

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING
Tuesday, May 14, 2019
Lyndeborough Central School-Multipurpose Room
6:30 p.m.

- I. CALL TO ORDER-Matthew Ballou-Chair**
- II. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**
- III. ADJUSTMENTS TO THE AGENDA**
- IV. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to the Superintendent in accord with the processes set forth in School Board Policies KE and KEB.
- V. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. Superintendent's Report
 - ii. Principals' Reports
 - iii. Curriculum Coordinator's Report
 - b. Letters/Information**
 - i. Enrollment
- VI. CONSENT AGENDA**
- VII. WORKSHOP PLANNING**
- VIII. SUBCOMMITTEES**
- IX. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
 - b. Request funds from Educating Educationally Disabled Children Capital Reserve**
 - c. Policies**
 - i. BEDH-Public Participation at Board Meetings-2nd Reading
 - ii. BEDB-Agenda Preparation and Dissemination-2nd Reading
- X. COMMITTEE REPORTS**
- XI. RESIGNATIONS/APPOINTMENTS/LEAVES**
 - a. Appointments**
 - i. Pending
- XII. SCHOOL BOARD MEMBER COMMENTS**
- XIII. PUBLIC COMMENTS**
- XIV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**
 - i. Personnel Matter
- XV. ADJOURNMENT**

INFORMATION: Next School Board Meeting-May 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

Bryan K. Lane
Superintendent of Schools

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

Jennifer Burk
Interim Business Administrator

SUPERINTENDENT'S REPORT
May 14, 2019

I have continued to work with Jen Burk, interim Business Administrator, and the staff to get a specific figure for the fund balance for the current school year budget. The office staff in each building along with the SAU staff have been working to determine where funds exist that will not need to be expended. I have prepared a document for your consideration in this board packet.

Interviews for the Director of Student Services were held on Monday May 6. The committee consisted of a parent from FRES, two teachers, the BCBA, RTI Coordinator, Curriculum Coordinator along with myself. The next round of interviews will be with the candidates, building administration and school board members.

In response to a concern raised by a citizen in regard to staff morale, I have reached out to the WLCTA and WLCSSA. I have suggested that we increase our level of communication by having a monthly meeting to discuss any issues or concerns that may arise in an effort to be proactive. I have also contacted Dr. Heon along with the WLCTA President to suggest a "Professional Development" committee in an effort to have teachers have a voice in offerings from the district. The WLCTA President indicated that they would be having elections soon and that the information would be forward to the new officers. I look forward to hearing from them.

The hiring process is moving along. We continue to interview for the following positions:

Preschool	Interview Friday May 10
Special Education FRES	Continued interviews by Monday May 13
MS English	Second round Friday May 10
MS/HS Physical Educ./Health	Contacting finalist candidates
Food service manager	Interviews the week of May 20
Technology Director	Interviews Thursday May 9
School Nurse WLC	Week of May 13

A board member had an inquiry as to the benefits and possible concerns of becoming involved in the Adequacy Lawsuit brought forward by the ConVal school District. In speaking with Kimberly Saunders, ConVal Superintendent, due to the processes of the lawsuit getting directly involved at this time is not possible. There is a date of May 17 when the next stages will be known and at that time information could be shared with the board for their consideration as to what would be an appropriate action for WLC to take.

I attended the Sustainability Fair on Saturday May 4th at WLC. The event was well attended by the community and had a great deal of resources for community members to experience. I was happy to be the driver of the district's van to pick up a group of hikers at the end of their hike by Garmin Falls. It was a great day.

I will be attending the Southwest Superintendent's meeting in Henniker on Friday May 17.

Upcoming dates for events will be included in the Principal's Reports.

WILTON-LYNDEBOROUGH COOPERATIVE
MIDDLE SCHOOL / HIGH SCHOOL
57 SCHOOL ROAD
WILTON, NEW HAMPSHIRE 03086
(603) 654-6123
www.sau63.org/domain10

Brian Bagley, Principal
Sarah Edmunds, Assistant Principal

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

Principal Report
May 14, 2019

WLC hosted the Souhegan Sustainability Fair on Saturday May 4. Exhibit presentations were made on a wide variety of environmental topics, which included an Art Show featuring WLC student art, WLC Senior Projects, Hands - on Workshops, trail hiking, Food Court with Live Music which included students from WLC. It was a wonderful time enjoyed by all.

