7
By School			
LCS	57	46	-11
FRES	210	216	+6
WLC MS	135	116	-19
WLC HS	168	159	-9
Total	570	537	-33

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### **Student Support Services Budget Summary**

The proposed Student Support Services Budget is inclusive of all Special Education costs for the District. The proposed budget for Student Support Services is \$911,021.00, a decrease of \$109,145.00 (10.70%) from the \$1,020,166.00 adopted budget for 2017-18.

Increases in operational costs included:

- \$90.00 in contracted occupational therapy services
- \$640.00 in contracted physical therapy services
- \$2,440.00 in contracted psychological testing and counseling
- \$7,226.00 in transportation costs
- \$1,800.00 in computer software/ACE for FRES/LCS

Decreases in operational costs included:

- \$4,300.00 in contracted reading service
- \$106,091.00 out-of-district tuition costs
- \$4,300.00 in SAU operational costs
- \$1,500.00 in MS furniture/RISE program
- \$3,000.00 in sped legal services
- \$750.00 in audiological services
- \$550.00 in general supplies
- \$500.00 in new equipment
- \$100.00 in replacement equipment
- \$250.00 in S/L supplies

\*\* Significant decreases in the budget can be attributed to decreases in out-of-district tuition accounts. A spreadsheet of Student Support Services accounts (minus tuition accounts), illustrates that the proposed budget in consideration of all other accounts is \$447,107.00, a decrease of \$3,054.00 (0.68%) from the \$450,161.00 adopted budget for 2017-18.



SPED Budget Proposal FY18-19  
non Payroll Accounts

as of 11/7/2017

Level	Account	Description	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	Percentage Change	NOTES
01	0412108100100000	Medicaid Fees-SPED	7,528.74	6,876.83	7,550.00	7,550.00	0.00	0.00	9% process fee via MSB
01	0422905800100000	<b>Travel/Conferences-SPED</b>	1,718.59	0.00	0.00	0.00	0.00	100.00	mileage
01	0423183300100000	<b>Professional Services - Legal</b>	2,801.80	322.50	3,000.00	0.00	(3,000.00)	(100.00)	
01	0423183310100000	<b>Sped Legal Services - SAU</b>	1,163.95	0.00	1,200.00	0.00	(1,200.00)	(100.00)	
01	0423322900100000	Professional Development-SPED	670.00	1,069.55	1,500.00	1,400.00	(100.00)	(6.67)	NHASEA conference
01	0423323300100000	Professional Services ( Legal)-SPED	1,440.68	0.00	1,500.00	1,500.00	0.00	0.00	due process hearings, etc
01	0423324300100000	Repairs & Maintenance Services-SPED	257.64	315.60	316.00	316.00	0.00	0.00	copier usage
01	0423324490100000	Rental of Equipment-SPED	420.88	221.64	420.00	420.00	0.00	0.00	conway maint
01	0423325340100000	Postage-SPED	500.00	294.09	500.00	500.00	0.00	0.00	meter ink and USPS
01	0423325400100000	Advertising-SPED	0.00	400.95	600.00	600.00	0.00	0.00	FERPA
01	0423325800100000	Travel/Conferences-SPED	2,756.36	1,877.01	2,000.00	2,000.00	0.00	0.00	other staff conferences
01	0423326100100000	General Supplies/Paper-SPED	486.57	415.01	500.00	500.00	0.00	0.00	
01	0423328100100000	Dues and Fees-SPED	125.00	125.00	125.00	125.00	0.00	0.00	NHSAA affiliate
		<b>subtotal SAU</b>	<b>19,870.21</b>	<b>11,918.18</b>	<b>19,211.00</b>	<b>14,911.00</b>	<b>(4,300.00)</b>	<b>(22.38)</b>	
02	0412106100200000	General Supplies/Paper/Tests-MS	541.13	183.97	250.00	250.00	0.00	0.00	
02	0412106410200000	Books & Other Printed Media-MS	329.89	489.50	500.00	500.00	0.00	0.00	
02	0412106500200000	Computer Software-MS	83.05	0.00	2,400.00	2,400.00	0.00	0.00	
02	0412107330200000	New Furniture & Fixtures-MS	99.99	0.00	1,500.00	0.00	(1,500.00)	(100.00)	
02	0421433210200000	Psychological Testing Services-MS	2,000.00	4,270.00	2,000.00	2,000.00	0.00	0.00	evaluations
02	0421495800200000	Associate Psychologist - Contracted-MS	1,948.00	1,942.50	1,750.00	1,750.00	0.00	0.00	counsel as needed
02	0421496100200000	BCBA/ABA Travel/Conference - MS	150.00	50.00	150.00	150.00	0.00	0.00	
02	0421523210200000	ABA Therapy Supplies - MS	0.00	0.00	500.00	500.00	0.00	0.00	
02	0421533230200000	S/L Pathologist - Contracted Servc-MS	15,011.76	15,759.20	14,850.00	14,850.00	0.00	0.00	as needed
02	0421633210200000	Audiological Testing Services-MS	135.00	202.50	500.00	250.00	(250.00)	(50.00)	hearing evaluations
02	0421903210200000	O.T. Services Contracted-MS	14,259.55	16,706.06	16,250.00	12,250.00	(4,000.00)	(24.62)	occupational therapy
02	0421903230200000	Reading Spec Cont. Svs-MS	13,134.37	9,861.48	12,496.00	12,496.00	0.00	0.00	
02	0423183310200000	Other Student Support Services-MS	0.00	202.50	3,000.00	3,000.00	0.00	0.00	outside evaluations/consultations
02	0427225190200000	Sped Legal Services-MS	0.00	0.00	400.00	0.00	(400.00)	(100.00)	in SAU
02		SPED Transportation (All)-MS	55,801.88	47,350.00	46,300.00	14,882.00	(31,418.00)	(67.86)	to bid out
		<b>subtotal WLC Middle</b>	<b>103,494.62</b>	<b>97,017.71</b>	<b>102,846.00</b>	<b>65,278.00</b>	<b>(37,568.00)</b>	<b>(36.53)</b>	
	0412106100300000								
03	0412106410300000	<b>General Supplies/Paper/Tests-HS</b>	1,000.92	29.49	500.00	200.00	(300.00)	(60.00)	
03	0412106500300000	<b>Books &amp; Other Printed Media-HS</b>	0.00	480.01	500.00	500.00	0.00	0.00	
03	0412107310300000	Computer Software-HS	196.70	0.00	0.00	0.00	0.00	0.00	
03	0412107350300000	New Equipment-HS	31.48	0.00	500.00	0.00	(500.00)	(100.00)	
03	0412905610300000	Replacement Equipment-HS	107.79	169.00	250.00	150.00	(100.00)	(40.00)	
03	0421433210300000	Psychological Testing Services-HS	1,000.00	3,500.00	2,000.00	2,000.00	0.00	0.00	evaluations
03	0421495800300000	Associate Psychologist - Contracted-HS	3,797.00	5,110.00	4,200.00	4,200.00	0.00	0.00	counsel as needed
03	0421523210300000	BCBA/ABA Travel/Conference - HS	150.00	50.00	150.00	150.00	0.00	0.00	
03	0421533230300000	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
03	0421903210300000	Audiological Testing Services-HS	450.00	404.99	1,000.00	500.00	(500.00)	(50.00)	hearing evaluations
03	0421903230300000	Reading Spec Cont. Svs-HS	14,805.31	11,116.99	16,690.00	13,690.00	(3,000.00)	(17.97)	
03	0423183300300000	Other Student Support Services-HS	1,479.00	384.70	2,200.00	2,200.00	0.00	0.00	outside evaluations/consultations
03	0423183310300000	Professional Services (Legal)-HS	0.00	(154.00)	0.00	0.00	0.00	0.00	
03	0427225190300000	Sped Legal Services-HS	0.00	0.00	600.00	0.00	(600.00)	(100.00)	in SAU
03		SPED Transportation (All)-HS	80,277.28	93,530.00	92,000.00	88,920.00	(3,080.00)	(3.35)	to bid out
		<b>subtotal WLC High</b>	<b>114,214.81</b>	<b>128,364.54</b>	<b>131,254.00</b>	<b>120,174.00</b>	<b>(11,080.00)</b>	<b>(8.44)</b>	
	0412106101100000								
11	0412106411100000	General Supplies/Paper/Tests-FRES	318.24	1,901.46	2,000.00	2,500.00	500.00	25.00	