Recently Dave Finch was inducted into the Westfield State Movement of Science Hall of Fame. Finch, a 1979 graduate of Westfield, was recognized for his long, distinguished career teaching Physical Education. With his help and supervision, over 7 miles of trails have been built around WLC to support our PE program. Hundreds of students from Wilton and Lyndeborough have been challenged and nurtured in classes created by Finch. His passion for fitness, competition, and helping students be the best they can be have spurred him to create Fit for Life and Woods and Wheels. At the ceremony, he was specifically recognized for his drive to create programs that give students the love of fitness that lasts a lifetime.

Middle School teachers are piloting challenge options for students in grades 6, 7, and 8. Challenge options are designed to prepare students in a specific content area who want to push themselves to acquire an even deeper understanding of course material. Additionally, challenge options are intended to foster a sense independence, self-motivation and responsibility in students with stronger reading, writing, and critical thinking skills (above and beyond what is normally expected). It would be recommended that any students interested in taking honors classes as a high school freshman attempt challenge options. All students with teacher approval are eligible to attempt any challenge assignment. It is recommended that any student who is missing work/failing not attempt the challenge assignments. The middle school teachers will present the challenge option to parents at the MS Open House May 28 and then to the school board the same night.

BAE Focus Program – Jacob Tiedemann, a current sophomore, has applied for and been accepted to BAE for a spring internship. This program started April 10th and will last until the end of the school year. The program fosters opportunities and careers utilizing STEM (science, technology, engineering and math) and is a rigorous weekend and evening program at BAE headquarters in Nashua.

WLC Co-op Connection and FRES/LCS PTO are hosting a “BACKYARD BBQ” Friday, May 17th from 5:30pm - 8:30pm at the WLC MS/HS Parking Lot. Bringing back the good ole’ days of backyard BBQs with: Dunk tank, Cornhole, Badminton, Field games, Music, Fire pit with s’mores. Great cheap food - bbq chicken, burgers, hot dogs, chili, baked beans and more! Please join us as we celebrate our wonderful school district.

Athletic Director’s Report

Varsity Baseball

Head Coach: Dave Finch

Assistant Coaches: Tom Brennan and Brice Miller

of players: 14

Record: 8-1

Next Home Game: 5/15/19 vs. Farmington at 4pm

Varsity Softball

Head Coach: Denny Claire

Assistant Coaches: Scott Dowling and Kelly LoVerme

of players: 12

Record: 7-1

Next Home Game: 5/9/19 vs. PCA at 4:30pm

Girls Varsity Tennis

Head Coach: Fran Bujak

of players: 9

Record: 1-7

Next Home Match: 5/9/19 vs. Kearsarge at 3:45pm(doubleheader)

Varsity Track and Field

Head Coach: Marc Belanger

Assistant Coach: Michelle Boette

of participants: 17

Next Meet: 5/9/19 at Newport at 4pm

Middle School Baseball

Head Coach: Norm Hall

of players: 11

Record: 1-2

Next Home Game: 5/10/19 vs. Londonderry at 3:30pm

Middle School Softball

Head Coach: Amber Laforge

of players: 12

Record: 3-1

Next Home Game: 5/10/19 vs. Londonderry at 3:30pm

Varsity Softball Head Coach Denny Claire is closing in on his 500th career win, as he sits on 496 as of 5/7. We will keep everyone updated as he gets closer.

Wednesday, May 1 – GV Tennis vs. Conant, 4:00

Early College Planning, 6:00-7:00, School Counseling

College Overview, 7:00-8:00, School Counseling

Thursday, May 2 – MSG Softball @ Candia, 3:30

Friday, May 3 – GV Softball/BV BV Baseball @ Newmarket, 4:00

GV Tennis vs. Monadnock, 4:00

Saturday, May 4 – Souhegan Sustainability Fair, 8:00-5:00

Sunday, May 5 –

Monday, May 6 – GV Softball/BV Baseball @ Nute, 4:00

GV Tennis @ Stevens, 4:00

MSG Softball/MSB Baseball @ Hopkinton, 3:30

Tuesday, May 7 – MS Math testing

Wednesday, May 8 – AP English Lit Exam, 8:00

MS Math testing

GV Softball/BV Baseball vs. Newmarket, 4:00

Thursday, May 9 – Guest Speaker, Wayne Goldner, 9:00-12:00

GV Softball @ PCA, 4:00

GV Tennis vs. Kearsarge, 4:00

Varsity Track @ Newport, 4:00

MSB Baseball @ Derryfield, 3:30

Friday, May 10 – AP US History Exam, 8:00

High School Student of the Month

Warrior Pride Day

BV Baseball @ PCA, 4:00

Saturday, May 11 –

Sunday, May 12 –

Monday, May 13 – AP Biology Exam, 8:00

GV Softball/BV Baseball @ Sunapee, 4:00

MSG Softball/MSB Baseball vs. Boynton, 3:30

Tuesday, May 14 – AP Calculus Exam, 8:00

Grade 6 Ecology Camp

Varsity Track @ Campbell, 4:00

Wednesday, May 15 – Grade 6 Ecology Camp

GV Softball/BV Baseball vs. Farmington, 4:00

GV Tennis vs. St. Thomas Aquinas, 4:00

Thursday, May 16 – Grade 6 Ecology Camp

MSG Softball/MSB Baseball @ Auburn, 3:30

Friday, May 17 – Grade 6 Ecology Camp

Coop Connection Backyard BBQ, 5:30-8:30

Saturday, May 18 –

Sunday, May 19 –

Monday, May 20 – BV Baseball @ Concord Christian, 4:00

MSG Softball/MSB Baseball @ Chester, 3:30

Coop Connection meeting, 6:00, Library

Tuesday, May 21 –

Wednesday, May 22 – GV Softball/BV Baseball vs. Derryfield, 4:00

Senior Awards Night, 6:30, Gym

Thursday, May 23 – NH Scholars Day, Fisher Cat Stadium

Spring Concert, 6:30, Cafe

Friday, May 24 –

Saturday, May 25 –

Sunday, May 26 –

Monday, May 27 – No School, Memorial Day

Tuesday, May 28 – Middle School Open House, 5:00-7:00, Cafe

School Board Meeting, 6:30, Library

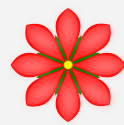
Wednesday, May 29 –

Thursday, May 30 –

Friday, May 31 – Grade 8 Semi-formal dance, 3:00-5:00, Cafe



The WLC Reporter



Wilton-Lyndeborough Cooperative Middle/High School

May 2019

Our Future Firefighters

By WLC Senior Mitchell McQuaid

The Conval Firefighter One program has been in effect for three years. It was previously held at Contoocook Regional High School in Peterborough, New Hampshire, and before that it was held at Mascenic Regional High School in New Ipswich, New Hampshire. The program is instructed by the following chiefs: Chief Thomas Beaumont of the Antrim Fire and Ambulance Department, Chief Ed Walker of Peterborough Fire & Rescue, Chief Meredith Lund of the New Ipswich Fire Department and Chief Nancy Carney of the Fitzwilliam Fire department.

The program offers boys and girls an opportunity to explore potential career paths and get hands-on experience in a class that is atypical for high school. Students cover approximately 25 chapters of hands on modules and powerpoint presentations. For example, students will cover: forcible entry, PPE, fire behavior, auto extrication, water supply, history of the fire service, fire suppression, hazardous materials, and wildland firefighting. If a student successfully completes this program, the student will take a written and practical test. After obtaining a passing grade of a 70 percent or above on the written test and passing four practical stations, the student will receive a "Junior Firefighter One" certification. Once the student reaches the age of eighteen, they will receive an official "Firefighter One" certification. This is a pro-board certification, meaning that every state that is a "pro-board" state will recognize this certification.