SPED Budget Proposal FY18-19  
non Payroll Accounts

as of 11/7/2017

Level	Account	Description	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	Percentage Change	NOTES
11	0412106501100000	Books & Other Printed Media-FRES	766.59	19.98	1,000.00	500.00	(500.00)	(50.00)	
11	0412107311100000	Computer Software-FRES	189.95	5,312.98	4,800.00	5,760.00	960.00	20.00	ACE - RISE program
11	0412107351100000	New Equipment-FRES	973.39	790.41	1,000.00	1,000.00	0.00	0.00	
11	0412123231100000	Replacement Equipment-FRES	0.00	464.66	500.00	500.00	0.00	0.00	
11	0412905611100000	SPED Summer Contracted Svs - FRES	5,244.63	0.00	5,300.00	0.00	(5,300.00)	(100.00)	see offset
11	0421436101100000	Psychological Testing Services-FRES	4,070.00	5,320.00	3,410.00	5,200.00	1,790.00	52.49	evaluations
11	0421495801100000	Associate Psychologist - Contracted-FRES	1,500.00	3,010.00	1,850.00	2,500.00	650.00	35.14	counsel as needed
11	0421496101100000	General Supplies/Tests/Paper-FRES	250.00	80.00	250.00	250.00	0.00	0.00	testing protocols
11	0421523211100000	BCBA/ABA Travel/Conference - FRES	657.49	899.64	900.00	900.00	0.00	0.00	NHABA conference
11	0421526101100000	ABA Therapy Supplies - FRES	0.00	0.00	500.00	500.00	0.00	0.00	
11	0421526411100000	S/L Pathologist - Contracted Services-FRES	46,303.29	56,406.61	47,220.00	50,220.00	3,000.00	6.35	as needed
11	0421533231100000	S/L Path Genl Supplies/Paper-FRES	644.04	249.00	250.00	250.00	0.00	0.00	therapy protocols
11	0421623231100000	S/L Path Books & Print Media - FRES	0.00	204.00	250.00	250.00	0.00	0.00	
11	0421633211100000	Audiological Testing Services-FRES	0.00	472.50	500.00	500.00	0.00	0.00	hearing evaluations
11	0421903211100000	P.T. Services Contracted-FRES	3,432.00	4,028.00	8,320.00	8,320.00	0.00	0.00	physical therapy
11	0421903231100000	O.T. Services Contracted-FRES	23,923.90	33,288.19	33,410.00	35,500.00	2,090.00	6.26	occupational therapy
11	0423183311100000	Reading Spec Cont. Svs-FRES	7,013.70	14,744.00	11,960.00	15,960.00	4,000.00	33.44	see offset
11	0427225191100000	Other Student Support Services-FRES	1,987.50	4,265.37	2,000.00	2,000.00	0.00	0.00	
11		Sped Legal Services-FRES	1,000.00	0.00	1,000.00	0.00	(1,000.00)	(100.00)	in SAU
11		SPED Transportation (All)-FRES	8,293.09	11,002.06	14,270.00	55,382.00	41,112.00	288.10	to bid out
	0412106101200000	<b>subtotal FRES</b>	<b>106,567.81</b>	<b>142,458.86</b>	<b>140,690.00</b>	<b>187,992.00</b>	<b>47,302.00</b>	<b>33.62</b>	
	0412106411200000								
12	0412106501200000	<b>General Supplies/Paper/Tests-LCS</b>	477.98	548.48	500.00	500.00	0.00	0.00	
12	0412107331200000	<b>Books &amp; Other Printed Media-LCS</b>	135.17	135.17	250.00	250.00	0.00	0.00	
12	0412107351200000	<b>Computer Software-LCS</b>	194.25	2,081.17	1,080.00	1,920.00	840.00	77.78	ACE - RISE program
12	0421423231200000	New Furniture & Fixtures-LCS	1,128.88	0.00	0.00	0.00	0.00	0.00	
12	0421436101200000	Replacement Equipment-LCS	0.00	604.70	0.00	0.00	0.00	0.00	
12	0421495801200000	Psychological Testing Services-LCS	1,500.00	2,100.00	1,000.00	1,000.00	0.00	0.00	evaluations
12	0421496101200000	General Supplies/Tests/Paper-LCS	471.83	0.00	500.00	250.00	(250.00)	(50.00)	testing protocols
12	0421523211200000	BCBA/ABA Travel/Conference - LCS	218.95	258.05	300.00	300.00	0.00	0.00	
12	0421526101200000	ABA Therapy Supplies - LCS	0.00	0.00	300.00	300.00	0.00	0.00	
12	0421623231200000	S/L Pathologist - Contracted Service-LCS	11,650.00	9,069.33	15,300.00	15,300.00	0.00	0.00	as needed
12	0421633211200000	S/L Path Genl Supplies/Paper-LCS	349.99	246.13	500.00	250.00	(250.00)	(50.00)	therapy protocols
12	0421903231200000	P.T. Services Contracted-LCS	2,701.00	3,816.00	6,360.00	7,000.00	640.00	10.06	physical therapy
12	0423183311200000	O.T. Services Contracted-LCS	15,900.05	10,752.50	13,800.00	15,800.00	2,000.00	14.49	occupational therapy
12	0427225191200000	Other Student Support Services-LCS	6,720.00	0.00	1,000.00	1,000.00	0.00	0.00	
12		Sped Legal Services-LCS	1,000.00	0.00	1,000.00	0.00	(1,000.00)	(100.00)	in SAU
12		SPED Transportation (All)-LCS	6,665.16	10,620.00	14,270.00	14,882.00	612.00	4.29	to bid out
		<b>subtotal LCS</b>	<b>49,113.26</b>	<b>40,231.53</b>	<b>56,160.00</b>	<b>58,752.00</b>	<b>2,592.00</b>	<b>4.62</b>	
		<b>totals</b>	<b>393,260.71</b>	<b>419,990.82</b>	<b>450,161.00</b>	<b>447,107.00</b>	<b>(3,054.00)</b>	<b>(0.68)</b>	

SPED Budget Proposal FY18-19  
non Payroll Accounts

as of 11/8/2017

Level	Account	Description	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	Percentage Change	NOTES
01	0412108100100000	Medicaid Fees-SPED	7,528.74	6,876.83	7,550.00	7,550.00	0.00	0.00	9% process fee via MSB
01	0422905800100000	Travel/Conferences-SPED	1,718.59	0.00	0.00	0.00	0.00	100.00	mileage
01	0423183300100000	Professional Services - Legal	2,801.80	322.50	3,000.00	0.00	(3,000.00)	(100.00)	
01	0423183310100000	Sped Legal Services - SAU	1,163.95	0.00	1,200.00	0.00	(1,200.00)	(100.00)	
01	0423322900100000	Professional Development-SPED	670.00	1,069.55	1,500.00	1,400.00	(100.00)	(6.67)	NHASEA conference
01	0423323300100000	Professional Services ( Legal)-SPED	1,440.68	0.00	1,500.00	1,500.00	0.00	0.00	due process hearings, etc
01	0423324300100000	Repairs & Maintenance Services-SPED	257.64	315.60	316.00	316.00	0.00	0.00	copier usage
01	0423324490100000	Rental of Equipment-SPED	420.88	221.64	420.00	420.00	0.00	0.00	conway maint
01	0423325340100000	Postage-SPED	500.00	294.09	500.00	500.00	0.00	0.00	meter ink and USPS
01	0423325400100000	Advertising-SPED	0.00	400.95	600.00	600.00	0.00	0.00	FERPA
01	0423325800100000	Travel/Conferences-SPED	2,756.36	1,877.01	2,000.00	2,000.00	0.00	0.00	other staff conferences
01	0423326100100000	General Supplies/Paper-SPED	486.57	415.01	500.00	500.00	0.00	0.00	
01	0423328100100000	Dues and Fees-SPED	125.00	125.00	125.00	125.00	0.00	0.00	NHSAA affiliate
		<b>subtotal SAU</b>	<b>19,870.21</b>	<b>11,918.18</b>	<b>19,211.00</b>	<b>14,911.00</b>	<b>(4,300.00)</b>	<b>(22.38)</b>	
02	0412106100200000	General Supplies/Paper/Tests-MS	541.13	183.97	250.00	250.00	0.00	0.00	
02	0412106410200000	Books & Other Printed Media-MS	329.89	489.50	500.00	500.00	0.00	0.00	
02	0412106500200000	Computer Software-MS	83.05	0.00	2,400.00	2,400.00	0.00	0.00	
02	0412107330200000	New Furniture & Fixtures-MS	99.99	0.00	1,500.00	0.00	(1,500.00)	(100.00)	
02	0412905610200000	Public - In State Tuition-MS	47,932.98	56,415.33	53,330.00	0.00	(53,330.00)	(100.00)	
02	0412905640200000	Private In & Out of State Tuition-MS	74,482.08	76,928.40	78,311.00	0.00	(78,311.00)	(100.00)	
02	0421423230200000	Psychological Testing Services-MS	2,000.00	4,270.00	2,000.00	2,000.00	0.00	0.00	evaluations
02	0421433210200000	Associate Psychologist - Contracted-MS	1,948.00	1,942.50	1,750.00	1,750.00	0.00	0.00	counsel as needed
02	0421495800200000	BCBA/ABA Travel/Conference - MS	150.00	50.00	150.00	150.00	0.00	0.00	
02	0421496100200000	ABA Therapy Supplies - MS	0.00	0.00	500.00	500.00	0.00	0.00	
02	0421523210200000	S/L Pathologist - Contracted Serv-MS	15,011.76	15,759.20	14,850.00	14,850.00	0.00	0.00	as needed
02	0421533230200000	Audiological Testing Services-MS	135.00	202.50	500.00	250.00	(250.00)	(50.00)	hearing evaluations
02	0421633210200000	O.T. Services Contracted-MS	14,259.55	16,706.06	16,250.00	12,250.00	(4,000.00)	(24.62)	occupational therapy
02	0421903210200000	Reading Spec Cont. Svs-MS	13,134.37	9,861.48	12,496.00	12,496.00	0.00	0.00	
02	0421903230200000	Other Student Support Services-MS	0.00	202.50	3,000.00	3,000.00	0.00	0.00	outside evaluations/consultations
02	0423183310200000	Sped Legal Services-MS	0.00	0.00	400.00	0.00	(400.00)	(100.00)	in SAU
02	0427225190200000	SPED Transportation (All)-MS	55,801.88	47,350.00	46,300.00	14,882.00	(31,418.00)	(67.86)	to bid out
		<b>subtotal WLC Middle</b>	<b>225,909.68</b>	<b>230,361.44</b>	<b>234,487.00</b>	<b>65,278.00</b>	<b>(169,209.00)</b>	<b>(72.16)</b>	
03	0412106100300000	General Supplies/Paper/Tests-HS	1,000.92	29.49	500.00	200.00	(300.00)	(60.00)	
03	0412106410300000	Books & Other Printed Media-HS	0.00	480.01	500.00	500.00	0.00	0.00	
03	0412106500300000	Computer Software-HS	196.70	0.00	0.00	0.00	0.00	0.00	
03	0412107310300000	New Equipment-HS	31.48	0.00	500.00	0.00	(500.00)	(100.00)	
03	0412107350300000	Replacement Equipment-HS	107.79	169.00	250.00	150.00	(100.00)	(40.00)	
03	0412905610300000	Public - In State Tuition-HS	60,423.74	99,422.50	123,426.00	185,630.00	62,204.00	50.40	
03	0412905640300000	Private In & Out of State Tuition-HS	337,817.37	337,282.90	314,938.00	233,500.00	(81,438.00)	(25.86)	
03	0421423230300000	Psychological Testing Services-HS	1,000.00	3,500.00	2,000.00	2,000.00	0.00	0.00	evaluations
03	0421433210300000	Associate Psychologist - Contracted-HS	3,797.00	5,110.00	4,200.00	4,200.00	0.00	0.00	counsel as needed
03	0421495800300000	BCBA/ABA Travel/Conference - HS	150.00	50.00	150.00	150.00	0.00	0.00	
03	0421523210300000	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
03	0421533230300000	Audiological Testing Services-HS	450.00	404.99	1,000.00	500.00	(500.00)	(50.00)	hearing evaluations
03	0421903210300000	Reading Spec Cont. Svs-HS	14,805.31	11,116.99	16,690.00	13,690.00	(3,000.00)	(17.97)	
03	0421903230300000	Other Student Support Services-HS	1,479.00	384.70	2,200.00	2,200.00	0.00	0.00	outside evaluations/consultations
03	0423183300300000	Professional Services (Legal)-HS	0.00	(154.00)	0.00	0.00	0.00	0.00	
03	0423183310300000	Sped Legal Services-HS	0.00	0.00	600.00	0.00	(600.00)	(100.00)	in SAU
03	0427225190300000	SPED Transportation (All)-HS	80,277.28	93,530.00	92,000.00	88,920.00	(3,080.00)	(3.35)	to bid out

SPED Budget Proposal FY18-19  
non Payroll Accounts

as of 11/8/2017

Level	Account	Description	FY16 Expenditures	FY17 Expenditures	FY18 Adopted Budget	FY19 Proposed	Dollar Difference	Percentage Change	NOTES
		<b>subtotal WLC High</b>	<b>512,455.92</b>	<b>565,069.94</b>	<b>569,618.00</b>	<b>539,304.00</b>	<b>(30,314.00)</b>	<b>(5.32)</b>	
11	0412106101100000	General Supplies/Paper/Tests-FRES	318.24	1,901.46	2,000.00	2,500.00	500.00	25.00	
11	0412106411100000	Books & Other Printed Media-FRES	766.59	19.98	1,000.00	500.00	(500.00)	(50.00)	
11	0412106501100000	Computer Software-FRES	189.95	5,312.98	4,800.00	5,760.00	960.00	20.00	ACE - RISE program
11	0412107311100000	New Equipment-FRES	973.39	790.41	1,000.00	1,000.00	0.00	0.00	
11	0412107351100000	Replacement Equipment-FRES	0.00	464.66	500.00	500.00	0.00	0.00	
11	0412123231100000	SPED Summer Contracted Svs - FRES	5,244.63	0.00	5,300.00	0.00	(5,300.00)	(100.00)	see offset
11	0412905611100000	Public - In State Tuition-FRES	0.00	0.00	0.00	0.00	0.00	0.00	
11	0412905641100000	Private In & Out of State Tuition-FRES	0.00	26,505.60	0.00	44,784.00	44,784.00	100.00	
11	0421423231100000	Psychological Testing Services-FRES	4,070.00	5,320.00	3,410.00	5,200.00	1,790.00	52.49	evaluations
11	0421433211100000	Associate Psychologist - Contracted-FRES	1,500.00	3,010.00	1,850.00	2,500.00	650.00	35.14	counsel as needed
11	0421436101100000	General Supplies/Tests/Paper-FRES	250.00	80.00	250.00	250.00	0.00	0.00	testing protocols
11	0421495801100000	BCBA/ABA Travel/Conference - FRES	657.49	899.64	900.00	900.00	0.00	0.00	NHABA conference
11	0421496101100000	ABA Therapy Supplies - FRES	0.00	0.00	500.00	500.00	0.00	0.00	
11	0421523211100000	S/L Pathologist - Contracted Services-FRES	46,303.29	56,406.61	47,220.00	50,220.00	3,000.00	6.35	as needed
11	0421526101100000	S/L Path Genl Supplies/Paper-FRES	644.04	249.00	250.00	250.00	0.00	0.00	therapy protocols
11	0421526411100000	S/L Path Books & Print Media - FRES	0.00	204.00	250.00	250.00	0.00	0.00	
11	0421533231100000	Audiological Testing Services-FRES	0.00	472.50	500.00	500.00	0.00	0.00	hearing evaluations
11	0421623231100000	P.T. Services Contracted-FRES	3,432.00	4,028.00	8,320.00	8,320.00	0.00	0.00	physical therapy
11	0421633211100000	O.T. Services Contracted-FRES	23,923.90	33,288.19	33,410.00	35,500.00	2,090.00	6.26	occupational therapy
11	0421903211100000	Reading Spec Cont. Svs-FRES	7,013.70	14,744.00	11,960.00	15,960.00	4,000.00	33.44	see offset
11	0421903231100000	Other Student Support Services-FRES	1,987.50	4,265.37	2,000.00	2,000.00	0.00	0.00	
11	0423183311100000	Sped Legal Services-FRES	1,000.00	0.00	1,000.00	0.00	(1,000.00)	(100.00)	in SAU
11	0427225191100000	SPED Transportation (All)-FRES	8,293.09	11,002.06	14,270.00	55,382.00	41,112.00	288.10	to bid out
		<b>subtotal FRES</b>	<b>106,567.81</b>	<b>168,964.46</b>	<b>140,690.00</b>	<b>232,776.00</b>	<b>92,086.00</b>	<b>65.45</b>	
12	0412106101200000	General Supplies/Paper/Tests-LCS	477.98	548.48	500.00	500.00	0.00	0.00	
12	0412106411200000	Books & Other Printed Media-LCS	135.17	135.17	250.00	250.00	0.00	0.00	
12	0412106501200000	Computer Software-LCS	194.25	2,081.17	1,080.00	1,920.00	840.00	77.78	ACE - RISE program
12	0412107331200000	New Furniture & Fixtures-LCS	1,128.88	0.00	0.00	0.00	0.00	0.00	
12	0412107351200000	Replacement Equipment-LCS	0.00	604.70	0.00	0.00	0.00	0.00	
12	0421423231200000	Psychological Testing Services-LCS	1,500.00	2,100.00	1,000.00	1,000.00	0.00	0.00	evaluations
12	0421436101200000	General Supplies/Tests/Paper-LCS	471.83	0.00	500.00	250.00	(250.00)	(50.00)	testing protocols
12	0421495801200000	BCBA/ABA Travel/Conference - LCS	218.95	258.05	300.00	300.00	0.00	0.00	
12	0421496101200000	ABA Therapy Supplies - LCS	0.00	0.00	300.00	300.00	0.00	0.00	
12	0421523211200000	S/L Pathologist - Contracted Service-LCS	11,650.00	9,069.33	15,300.00	15,300.00	0.00	0.00	as needed
12	0421526101200000	S/L Path Genl Supplies/Paper-LCS	349.99	246.13	500.00	250.00	(250.00)	(50.00)	therapy protocols
12	0421623231200000	P.T. Services Contracted-LCS	2,701.00	3,816.00	6,360.00	7,000.00	640.00	10.06	physical therapy
12	0421633211200000	O.T. Services Contracted-LCS	15,900.05	10,752.50	13,800.00	15,800.00	2,000.00	14.49	occupational therapy
12	0421903231200000	Other Student Support Services-LCS	6,720.00	0.00	1,000.00	1,000.00	0.00	0.00	
12	0423183311200000	Sped Legal Services-LCS	1,000.00	0.00	1,000.00	0.00	(1,000.00)	(100.00)	in SAU
12	0427225191200000	SPED Transportation (All)-LCS	6,665.16	10,620.00	14,270.00	14,882.00	612.00	4.29	to bid out
		<b>subtotal LCS</b>	<b>49,113.26</b>	<b>40,231.53</b>	<b>56,160.00</b>	<b>58,752.00</b>	<b>2,592.00</b>	<b>4.62</b>	
		<b>totals</b>	<b>913,916.88</b>	<b>1,016,545.55</b>	<b>1,020,166.00</b>	<b>911,021.00</b>	<b>(109,145.00)</b>	<b>(10.70)</b>	

Wilton-Lyndeborough Cooperative School District  
Capital Improvement Plan

WLC School District CIP Activity

October 26, 2017

	October 2016 Beginning Balance	Increase	Decrease	September 2017 Ending Balance
	\$241,450			
WLC Entrance Doors Replacement			(\$16,510)	
WLC Phase II Roof Replacement			(\$102,762)	
				(\$119,272)
<b>Miscellaneous CIP Items</b>				
2017-18 Warrant Article		\$55,000		
Interest Income - Gains/Losses		\$1,093		
				\$56,093
2016-17 Unexpended Funds		\$0		
			\$0	
				\$0
	<u>\$241,450</u>			<u>\$178,271</u>

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WLC School District CIP/CAP Reserve				Project Completed										Total Funding
Facility		Total Cost to Repair/Replace	Balance		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
1999 WLC Roof - Phases 3-5	WLC	420,854	161,761	2017-21	38,490	41,100	60,000	119,503						259,093
Main Entrance Doors - Safety	WLC	16,510	16,510	2018	16,510									16,510
1999 Paving Parking Lot - Patching	WLC	18,900		2019		18,900								18,900
1985 Group Bathrooms -Main	WLC	20,000		2022					20,000					20,000
1996 LCS roof, main/mulitpurpose	LCS	16,000		2022					16,000					16,000
2000 LCS boiler	LCS	8,000		2022					8,000					8,000
LED Lighting Project - Phases 1-2	WLC	176,499		2022-2023				58,497	100,000	18,002				176,499
1991 WLC Boilers 1 and 2	WLC	70,000		2023					35,000	35,000				70,000
1999 Upgrd FACS & Art cabinets	WLC	40,000		2023						40,000				40,000
1999 Boiler 3	WLC	35,000		2024							35,000			35,000
1999 Locker Rm Reno+ Exhaust Fan	WLC	90,000		2024						45,000	45,000			90,000
Upgrade heating elements	LCS	30,000		2024							30,000			30,000
1999 Re Pave Parking Lot	WLC	85,000		2025						25,000	20,000	40,000		85,000
1999 Café Renovation	WLC	54,000		2025								54,000		54,000
1999 Group Bathrooms -HS Wing	WLC	20,000		2025								20,000		20,000
1999 Group Bathrooms -MS Wing	WLC	20,000		2025								20,000		20,000
1999 WLC Carpeting	WLC	15,000		2026									15,000	15,000
2010 LCS Paving	LCS	9,000		2026									9,000	9,000
1999 Paving Road to Parking Lot	WLC	45,045		2026									45,045	45,045
1999 Paving Road to Upper Fields	WLC	24,000		2026									24,000	24,000
2015 Paving Lots	FRES	30,000		2030									30,000	30,000
2016 WLC Roof Phase I	WLC	158,210		2031						16,000	16,000	16,000	16,000	64,000
Miscellaneous Repairs (100k)		100,000	0								34,000	33,000	33,000	100,000
Annual Projects Funded Through Cap Reserve					55,000	60,000	60,000	178,000	179,000	179,002	180,000	183,000	172,045	1,246,047
Bond Indebtedness HS/MS					362,000	345,200	328,400	n/a	n/a	n/a	n/a	n/a	n/a	
Bond Indebtedness FRES/LCS					604,550	604,888	604,460	603,268	601,310	603,460	604,590	604,700	603,068	
Total Capital Requirements					1,021,550	1,010,088	992,860	781,268	780,310	782,462	784,590	787,700	775,113	
Cap Reserve Balance														<u>178,271</u>