There is no right or wrong reason to take this program. Whether one has an interest in the fire or EMS service — or is maybe just contemplating a potential career path that challenges and pushes one's comfort zone, it can be a path of discovery. This is a mentally and physically demanding class. It should be taken seriously and earnestly.



Congratulations to the Class of 2019 Top Ten!



Top Row: Ian van Ham, Rachel Christino, Emma Krug, Lexi Balam, Christian Roy, Shane Partridge
Bottom Row: Janel Bachand, Fionna Kennedy, Jack Reid, Nicholas Kennedy



Middle School Pennies for Patients Fundraiser



During the month of March, the Middle School participated in Pennies for Patients, a fundraiser that supports the Leukemia and Lymphoma Society. Students and staff worked hard to collect as much change as they could find from home to donate to the cause. Our goal this year was to raise \$400 and we surpassed that number for a grand total of \$562.82! Ms. Modica's Advisory raised the most money, with a whopping total of \$137.69, and they won a pizza party for their hard work!

Earth Day and Science at WLC



Ms. Erickson's 9th grade Integrated Science and Environmental Science classes collected five garbage bags of trash in an Earth Day Cleanup!



Integrated Science students continued working on the factors that drive Earth's climate through a series of experiments that modeled greenhouse gases and their effect on Earth's temperature and rising sea levels. Students collected data on temperature and rising levels and used their data as evidence to support their individual claims about the relationships between climate variables.



Kane’s Corner

New Tools for Tech Ed!

A grant application from the WLC Tech Ed program has been answered by the Guild of New Hampshire Woodworkers with an ~\$4,000 in-kind grant of three new mid-size wood/plastic/composite turning lathes. The grant provides machine tools and hardware to restore the Tech Ed program’s ability to teach lathe turning and it’s associated skills. The Guild is providing three Rikon 70-220VSR lathes; four 6-piece lathe tool sets; and a vertical belt sanding sharpening system with flat and curved tool adaptation. The Guild of New Hampshire Woodworkers Grant Program plans to have the lathes up and running in the shop this month. Mr. Kane and student volunteers worked over the recent break designing and building sturdy weighted hemlock stands for the lathes.

The WLC Tech Ed program and the Guild of New Hampshire Woodworkers are also working together on a plan to provide rehabilitation and repairs for WLC’s four existing 36” lathes. In her capacity as the Vice-President of the Granite State Woodturners Dr. Pennucci is providing networking, training, and technical support for Mr Kane and our Tech Ed programs. Beyond the Guild grant, she has been instrumental in helping us to secure roughly \$300 worth of in-kind micro-grants from local retailers for items as diverse safety glasses, dust masks, hex wrench sets, and gallons of wood glue, mineral oil, and linseed oil. Dr. Pennucci and the Guild’s contributions of time and material support to the Tech Ed program ensure a strong lathe-turning component in next year’s instructional offerings. Coupled with the program’s newly received CNC Router, the increase in skills and machine competencies will continue to ensure that WTC Tech Ed students enter the workforce



Practical engineers: 6th graders Preston Scott, Kevin Lachance, Abram Peters, and Colby Collins show off early versions of their *Patang* kites - the classic spring festival kite of India & Pakistan. Their class build traditional European diamond shaped kites as well as the *Patangs*. Each student created their own kites to a shared basic design from brown paper, string, and glue. Students then conducted a series of logged experiments, flying their kite at the end of each class and recording results, and spending the beginning of the next in making the design modifications that they believed would yield better flying characteristics. The secret is almost entirely in the tail, as we discovered.

The WLC Poetry Trail



WLC Tech Ed students, with a generous grant from the Poetry Society of New Hampshire, have utilized scrap wood and technological know-how to create a nature themed Poetry Trail through the WLC woods.

A few hundred yards long, the trail begins just before the school parking lot on School Road and runs through second growth forest and shrubland on largely level, accessible terrain. As visitors walk, they encounter dozens of poems and poem fragments, printed onto small locally felled pine boards and suspended from the trailside trees. The poems feature themes of forest and nature, creating a unique mixed sensory experience.