Wilton-Lyndeborough Cooperative School District  
Menu of Potential Warrant Articles for Fiscal Year 2018-2019

Tax Year	WA #	Type	Language								
2018	04	School District Operating Budget	<p>To see if the Wilton-Lyndeborough Cooperative School District will vote to raise and appropriate the Budget Committee's recommended amount of \$XX,XXX,XXX for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the district. This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required)</p> <p>Recommended by the School Board Recommended by the Budget Committee</p> <p>Tax Impact Lyndeborough – \$0.XXX Tax Impact Wilton – \$0.XXX</p>								
2018	05	Collective Bargaining Agreement between The Wilton-Lyndeborough Cooperative School Board and the Wilton-Lyndeborough Cooperative Support Staff Association	<p>To see if the Wilton-Lyndeborough Cooperative School District will vote to approve the cost items included in the collective bargaining agreement reached between the Wilton-Lyndeborough Cooperative School Board and the Wilton-Lyndeborough Cooperative Support Staff Association which calls for the following increases in salaries and benefits at the current staffing level:</p> <table><tr><td>Fiscal year</td><td>Estimated Increase</td></tr><tr><td>2018-19</td><td>\$X,XXX</td></tr><tr><td>2019-20</td><td>\$X,XXX</td></tr><tr><td>2020-21</td><td>\$X,XXX</td></tr></table> <p>and further to raise and appropriate the sum of \$X,XXX for the 2018-2019 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required)</p> <p>Recommended by the School Board Recommended by the Budget Committee</p> <p>Tax impact Lyndeborough - \$0.XXX Tax impact Wilton - \$0.XXX</p>	Fiscal year	Estimated Increase	2018-19	\$X,XXX	2019-20	\$X,XXX	2020-21	\$X,XXX
Fiscal year	Estimated Increase										
2018-19	\$X,XXX										
2019-20	\$X,XXX										
2020-21	\$X,XXX										
2018	06	Special Collective Bargaining Unit Warrant	<p>Shall the Wilton-Lyndeborough Cooperative School District, if WARRANT ARTICLE 5 is defeated, authorize the Wilton-Lyndeborough Cooperative School Board to call one special meeting, at its option, to address WARRANT ARTICLE 5 cost items only? (Majority vote required).</p> <p>Recommended by the School Board</p> <p><b>This warrant article has no tax impact.</b></p>								

Wilton-Lyndeborough Cooperative School District  
Menu of Potential Warrant Articles for Fiscal Year 2018-2019

Tax Year	WA #	Type	Language
2018	07	Use of CRF or ETF and Taxation	<p>To see if the Wilton-Lyndeborough Cooperative School District will vote to raise and appropriate the sum of \$60,000 to be added to the Wilton-Lyndeborough Cooperative Building/Equipment &amp; Roadway Capital Reserve Fund previously established. This sum is to come from general taxation. This article is a special warrant article and is not included in the operating budget warrant article. (Majority vote required)</p> <p>Recommended by the School Board Recommended by the Budget Committee</p> <p>Tax impact Lyndeborough - \$0.XXX Tax impact Wilton - \$0.XXX</p>
2018	08	Other - Blank	To transact any other business that may legally come before this meeting.

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STATE OF NEW HAMPSHIRE  
WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL DISTRICT WARRANT  
FOR ELECTION OF OFFICERS ON MARCH 13, 2018

To the inhabitants of the Wilton-Lyndeborough Cooperative School District in the Towns of Wilton and Lyndeborough, in the County of Hillsborough, State of New Hampshire, qualified to vote upon Wilton-Lyndeborough Cooperative School District affairs:

**You are hereby notified to meet on the thirteenth day of March 2018  
At the following places in the Town of your residence:**

<b>Wilton</b>	<b>Wilton Town Hall</b>	<b>8:00 o'clock in the forenoon</b>
<b>Lyndeborough</b>	<b>Lyndeborough Old Town Hall (Citizens' Hall)</b>	<b>10:00 o'clock in the forenoon</b>

**Polls will not close before 7:00 P.M.**

To vote for District officers:

**Article 1:** To choose one (1) Moderator, by ballot, for the ensuing year.

**Article 2:** To choose one (1) Member of the School Board, by ballot, from the Town of Lyndeborough for the ensuing three years; two (2) Members of the School Board, by ballot, from the Town of Wilton for the ensuing three years.

**Article 3:** To choose one (1) Member of the Budget Committee, by ballot, from the Town of Lyndeborough for the ensuing three years; two (2) Members of the Budget Committee, by ballot, from the Town of Wilton for the ensuing three years.



GIVEN UNDER OUR HANDS AT SAID WILTON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.

Matthew Ballou

Geoffrey Brock

Harry Dailey

Joyce Fisk

Carol LeBlanc

Mark Legere

Miriam Lemire

Alexander LoVerme

Charles Post

**SCHOOL BOARD**

A true copy attest:

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**SCHOOL BOARD**

# STRATEGIC PLANNING COMMITTEE FULL DAY KINDERGARTEN INFORMATION

The Strategic Planning Committee was charged with investigating the effect that creating a full day kindergarten program would have on the district. Through discussion, data analysis and findings of research the committee looked at the following:

- Effect on facilities
- Effect on transportation
- Effect on district finances
- Effect on student achievement
- Recommendations on how to present issues to the voters

# Facilities

The committee discussed two possibilities for housing the program if full day kindergarten was approved.

- Housing the program at LCS
- Housing the program at FRES

# Facilities

Housing the program at LCS would be effective. The current classroom used for the extended day program would become the third kindergarten classroom. The kitchen has already been set up to accommodate lunch for students. There would be no increase to the need for utility costs to speak of. Estimating an average enrollment of 40 students, the facility could accommodate growth of 14 students.

# Facilities

The kindergarten program could be housed at FRES. The first grade classroom would need to be moved to an upper floor, there is a fire code regulation that kindergarten classes must have a ground level egress. With the elimination of a fifth grade class in the upcoming budget, there would be enough classroom spaces to accommodate the three anticipated kindergarten classes at FRES but this would fill the facility.

# Facilities

A good deal of discussion occurred as to the long term ramification of housing the kindergarten program at FRES. If the program was moved to FRES, there would be no ability to handle any increase in student population. If there were an influx of new students or if the district chose to restructure by adding other towns to our enrollment there would be no way to accommodate the influx. This would limit our ability to find new sources of revenue and may create a crisis if the WLC population grew.

# Facilities

The Strategic Planning Committee came to a consensus that if full day kindergarten was approved, keeping the program at LCS would be prudent until further study could be done to see what the long term effects would be of moving the program.

# Transportation

It was agreed that whether the program remains half day or is changed to a full day program there would be no increased cost or change in transportation cost to the district if the program is housed at LCS. There would be a cost savings if the program was moved to FRES.

It was also discussed that a key to increased enrollment in kindergarten would be that the district transports all students. Parents who do not have transportation now, have difficulty in picking or dropping off at the midday.



# Finance

The costs to implement full day kindergarten at LCS are as follows:

1 New Kindergarten teacher	\$59,000 salaries/ benefits-
Master's 3 and 2 person plan	
Increase half time pre-school teacher to full time	\$34,000
Part time food service	\$10,200
Furniture	\$2,500
Total	\$105,700

# Finance

Additional revenue from the state assuming an enrollment of 40 kindergarten students

An additional 9 students	\$1,800 per student	\$16,200
New state revenue for all 40 students	\$1,100 per student	\$44,000
Total additional revenue		\$60,200

# Finance

The Committee discussed the following:

Would there be a need for increased personnel for physical education, art and music?  
There would not be with current enrollment levels.

Would there be an increased cost for special needs services?  
The students who have IEP's and 504 plans who are kindergarten students are already receiving needed services, there would be no increase.

If the program was moved to FRES would there be a decrease in cost?  
Only if the pre-school was relocated as well. If so, there would be a decrease in cost for the school nurse, office staff, custodial services and the kindergarten transportation run. The total reduction would be approximately \$110,000.

# Finance

The committee did discuss the possibility of reducing the needs for services for speech/language, occupational therapy (OT) and contracted services for reading with the additional 300 hours of instruction .

A student receiving reading services has 4 hours of service per week at \$40 per hour an annual cost for one student of \$5,440.

A student receiving speech/language services has 1 hour per week at \$80 per hour for an annual cost of \$2,720.

A student receiving OT services has 1 hour per week at \$60 per hour for an annual cost of \$2,040.

# Finance

Students currently receiving services at the elementary level:

Reading through contracted service	20
Speech/Language through contracted service	7
OT through contracted service	15

If through increased instructional hours in kindergarten 20% of our students no longer needed these services the cost savings to the district would be:

Reading- reduction of 4 students	\$21,760
Speech/Language- reduction of 2 students	\$ 5,440
OT- reduction of 2 students	\$ 4,080
Potential reduction	\$31,280

# Finance

Net cost of running full day kindergarten at FRES

Increased cost	\$105,700
Increased revenue	\$ 60,200
Potential decrease in SPED services	\$ 31, 280
Net cost	\$ 14,220

The committee had a concern that new revenues from the state may not continue to be provided.

# Student Achievement

The current half day kindergarten program is 2 hours and 30 minutes of the day. Within the current day, there are 15 minutes taken up in the transitions to the beginning and end of the day and 20 minutes of recess. While recess is an educational component for socialization, it is not academic instruction. This leaves about 2 hours a day for instructional purposes, annually 348 hours.

A full day program would be 6 hours and 40 minutes. Taking out time for transitions, lunch and recess the instructional day would be about 6 hours in length, annually 1,044 hours per year. Instructional time would triple.

Research indicates that if students had three times as much time to learn and apply basic skills, they would be better prepared for success in first grade.