Students used an anthology of New Hampshire and northern New England poets to choose verses that had meaning for them, or that mirrored their own experiences in the woods. The anthology, created for this project by PSNH board member Lee Ann Dalton, featured poets both famous (Maxine Kumin, Robert Frost) and less well known but locally honored (Charles Pratt, Patricia Fargnoli). Using a linked series of computer graphics applications , students laid out and mirror printed their verses, and then used a polymer-medium transfer technique to permanently print them onto squared, sanded, and primed pine scrap from the Tech Ed shop. The process involved experimentation and necessitated a thorough knowledge of the machine tools used, as well as comfort with multi-step computer graphics and printing technologies. Each poem hangs from a tree the student chose while the class walked in the woods, and you are invited to come and walk the WLC Poetry Trail yourself.



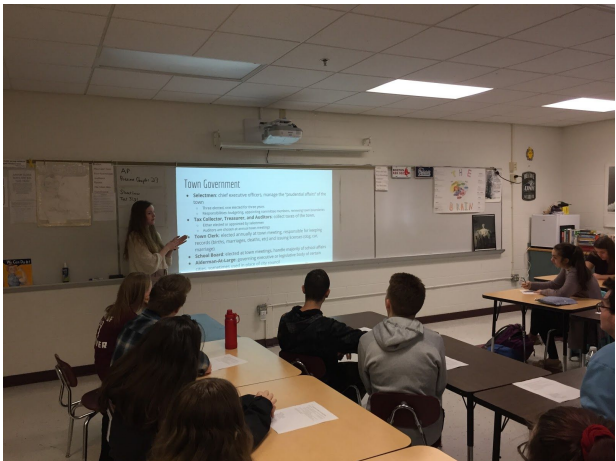
David Finch Inducted Into the Westfield State Hall of Fame



Recently, Dave Finch was inducted into the Westfield State Movement of Science Hall of Fame. Finch, a 1979 graduate of Westfield, was recognized for his long, distinguished career teaching Physical Education.

With his help and supervision, over 7 miles of trails have been built around WLC to support our PE program.. Hundreds of students from Wilton and Lyndeborough have been challenged and nurtured in classes created by Finch. His passion for fitness, competition, and helping students be the best they can be have spurred him to create Fit for Life and Woods and Wheels. At the ceremony, he was specifically recognized for his drive to create programs that give students the love of fitness that lasts a lifetime.

Social Studies News



Emma Krug presents her senior project applied piece to Mr. Belanger and Provost's social studies classes. Emma's project was on the importance of voting and local government

In other social studies news, students in Mr. Provost's US History classes have just begun working on their social movement projects. During this project students must pick a modern issue that has importance to them and create awareness and action campaigns to model how one can create change in society. Students must then reflect on the steps and choices they made in relation to the Civil Rights Movement of the 1950s and 1960s. Some student topics include: reducing plastic waste, Veteran Mental Health, gun violence and student loans.

Florence Rideout Elementary School

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Wilton, NH 03086
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Website:

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Lyndeborough Central School

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Principal's Report: 5/14/2019

Lyndeborough Central School/Florence Rideout Elementary School

Kindergarten Parent Orientation was held on *Thursday, May 2nd* at the Lyndeborough Central School. The orientation included an informative presentation for parents and an overview of the curriculum and daily schedule conducted by the kindergarten teachers, Mrs. Nicole Dane, Ms. Taylor McArdle and Mrs. Vicki MacPherson. We discussed daily procedures, transportation protocols, medical information, and our kindergarten screening process. Other staff members included RTI Coordinator Mrs. Michelle Locke, Food Service Manager Mrs. Deb Roske, School Counselor, Mrs. Joann Dufour, and School Nurse Mrs. Laura Gifford.

Students in Grades 3, 4 and 5 are completing *NHSAS Mathematics assessment* the week of *May 6th-10th*. This assessment is taken online and measures how well our students are meeting learning expectations in relation to state standards. Students are demonstrating excellent test-taking strategies and completing the assessment in a timely fashion.