# Student Achievement

2017-18 September STAR Results

	Proficient	On Watch	Intervention	Urgent Intervention
Grade 1	35%	14%	26%	26%
Grade 2	47%	16%	24%	13%
Grade 3	39%	18%	16%	26%
Grade 4	47%	29%	15%	5%
Grade 5	54%	27%	15%	4%

These results indicate that 65% of students are lacking skills that allow them to be ready to read as they entered first grade this year.



# Student Achievement

The characteristics of a student who is in need of an intervention or an urgent intervention would include:

- Inability to recognize letters
- Inability to recognize numbers and have number sense by counting
- Inability to recognize “pre-primmer” words
- Inability to recognize that each letter has a specific sound
- Inability to form letter and numbers appropriately in their hand writing

An additional 600 hours of instruction would give students the opportunity to gain these skills and be better prepared to be successful in first grade and beyond.

# Student Achievement

Students who lack basic skills to be ready to read receive services in reading, speech/language and occupational therapy at a much higher rate than those who do not. The research presented to the committee indicated that as in medicine, early identification of need in education allows for remediation to take place before students build poor learning habits and when they are most able to accept this essential learning. The committee was presented with research on brain function that documented children are able to create better brain pathways to learning through the age of 5. Kindergarten is the best chance to take advantage of this ability to learn new things.

# Student Achievement

The committee raised a concern that the academic day may be too structured toward academic “seat” time and the day may not allow for socialization and application based learning.

The current kindergarten teachers presented proposed schedules that included instructional strategies to include:

- Direct Instruction- reading and math
- Instructional center active learning
- Whole group instruction- reading and math
- Small group instruction
- Choice Time

# Student Achievement

Specific Instruction to include:

- Phonics
- Phonemic awareness
- Word recognition
- Writing practice
- Number recognition, number sense
- Number manipulation
- Art, music, physical education
- Themed activities

# Student Achievement

The committee discussed a student's readiness to be in school full time.

New Hampshire law indicates that a child who turns six by a given date is required to attend a full day educational program. At this time the only option in our district is first grade.

If there were full day kindergarten a parent could make the decision that their child is not ready for first grade and choose to enroll their child in kindergarten at age six instead of first grade. The district could help with providing screening information on the child's readiness but the ultimate decision would be the parents choice.

# Student Achievement

Looking at the current screening data, the committee made notice that by the time students were in the fourth and fifth grade, only 5% of students were in need of “urgent intervention” and would that suggest, as some research does, that the positive effects of kindergarten even out after the third grade.

It was noted that the 5% of students were those with significant learning disabilities in grades 4 and 5. Using the current statistics, the data would indicate that there were about 46% of students who were not proficient in reading in grade 5. These students will struggle in middle and high school due to increased expectations.

Earlier intervention by having students ready for first grade would most likely have allowed more students to be ready to enter middle school.

# Student Achievement

The committee discussed other possible effects of full day kindergarten.

If more students were ready to be proficient, teachers would not have to differentiate curriculum in such a wide range. This would give the teacher more opportunities for enrichment instruction that could help more students be beyond proficient.

This might also allow the redirection of other services to meet the needs of advanced students.

With increased time on socialization skills, students would have fewer behavioral issues in first grade and beyond.



# Options on Presenting

The committee discussed three outcomes to their work.

- Recommend not to present full day kindergarten to the voters.
- Recommend to present full day kindergarten as a warrant article to the voters.
- Recommend to present full day kindergarten as part of the annual budget.



# Options on Presenting

There was little discussion of not presenting the idea to the voters.

There was a great deal of discussion and general consensus on the part of the committee that considering the history of presenting kindergarten and a desire to let the voters choose, that full day kindergarten should be presented as a warrant article if it is presented.

The Superintendent brought to the committees attention that with planned reduction of a fifth grade teacher, the fifth grade position could be transferred to kindergarten and all additional expenses would be covered through new revenue. This presented the possibility that full day kindergarten could be presented as part of the operational budget with no increase to the budget.



October 26, 2017

Mr. Bryan K. Lane  
Wilton-Lyndeborough Cooperative School District  
192 Forest Road  
Lyndeborough, NH 03082

Dear Superintendent Lane:

I am writing to inform you that one school in your district is among the approximately 315 schools randomly selected across the United States to participate in the 2018 National Youth Tobacco Survey (NYTS), sponsored by the U.S. Centers for Disease Control and Prevention (CDC). As witnessed over the past few decades, youth tobacco use can increase or decrease rapidly, especially with the introduction of new tobacco products that appeal to youth. The CDC reported that from 2011 to 2015, cigarette smoking declined among middle and high school students while the use of electronic cigarettes and hookahs increased among the same population. Efforts such as the NYTS have increased our ability to measure changes in tobacco use behaviors and their influences, thereby enabling states, school districts, schools, and community organizations to adapt their tobacco prevention and control programs to combat the most prevailing issues at hand.

First conducted in 1999, the NYTS is an ongoing survey of students in grades 6 through 12 that gathers information on: (1) prevalence of use (cigarettes, smokeless tobacco, cigars, and other tobacco products), (2) knowledge and attitudes, (3) media and advertising, (4) minors' access and enforcement, (5) school curriculum, (6) secondhand smoke exposure, and (7) cessation. The annual NYTS was designed in cooperation with federal agencies and numerous state and local departments of education and health. Each cycle has produced valuable data regarding students' knowledge of and attitudes toward tobacco, their exposure to secondhand smoke, and their exposure to influences that promote or discourage tobacco use.

The selected school in your district is shown below, along with the number of anticipated classes at each grade level:

<b>School</b>	<b>Grade (Number of Classes)</b>
Wilton-Lyndeborough Cooperative Middle High School	11th (1), 12th (1)

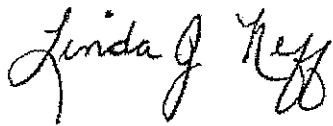
The CDC respects the educational mission of schools. For that reason, only a small number of classes in each school, one or two at each selected grade level, are chosen randomly to participate. Data collection will occur during February through May 2018. Questionnaires will be administered during one normal class period by specially trained field staff. Survey administration procedures are designed to protect student privacy and allow for anonymous participation. States, counties, cities, school districts, schools, and students will not be identified in any published reports.

As a symbol of appreciation for contributing their time and support, the CDC will provide each participating school with a monetary award. One option is to use these funds for prevention curriculum and educational materials. However, no restrictions will be placed on how schools can use these funds.

Your support for this survey will help ensure the voluntary participation of the school selected in your district. The NYTS is the most comprehensive, nationally representative source of data regarding tobacco-related behaviors and the only source of such data for middle school students (grades 6-8). In parallel to this national survey, the NYTS questionnaire is used independently by many state and local departments of education and health to conduct their own surveys. Results from the national survey serve as an index against which state- and local-level data can be compared and are used by states to support the design, implementation, and evaluation of effective tobacco use prevention and control programs.

Enclosed are copies of the NYTS questionnaire, sample parental permission forms, and a study fact sheet. Within one week, a representative from ICF, a nationally recognized research firm contracted by CDC to conduct the NYTS, will contact you to confirm your receipt of this information and answer any questions you may have. If you have any immediate questions, please call Alice Roberts or Kate Flint at 1-800-675-9727. Your support for this survey, which will help assess and improve efforts to reduce priority health-risk behaviors among adolescents throughout our nation, is appreciated.

Sincerely yours,

A handwritten signature in black ink that reads "Linda J. Neff". The signature is written in a cursive, flowing style.

Linda J. Neff, PhD, MSPH  
Chief, Epidemiology Branch, Office on Smoking and Health  
National Center for Chronic Disease Prevention and Health Promotion  
Centers for Disease Control and Prevention

Enclosures

cc: Brian Bagley, Wilton-Lyndeboro Cooperative Middle High School  
Kate Flint, ICF  
Claire Gendron, New Hampshire Department of Health and Human Services  
Sean Hu, Centers for Disease Control and Prevention  
Pam McComb, ICF  
Alice Roberts, ICF  
Mary Steady, New Hampshire Department of Education



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

November 02nd 2017

Takodah YMCA Educational Programs 2018

To the board of Wilton Lyndeborough,

Thank you for your support of Takodah YMCA's Educational programs. Included is some more information about the Heritage program for 7<sup>th</sup> and 8<sup>th</sup> Grade.

**Dates: Thu April 19<sup>th</sup> – Sun April 22<sup>nd</sup> 2018 (Wilton 7/8 Grade)**

**Locations: Boston – Plymouth – Newport – Concord – 4 days**

**Parent Meeting: Monday November 20<sup>th</sup> at 6:00pm**

**Cost: \$625 / students – Financial aid and fundraising support available.**

What began as the Know Your Government Tours in 1973, our Heritage Travel Programs continue to positively impact the lives of youth throughout local schools. Working in small groups with volunteer teachers, 7<sup>th</sup> & 8<sup>th</sup> graders build relationships, nurture a sense of belonging & achievement, and learn how to be independent while on tour. Our objectives:

**LEARNING:** Teach major concepts in American History in a hands-on fashion.

**BELONGING:** Students become part of a "family unit" as they teach one another about the various historic sites they visit.

**AUTONOMY:** Students learn to make choices for themselves as they spend 3-6 days away from home.

**21ST CENTURY SKILLS:** Encourage 21st Century skills like group work, goal setting, problem solving, & supporting others.

**ACHIEVEMENT:** Every student will have the opportunity to "take charge" of their group, teaching them about our country's history.

**RELATIONSHIPS:** Sharing a hotel room, riding on the bus, and eating together develops life long friendships.

We continue to work closely with Principal Bagley and the 7<sup>th</sup> and 8<sup>th</sup> grade teachers to cultivate the best possible program and experience for Wilton Lyndeborough School. We thank you for your support in making a difference in the educational experiences of your students.

Kind Regards,

**Peter Simmonds**

**Director Of Educational Programs**

Email: [peter@takodahymca.org](mailto:peter@takodahymca.org)

Cell: (603) 352 0447

---

**TAKODAH YMCA**

32 Lake Street  
North Swanzey, NH 03431  
603-352-0447

**CAMP TAKODAH**

55 Fitzwilliam Road  
Richmond, NH 03470  
603-239-4781

[info@takodahymca.org](mailto:info@takodahymca.org)  
[www.camptakodah.org](http://www.camptakodah.org)



# Takodah YMCA Heritage Tour

ONLINE REGISTRATION AT:

[www.camptakodah.org/programs/heritage-tours](http://www.camptakodah.org/programs/heritage-tours)

or Call the office at (603)352-0447

Registration Deadline: 12/31/2017

## NEHT – Wilton

Traveling Dates  
Thursday April 19, 2018 Thru  
Sunday April 22, 2018

Schools:  
Wilton School

## What is NEHT?

Local 7 & 8<sup>th</sup> grade students

Student meetings leading up to  
the trip

Touring: Plymouth, Boston,  
Newport, Concord and more

## Price: \$625\*

\*Scholarships and  
Fundraising Opportunities  
Available for ALL Students

Deposit of \$145 due upon  
registration

Information/  
Registration Meeting:

**Wilton School**  
**Monday, November 20th**  
**@ 6:00pm**

Want more info?



# **Financial Assistance for Heritage Tours**

## **1) Apply for Financial Aid:**

Fill out the "Financial Assistance Request Form" within two weeks of the registration meeting.

The Takodah YMCA can award up to half the cost of the trip in scholarships

## **2) Fundraisers Organized by the Takodah YMCA:**

For tours going out in the Spring of 2018 there are two available fundraisers. All offer a 40-50% profit that goes directly towards your child's tour expenses.

1) Chocolate Bars – Chocolate bars are available at the Takodah YMCA office or can be brought to the school once a month upon request. Boxes of 60 chocolate bar are bought from the YMCA for \$30 with cash or check. The chocolate bars are then sold for \$1 each (for a total of \$60). Chocolate bars are available on a rolling basis. They will also be available at our North Swanzey office outside of Keene.

2) Fundraising – A Popcorn fundraiser will be passed out at the registration meeting and available at the front desk of the school. The return date is the first student meeting January.

## **3) Personal Fundraising:**

The above options are not the only ones, they are simply the ones we organize through the YMCA. This doesn't mean these are the only things you can do. We've had students shovel snow for neighbors, walk dogs, host yard sales, set up lemonade stands, run a roll-a-thon etc. Every little bit helps!

## **4) Rebate:**

If 45 students register you will receive a \$25 reduced rate and if 55 students register you will receive a \$50 reduced rate.

**Register online or call our office at (603) 352 0447 and we will be happy to complete the registration for you.**

## 2018 TAKODAH YMCA HERITAGE TOUR - WILTON SCHOOL

NEHT-W  
APR 19 - APR 22, 2018

THU	FRI	SAT	SUN
8:30am STUDENTS ARRIVE AT WILTON BUSES LEAVE AT 9:00am	7:30am BREAKFAST	7:30am BREAKFAST	7:30am BREAKFAST
(ALL STUDENTS NEED TO BRING A BAGGED LUNCH)	8:30am BUSES DEPART FROM HOTEL	8:30am BUSES DEPART FROM HOTEL	8:30am BUSES DEPART FROM HOTEL
<u>BOSTON</u>	<u>PLYMOUTH</u>	<u>NEW BEDFORD</u>	<u>BOSTON</u>
10:30 am BOSTON TEA PARTY SHIP MUSEUM	9:00am GRIST MILL PLYMOUTH ROCK PILGRIM HALL MUSEUM	9:30am NEW BEDFORD WHALING MUSEUM	10:30am FENWAY TOUR
LUNCH ON BUSES			LUNCH ON BUSES
12:30pm USS CONSTITUTION	12:15pm FOREFATHERS MONUMENT	LUNCH AT MUSEUM	<u>CONCORD / LEXINGTON</u>
2:00pm BUNKER HILL	LUNCH AT MONUMENT	<u>NEWPORT RI</u>	1:15 HARTWELL TAVERN 2:15 BLOODY ANGLE 3:30 OLD NORTH BRIDGE
3:30pm FREEDOM TRAIL FROM COPP'S HILL TO QUINCY MARKET	1:15pm BURIAL HILL	1:15pm CLIFF WALK	
DINNER AT QUINCY MARKET	2:30pm PLIMOUTH PLANTATION	1:45pm THE BREAKERS	5:30pm ARRIVE WILTON
BACK ON FREEDOM TRAIL FROM QUINCY MARKET TO BOSTON COMMON	5:30pm PIZZA PARTY AT HOTEL	3:30pm FORT ADAMS	
7:00pm BUS TOUR OF BOSTON AT NIGHT ON WAY TO PLYMOUTH	6:30pm BEACH WALK	5:30pm DINNER @ YUMI GARDEN	
8:45pm ARRIVE in PLYMOUTH (Pilgrim Sands Hotel 508-747-0900)	8:00pm POOL/DECK TIME	7:00pm RETURN TO HOTEL	
9:15pm END OF DAY MEETING	9:15pm END OF DAY MEETING	9:15pm END OF DAY MEETING	
9:30pm ALL STUDENTS IN ROOMS	9:30pm ALL STUDENTS IN ROOMS	9:30pm ALL STUDENTS IN ROOMS	

### IMPORTANT TIMES AND NUMBERS:

**8:30am - THU APR 19TH- ARRIVE @ WILTON SCHOOL**

**5:30pm - SUN, APR 22ND: PICKUP @ WILTON SCHOOL**

**TAKODAH Y: 603-352-0447**

**PETE SIMMONDS: 603-903-4383**

**FOLLOW OUR ADVENTURES ON WWW.FACEBOOK**

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, October 24, 2017  
Wilton-Lyndeborough Cooperative M/H School-Media Room  
6:30 p.m.**

Present: Harry Dailey, *Geoff Brock, Matt Ballou, Mark Legere, Miriam Lemire, Joyce Fisk, Carol LeBlanc, Alex LoVerme via phone, Charlie Post arrived at 6:51pm (after budget meeting).*

*Superintendent Bryan Lane, Business Administrator Lise Tucker, Director of Student Support Services Betty Moore, Principal Brian Bagley, Curriculum Coordinator Julie Heon, Director of Technology Kevin Verratti and Clerk Kristina Fowler*

**I. CALL TO ORDER**

Chairman Dailey called the meeting to order at 6:35pm.

**II. ADJUSTMENTS TO THE AGENDA**

There were no adjustments to the agenda.

**III. PUBLIC COMMENTS**

There was no public comment to report.

**IV. BOARD CORRESPONDENCE**

**a. Reports**

**i. Superintendent's Report**

Superintendent Lane reviewed his report. Work on the budget continues including discussions on staffing scenarios which is due to be presented in December. More information will be provided by Dr. Heon regarding professional development in elementary math instruction. The Strategic Planning Committee is progressing; they may have a recommendation for the board the meeting after next on topics being discussed. Negotiations continue with the support staff. On October 20 he attended the Southwestern Superintendents meeting which included the presence of a DOE representative discussing their reorganization and that they are looking at revenue as currently they only collect revenue from certifications. Varsity boys and girls ended their season with home games. October 31 is an early release for students; teachers will be present for professional development.

**ii. Director of Student Support Services Report**

Ms. Moore reported she had nothing further to add to her report. There were no questions for her.

**iii. Director of Technology's Report**

Mr. Verratti reported ShoreTel phones have been installed and running for a couple of weeks; the few issues they had have been resolved. Customized changes are all that is left. He thanked Ms. Jackie Hernandez and student intern for helping with this project. Environmental controls for FRES and WLC were changed to make it more efficient and secure. The camera system at WLC was replaced. It provides better quality and clarity. It was 15 years old and there are a couple others that should be fast tracked for replacement. He is looking at grant opportunities that focus on school security and technology infrastructure upgrades. On October 31 he will be providing training to paraeducators. Chairman Dailey requested the digital auto attendant at the SAU Office be replaced with a human voice.

**b. Information/Letters**

**i. ADM Report**

Superintendent Lane reported the ADM information is being provided as requested. The apportionment numbers for the coming school year are based off of the ADM of the district and the valuations of the town's properties in 2015-2016. The 15-16 are numbers not certified by the



Department of Revenue Association. 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. He explained it is “pretty much dead on” with comparison from last year, going out to the 5<sup>th</sup> decimal place difference. The concern around what happened last year shouldn’t be a concern as we move forward unless the numbers are decertified and he doesn’t believe this will happen. For next year we have numbers but the valuation of the town hasn’t been done yet and he will need further information to provide anything more specific. He confirmed for Chairman Dailey, referring to this year’s fund balance being larger, taking out the undesignated fund balance Lyndeborough would see roughly the same tax rate. Changes to the funding apportionment cannot be made until 2019.

**ii. Use of Electronic Communication**

Superintendent Lane reported at the last meeting the question was raised what we can and cannot do with the use of a telephone during meetings; a memo was provided. He confirmed board members can use it to call in as it is being used tonight; RSA 91-A:2 III is very specific. The Chairman will call for a roll call vote for all motions if anyone is on the phone. If the board goes into nonpublic it is still ok however the person on the phone needs to verify they are on a speaker and they need to tell you if any other persons are present. As long as those obligations are met there is no restriction for telephones. Email cannot be used as members of the public need to hear the comments from the person on the phone. It must be a voice. Chairman Dailey summed it up for members, the phone can be used, and you can use the speaker unless you are in nonpublic and then the speaker cannot be used. Members confirmed understanding.

**V. CONSENT AGENDA**

**a. Donation**

Ms. Tucker reported a donation of ~440 board feet of select grade white pine lumber was received from Mr. Andrew Gardent of Wilton, valued at \$1,000. This was donated to WLC MS/HS.