Staff Appreciation Week was held the week of *May 6th- May 10th*. The PTO organized an amazing daily breakfast and lunch throughout the week for all staff.

The annual *Celebration of Learning* is planned for Florence Rideout Elementary School on *Thursday, May 22nd*. Each classroom will contain projects and artifacts that demonstrate student knowledge of curriculum in writing, technology, math, science and social studies. 5th grade students will present the *Hallway of History* Colonial America Timeline, 4th grade students will be trading their homemade products during the *Economics Fair* and all students will have art on display in the *Art Show*. The event is coordinated with the annual *PTO Potluck Dinner* and *Spring Basket Raffle*.

Our 4th and 5th grade students have been hard at work preparing for our annual *Spring Concert* under the direction of their music teacher, Mrs. Claudette Barker. This year's concert includes performances by the Florence Rideout Chorus and the 4th and 5th grade musical "*Juke Box Time Machine!*" Students will perform on *Thursday, May 30th*. Show starts promptly at 6:00 pm in the FRES Gymnasium.

Several field trips are planned for the month of May: *May 10th*: 3rd grade field trip to Squam Lakes Natural Science Center; *May 23rd*: 2nd grade field trip to Seacoast Science Center; *May*

29th: 1st grade field trip to Peabody Mills Environmental Science Center and May 31st: 4th grade field trip to NH State House.

To show our appreciation for all who support our schools we will be hosting a “*Thanks-a-Bunch!*” Brunch on Friday, May 17th. Invitations for this special event will be delivered on May 8th.

Our literacy partnership with our local libraries continues to grow. All students in grades, 1 and 2 will be visiting the *Gregg Free Library* on May 20th and 21st to receive their library card, listen to a story, and check out books. Mr. Chance Joyner Youth Librarian, is scheduled to speak to students on Tuesday, June 6th about the *Summer Reading Programs* at the Gregg Free Library. A special interactive performance is planned that afternoon to kick-off the summer reading program and to encourage our students to participate.

Several events have been planned to assist students with the process of transitioning to their new schools. Kindergarten students will have *Kindergarten Step-up Day* on Tuesday, June 4th. Students will tour Florence Rideout Elementary School, meet their new teachers, enjoy a snack in the cafeteria and play on the playground. Incoming Kindergarten students are invited to attend Lyndeborough Central School on *Welcome Day*, Friday, May 24th. The purpose of this day is for the incoming Kindergarten students to become acquainted with the kindergarten classroom, teachers and expectations. Students will be able to visit the playground, enjoy a snack, and tour the school. The fifth grade students will spend *Middle School Step-up Day* on Wednesday, June 5th touring Wilton-Lyndeborough Cooperative Middle/High School and meeting with their teachers.

A highlight of every school year is the annual end of year *Field Day* events. These are planned for Friday, June 7th at Florence Rideout Elementary School and Tuesday, June 11th at Lyndeborough Central School. Thank you to all of the parent volunteers and community member for supporting these fun events. A very special thank you to Kara Bausha, Stephanie Caragher, Stephania Richards and Nicole Dane who planned and organized these events for our students and staff to enjoy.

Respectfully submitted,

Timothy 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

Curriculum Report: May 14, 2019

Professional Learning

We are awaiting determination on three grants, likely by the time of our Board meeting. If those grants are approved, several teachers are willing to participate in summer professional development. Math professional development would occur for K – 5 teachers soon after school closes.

Several teachers from all schools have volunteered to attend science or technology professional development off-site during July or August. The WLC science teachers have agreed to meet with our consultant for two days in August.

I will be meeting with our newly hired teachers after school closes in June in order to give them a start on learning the curriculum. I will also meet with them during the first orientation day in August to discuss instructional strategies and other professional learning that our teachers have experienced in the past.

During my meetings with other curriculum coordinators throughout our region and statewide, we shared strategies for helping students who move in and out of schools, professional development plans, summer conferences, state-funded data analysis professional development, and bills in the legislature.