*A MOTION was made by Mr. Brock and SECONDED by Ms. Fisk to accept the donation.  
Voting: roll call vote, all aye; motion carried unanimously.*

**VI. 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 October 10, 2017 as amended.*

*Voting: six aye; one abstention, motion carried.*

*Matt Ballou-aye*

*Mark Legere-aye*

*Alexander LoVerme-aye*

*Geoff Brock-aye*

*Miriam Lemire-aye*

*Joyce Fisk-aye*

*Carol LeBlanc-abstain*

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

*Present: Karen Grybko, Dawn Tuomala, Christine Tiedemann, Bill Ryan, Lisa Post, Edwina Hastings and Pamela Altner*

Vice Chairman Grybko called the meeting back to order at 7:08pm. (They met prior at 6:30pm)

**a. Professional Development for Elementary Math Instruction-Julie Heon**

Dr. Heon provided information regarding professional development for elementary math instruction which is included in the proposed FY 18-19 budget. She explained that after looking at data and having discussions with the Principal, it was clear that math would be the next initiative, to find ways for students to improve in math. Students learn math procedures but not concepts and what they mean. Professional development would be provided by outside consultants to come in during the day, provide coaching and training during teacher prep periods and do observations with the goal to help

teachers become familiar with materials and their instructional practices. This would be the initial step which can take 2-5 years in an initiative like this to see significant results. Superintendent Lane added that last year there was a concern around our math performance and this is a step to take to make sure teachers have a strong instructional practice. Looking at college transcripts in elementary, they have multiple classes for reading and sometimes only one or two classes in math. There is not the same level of emphasis on math as there is with reading. This would be the same model as we have with the reading program. Responding to Ms. Post, Superintendent Lane confirmed the RTI Coordinator works with students and this person would coach teachers (elementary) in order to gain better instructional practice and provide workshops. It is not needed at WLC as the teachers are certified math teachers. Mr. Ballou questioned if benchmark data would be provided quarterly to the board. Dr. Heon responded that data would be provided through Star 360 (assessment tool) with no added expense. Responding to a question from Ms. Tiedemann regarding having WLC math teachers provide peer to peer training, Dr. Heon responded that when you are teaching calculus (for example) it is difficult to shift from that and the consultants specialize in math practice for children that is developmentally appropriate. Responding to a question from Ms. LeBlanc asking if other districts are doing this, Dr. Heon confirmed other districts are doing this and at her last district this model was used. Responding to Ms. Post asking for the progress and data in other districts, Dr. Heon responded in her last district there was 30% improvement in the first 2-3 years.

#### **b. FY 2018-2019**

##### **i. WLC MS/HS**

Principal Bagley reviewed the FY 2018-19 budget for WLC. Proposed budget is \$1,625,339 compared to last year which was \$1,825,686, a decrease of \$200,529 or 11% or a percent change of 26.44%. Due to a change in the split between MS and HS comparing numbers from one year to the next will not be accurate as previously it has always been a 40/60 split and this year it was changed (due to enrollment) to reflect a 45/55 split. Areas of increase include replacement furniture (one classroom and 3 risers), facilities equipment (cleaning caddy and A/C with installation), facilities (fuel-oil) and the addition of an athletic trainer. Areas of decrease included tuition (SPED public and private, in and out of district, and Career & Technical Education), transportation (SPED), and interest on debt (second to last year on bond). Most all other accounts are level funded or minimal changes. An additional period to both MS and HS has been added to the schedules. The HS Running Start and AP classes continue to be added to give ability to earn college credit while earning HS credit. Hands on project based classes have been added to the science schedule. The MS additional class allows students to attend their core subjects six times a week instead of five plus opportunity for extension and support. A brief discussion was had relating to CTE and options for students who are not planning to attend college. A list of courses will be provided. Discussion was also had regarding the addition of an athletic trainer, the benefits, cost, training, and if other options are possible. ADM and student population relating to decline was discussed. Superintendent Lane will provide an enrollment comparison at the next meeting. It was suggested to reexamine the 2620-624 lines (oil) in both schools and electricity lines. Ms. Tucker will do this and Ms. Tiedemann requests if there is a change, this be sent out. Ms. Tucker agreed. Responding to Mr. LoVerme regarding MS/HS transportation, Ms. Tucker confirmed currently there is a bid for transportation out.

Superintendent Lane reviewed that the running total which encompasses all the budgets presented so far show a decrease of \$172,532.28, 4.70%. Still to come is curriculum and personnel.

#### **VIII. PUBLIC COMMENTS**

There were no public comments to report.

*A MOTION was made by Ms. Tiedemann and SECONDED by Ms. Altner to adjourn the Budget Committee session/meeting at 8:02pm.*

*Voting: all aye; motion carried unanimously.*

156 **IX. COMMITTEE REPORTS**

157 **i. Facilities**

158 Ms. Tucker reported the committee looked at projects to include in the CIP worksheet which will be  
159 finalized at their next meeting, December 12 for its inclusion into the annual report. The CIP  
160 worksheet is scheduled to be brought to the school board and budget committee on November 14 for  
161 review. An LED project has been added for the future. The committee discussed the WLC parking lot  
162 for 2018-19 and security window at WLC. They are not recommending doing the security window at  
163 this point. A walkthrough at WLC is scheduled for November 28.

164 **ii. Budget Liaison**

165 Mr. Post reported the committee met this evening, reviewed minutes and plans for what is coming up.

166 **iii. Strategic Planning**

167 Chairman Dailey reported the committee met last Wednesday. They are closer to bringing a formal  
168 recommendation to the board, possibly the meeting after next. Options will be provided as well as an  
169 explanation as to why the committee chose the option they did. Full day kindergarten is taking most  
170 of the time and discussions include pros and cons. Chairman Dailey confirmed the issues they have  
171 been looking at are full day kindergarten, rolling average funding formula (pushed off until March  
172 2019), and warrant article for reserve fund and after, they will move onto SAU configuration and  
173 others.

174  
175 Additional discussion was had regarding use of electronic (telephone) communication and nonpublic  
176 sessions as Mr. Post was not present during the initial discussion. Mr. Legere noted the district may  
177 want to invest in an actual conference phone with microphones.

178  
179 **X. RESIGNATIONS / APPOINTMENTS / LEAVES**

180 **i. Retirement-Kathleen Nahass-FRES Elementary Teacher**

181 Superintendent Lane reported the advance notice of intent to retire from 5<sup>th</sup> grade teacher, Kathleen  
182 Nahass who will be retiring in June 2018.

183 **ii. Appointment-Cindy Marzella-District Treasurer**

184 Superintendent Lane recommended the appointment of Cindy Marzella as district treasurer.

185  
186 *A MOTION was made by Mr. Ballou and SECONDED by Ms. Fisk to accept the appointment of Ms.*  
187 *Cindy Marzella as district treasurer.*

188 *Voting: roll call vote, all aye; motion carried unanimously.*  
189

190 **iii. FYI-Approved Winter Coaches**

191 Superintendent Lane informed members two winter coaches have been approved, one for boys' varsity  
192 basketball and one for girls' varsity basketball. There are no coaches for MS boys, MS girls or boys'  
193 junior varsity basketball to bring forward at this time.

194  
195 **XI. BOARD BUDGET DISCUSSION**

196 Chairman Dailey questioned if further discussion was needed, none was heard.

197  
198 **XII. PUBLIC COMMENTS**

199 Mr. John Vanderhoof, parent, asked if the minutes for subcommittees are posted on the website which  
200 Superintendent Lane responded yes and that minutes for the Strategic Planning Committee are  
201 forthcoming.

202  
203 **XIII. NON-PUBLIC SESSION RSA 91-A: 3 II (A)**

204 **i. Negotiations**

205 **ii. Personnel Matters**

206 *A MOTION was made by Mr. Legere and SECONDED by Ms. LeBlanc to enter Non-Public Session to*  
207 *discuss negotiations and personnel matters RSA 91-A: 3 II (A) at 8:04pm.*

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

**RETURN TO PUBLIC SESSION**

The Board entered public session at 8:37pm.

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

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

**XIV. ADJOURNMENT**

*A MOTION was made by Ms. Fisk and SECONDED by Ms. LeBlanc to adjourn the Board meeting at  
8:37pm.*

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

*Respectfully submitted,  
Kristina Fowler*

DRAFT

**Wilton-Lyndeborough Cooperative School District  
BUDGET TRANSFER REQUEST**

REQUEST FOR BUDGET TRANSFER NO.: \_\_\_\_\_

DATE: 10/20/2017

SCHOOL: WLCMS

SCHOOL: FRES

**TRANSFER FROM:**

Account Number Description	Current Approp.	Transfer Amount	Revised Appropriation
04-1290-564-02	\$ 78,311.00	\$ 44,855.00	\$ 33,456.00
Private Tuition			
	\$ -	\$ -	\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL TRANSFERRED FROM:		\$ 44,855.00	

**TRANSFER TO:**

Account Number Description	Current Approp.	Transfer Amount	Revised Appropriation
04-1290-564-11	\$ (8,855.00)	\$ 44,855.00	\$ 36,000.00
Private Tuition			
	\$ -	\$ -	\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL TRANSFERRED TO:		\$ 44,855.00	

JUSTIFICATION: Transferring money from WLCMS to FRES for 2 students-Tuition Fees

REQUESTOR: DIRECTOR/PRINCIPAL/DATE

APPROVED: SUPERINTENDENT OF SCHOOLS

APPROVED: BUSINESS OFFICE/DATE

APPROVED: WLC SCHOOL BOARD

**Wilton-Lyndeborough Cooperative School District  
BUDGET TRANSFER REQUEST**

REQUEST FOR BUDGET TRANSFER NO.: \_\_\_\_\_ FISCAL YEAR 2017-2018

DATE: 9/1/2017

SCHOOL: DW

SCHOOL: DW

**TRANSFER FROM:**

Account Number Description	Current Approp.	Transfer Amount	Revised Appropriation
04.1100.112.03.000 Teacher Salaries - HS	\$ 981,130.00	\$ 68,000.00	\$ 913,130.00

**TRANSFER TO:**

Account Number Description	Current Approp.	Transfer Amount	Revised Appropriation
04.2212.110.01.000 Curriculum Coordinator Salaries	\$ -	\$ 68,000.00	\$ 68,000.00

TOTAL TRANSFERRED FROM: \$ 68,000.00

TOTAL TRANSFERRED TO: \$ 68,000.00

**JUSTIFICATION:**

To reallocate funds due to new curriculum position funded by one high school english teacher one year position only.

REQUESTOR: DIRECTOR/PRINCIPAL/DATE

APPROVED: SUPERINTENDENT OF SCHOOLS

APPROVED: BUSINESS OFFICE/DATE

APPROVED: WLC SCHOOL BOARD

  
Lise Tucker

Budget Transfer 110217: 01

# EASTVIEW CONDOMINIUM ASSOCIATION

c/o KOKKO REALTY, INC.  
480 Nashua Street  
Milford, NH 03055  
Office 673-2885 Fax 673-7460

*Adjustment  
to Agenda*

November 7, 2017

Wilton-Lyndeborough Cooperative School Board  
c/o Florence Rideout Elementary School  
18 Tremont Street  
Wilton, NH 03086

Dear School Board,

For the past several years Eastview Condominium has held its Annual Meeting at Florence Rideout Elementary School and the Wilton School Board has waived the rental fees because of the civic and non-profit nature of the organization.

This year we request the use of the Gym/Multi-Purpose Room on Thursday, November 30, 2017, from 6:30– 9:00 PM for the Association's annual meeting.

Once again we would like to request that the School Board waive the rental fees.

Thank you for your consideration.

Sincerely,



Andrea Kokko Chappell  
Kokko Realty, Inc.  
Managing Agent

RECEIVED

WILTON-LYNDEBOROUGH SCHOOL DISTRICT  
Application for Use of School Facilities

NOV 03 2017

SCHOOL ADMINISTRATIVE UNIT

Please complete and return this application to the school principal. The principal shall approve or disapprove all applications and provide a copy to the applicant and the superintendent's office.

Date of Application 10/25/2017

1. Name of Applicant: Robert F. Kokko, Managing Agent
2. Name of Organization: Eastview Condominium Association
3. Date and Time of Use: 11/30/17 Hours: From 6pm To 9pm
4. Facilities to be Used: \_\_\_\_\_  
Gym/Multi-Purpose Room ☒ Cafeteria \_\_\_\_\_ Kitchen \_\_\_\_\_ Library \_\_\_\_\_ Classroom \_\_\_\_\_  
Other \_\_\_\_\_
5. Will the General Public be admitted? Yes \_\_\_\_\_ No ☒
6. Estimated Number of People: 30 Estimated Number of Vehicles: 20-30
7. Will chairs be required? Yes ☒ No \_\_\_\_\_ How many? 40
8. Will Tables be required? Yes ☒ No \_\_\_\_\_ How many? 2
9. Will food be served? Yes \_\_\_\_\_ No ☒ Approved area: \_\_\_\_\_
10. Is police protection required? Yes \_\_\_\_\_ No ☒
11. Classification of Organization: Group C-1 (see procedure manual)
12. General Description of the Planned Activity:  
Annual Association meeting to discuss 2017 financials,  
State of Community, ect...

13. Rental and/or use of the school facility or any portion thereof is subject to the renting party obtaining comprehensive general liability insurance for the function which will hold the School District harmless from any and all claims for liability which might arise there from. The applicant will provide a certificate of insurance as evidence of Commercial General Liability coverage, naming the School District as an Additional Insured, with limits of at least \$1 million per occurrence. You will need to provide proof of coverage to the school principal or his/her designee not less than two weeks prior to the time school facilities are needed. If you do not have liability insurance you may purchase it by going to Entertainment Brokers International website <http://www.ebi-ins.com/>. For additional information, contact the Business Office.

Applicant acknowledges receipt of a copy of the Wilton-Lyndeborough Cooperative School District policy and procedure manual on "Use of School Facilities" and agrees to abide by all regulations relating to the use of the school facilities. The applicant agrees to provide adequate adult supervision at all times during the use of the facilities and will assume full responsibility for all fees, charges, and damage claims resulting from such use of school facilities.

Signed: Indee K Chappell Home phone: N/A  
Address: 180 Nashua Street, Milford, NH Work Phone: 603-2885



## ADDITIONAL COVERAGES

Ref #	Description Hired/borrowed				Coverage Code HRDBD	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium \$29.00		

Ref #	Description Employment Practices Liability Coverage				Coverage Code EPLI	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium \$33.00		

Ref #	Description Employee Dishonesty				Coverage Code EMPDH	Form No.	Edition Date
Limit 1 250,000	Limit 2	Limit 3	Deductible Amount 5,000	Deductible Type	Premium \$179.00		

Ref #	Description Directors & Officers of Res/Offc Condos (BOP)				Coverage Code DOCON	Form No.	Edition Date
Limit 1 1,000,000	Limit 2 45	Limit 3	Deductible Amount	Deductible Type	Premium \$135.00		

Ref #	Description				Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium		

Ref #	Description				Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium		

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**This section is to be completed by school personnel only.**

Method of payment is check only, made payable to Wilton-Lyndeborough Cooperative School District.

1. Fees to be charged: \$ 360 Paid: \_\_\_\_\_
2. Security deposit required: \$ \_\_\_\_\_ Paid: \_\_\_\_\_
3. Balance due: \$ \_\_\_\_\_ Paid: \_\_\_\_\_
4. Certificate of Insurance submitted: YES NO
5. Custodial fee waived (applicant doing own custodial work): WAIVED YES NO
6. Extraordinary expenses incurred: \$ \_\_\_\_\_ Paid: \_\_\_\_\_

Application is Approved ✓

Not Approved \_\_\_\_\_

Lyndeborough Central School Facility Coordinator-School Secretary  
Florence Rideout Facility Coordinator-School Secretary  
Wilton-Lyndeborough Cooperative M/H School Facility Coordinator-School Secretary

Principal's Signature: \_\_\_\_\_

Date: 11/2/17

Daily Fee Schedule

Facility Room	Category A	Category B	Category C-1	Category C-2	Category D	Category E
Gym/Multi-Purpose Room	N/C	N/C	N/C	\$100.00	\$200.00	\$300.00
Cafeteria	N/C	N/C	N/C	\$100.00	\$200.00	<u>\$300.00</u>
Kitchen	N/C	N/C	N/C	\$100.00	\$200.00	\$300.00
Library	N/C	N/C	N/C	\$75.00	\$150.00	\$200.00
Classroom	N/C	N/C	N/C	\$50.00	\$100.00	\$150.00
Tennis Courts						
Sports Fields						
Additional Fees						
Custodian 2 hr. minimum			Regular Rate \$20.00 per hour M-Sat <u>x3 hr.</u> <u>\$40.00</u> Overtime \$25.00 per hour Sun-Holiday			
Food Service 2 hr. minimum			Regular Rate \$18.00 per hour M-Sat Overtime \$20.00 per hour Sun-Holiday			
Technical Support 2 hr. minimum			\$10.00 per person, per hour (student assistant) \$50.00 per person, per hour (Manager)			
Audio/Visual			\$25.00 per performance event, max \$60.00			

\*Any educational entities providing educational services to the students of Wilton-Lyndeborough Cooperative School District will get a 25% discount and an additional 25% discount will be granted to any weeklong District employees providing these services.

## **Facility Use Categories**

### **Group A-District sponsored school related events**

District sponsored educational or interscholastic activities limited to student and school related functions.

### **Group B-School Fundraising Groups for the purpose of fundraising**

Examples include walkathons, talent/fashion shows, carnivals, and movie nights

### **Group C-1-Non-profit Organizations, Community Parks and Recreation, Youth-Oriented Community Service Groups that are not collecting admission fees**

Community organizations promoting youth programs (PTA/PTO, Booster Club, charitable organizations etc.). Youth programs such as Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball Inc., and any other group intended to serve youth under the age of twenty-one (21) and listed in Title 36 of the United States code. There is no charge to this group category because they are not collecting admission fees. Groups will be asked to provide proof of non-profit status.

### **Group C-2-Non-Profit Organizations, Community Parks and recreation, Youth-Oriented Community Service Groups that are collecting admission fees**

Same as group C-1 but this group is charging admission fees and therefore, will be charged a facility use fee.

### **Group D-Fee-Based Non-Profit Organizations, Non-Community Parks and Recreation, Adult Community Service Groups**

Organizations, when the programs and/or meetings are not open to the public. Meetings that occur on weekends, non-school days or holidays. Non-profit organizations using school facilities, and collecting monies will be charged a facility use fee.

### **Group E-All Private Religious, for-Profit Organizations and Commercial Enterprises**

Commercial ventures and other groups that do not have non-profit status will be charged a facility use fee if the activity in question is designed to create revenue for the group. If the activity is not being held for the purpose of raising revenue for the organization but is, instead, being held as a meeting, recognition event, or other activity such as a graduation, the group will be liable only for the actual district costs incurred to host the event.

\*Any educational entities providing educational services to the students of Wilton-Lyndeborough Cooperative School District will get a 25% discount and an additional 25% discount will be granted to any District employees providing these services.

Facility Use Prices do not include custodial charge/ sand or food service charge/s.

**Amended: May 28, 2013**

## **KF - USE OF SCHOOL BUILDINGS AND FACILITIES/GROUNDS**

When a school facility or school grounds is not in use for school purposes, it may be used by community groups and organizations as well as other non-community based groups, provided that the application process has been completed and is approved.

Any group or individual requesting the use of school facilities, except for school activities, must submit an application and proof of insurance coverage to the school principal or his/her designee not less than two weeks prior to the time school facilities are needed. Facility Use applications are available at the school facilities and the school district's central office.

No organization, group or person has any vested right to use the school facilities or grounds. The Superintendent or his/her designee, on the basis of this policy and its accompanying procedures shall approve all rentals of school facilities and grounds. The School Board reserves the right to make the final decision on the use of any school facility or grounds and approve any special requests or exceptions to this policy. Approval may be denied due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any Wilton-Lyndeborough Cooperative School Board policy or guidelines.

Facility Use applications will be issued first to schools for activities and organizations with direct school affiliation. Second priority is granted to the Town Recreation Department and third to organizations with direct town affiliation. Fourth priority is for those activities and organizations that serve the youth (under 21) of the community. Lastly, all other requests will be granted on first come first serve and basis of availability.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur. The Superintendent or is/her designee may waive this requirement.

Organizations connected with and promoting recognized school functions may use the buildings without charge. Any personnel or equipment charges may be incurred. The school district should not incur any expense for the use of the facility or grounds.

Other organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the Superintendent and approved by the Board. "Other organizations" includes the Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc., and any other group intended to serve youth under the age of twenty-one (21) and listed in Title 36 of the United States Code. The Board reserves the right to waive rental fees for charitable or non-profit organizations.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteers.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

Approval for use of school facilities shall be considered neither an endorsement nor approval of the activity, group organization or the purposes they may represent.

It is the responsibility of the applicant to see that all school facilities and grounds are left in satisfactory condition and the guidelines of the school district are followed including the allergy "safe" building requirements. Any expenses incurred for vandalism or damage during their use of the facility or grounds will be paid by the applicant.

*See Also: Use of School Facilities Procedure Manual*

***First Reading: April 24, 2012***

***Second Reading: June 20, 2012***

***Final Adoption: June 20, 2012***