Curriculum

Our Health Committee has begun to meet and our first goal is to create a scope and sequence for health-related instruction. The committee includes our nurses, counselors, and health teachers. We currently have been providing instruction using a variety of resources in various grades/courses throughout the district. Our goal is to identify the topics and subtopics that are appropriate for each grade level/course, to avoid overlap, and to fill in any gaps in learning.

We are working on the digital learning and computer science (technology, computer literacy, and programming) curriculum for next school year. As we have increased the learning in this area for all grades, we are designing new challenges for students, including a programming elective for high school students.

Assessment

We are completing math, reading, and science state testing as well as math and reading STAR testing during May. I will have those results in my June report.

Respectfully submitted,
Julie Heon, Curriculum Coordinator

Enrollment 2018-2019

Wilton-Lyndeborough Cooperative School District

Grades	First Day	Sept.	Oct. 1 ^{Fall}	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Pre-k	14	15	15	15	15	14	14	14	15	15		
*K	52	53	53	54	54	53	54	55	56	55		
1	43	41	41	40	40	39	40	38	38	38		
2	44	45	44	45	42	42	42	42	45	45		
3	42	42	42	41	42	41	41	41	40	40		
4	44	45	45	44	44	44	44	43	43	43		
5	41	41	41	41	41	42	41	40	41	41		
6	45	44	44	44	45	45	45	45	45	45		
7	30	30	30	30	30	30	31	30	29	29		
8	46	49	49	49	49	49	49	49	49	49		
9	44	44	44	45	45	45	45	45	45	44		
10	47	45	45	45	45	45	46	45	45	45		
11	35	35	35	35	33	32	32	32	33	33		
12	30	31	31	31	32	33	34	34	33	32		
Total	557	560	559	559	557	554	558	553	557	554	0	0
LCS	66	68	68	69	69	67	68	69	71	70	#VALUE!	#VALUE!
FRES	214	214	213	211	209	208	208	204	207	207	#VALUE!	#VALUE!
MS	121	123	123	123	124	124	125	124	123	123	#VALUE!	#VALUE!
HS	156	155	155	156	155	155	157	156	156	154	#VALUE!	#VALUE!

*1st year of full day kindergarten

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, April 30, 2019
Florence Rideout Elementary School-Library**

Present: *Alex LoVerme, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, Tiffany Cloutier-Cabral and John Clark*
Superintendent Bryan Lane, Principal Tim O'Connell, and Clerk Kristina Fowler

I. CALL TO ORDER

Vice Chairman LoVerme called the meeting to order at 6:30pm.

II. INTERVIEW BUSINESS ADMINISTRATOR

Ms. Lizabeth Baker was present and introductions were done. A question and answer period was completed. She provided information regarding her experience. She is currently working in Mascenic school district as a business administrator. She is a certified business administrator through the DOE in NH and MA.

III. ADJUSTMENTS TO THE AGENDA

Superintendent requested to add to the agenda 2 resignations and 1 appointment. Mr. Clark requested to add a discussion regarding social media accounts.

A MOTION was made by Mr. Legere and SECONDED by Ms. Cloutier-Cabral to accept the adjustments to the agenda.

Voting: six ayes; one abstention from Mr. LoVerme, motion carried.

IV. PUBLIC COMMENTS

Mr. LoVerme reviewed what is expected during public comment by reading what is posted on the board meeting agendas relating to public comment.

Ms. Lisa Post, Lyndeborough requested members speak up as it can be difficult to hear them. She spoke regarding the \$10,000 service awards for retiring teachers who served over 20 years and notes that major corporations do not give those funds and questions how we can do this with tax payer money and justify it. Mr. LoVerme responded it is negotiated in their contract. Ms. Post commented maybe it needs to be renegotiated. Superintendent confirmed it is something that can be negotiated. Mr. Adam Lavallee adds how many teachers are getting that and notes with the rate of turnover it will be zero. Superintendent will provide him with the requested information. Mr. Clark called "*Point of Order*" as according to policy, there cannot be any "back and forth".

V. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent provided an overview including spending the last couple of weeks working with Ms. Burk, Interim Business Administrator finalizing the end of year expenditures. He expressed we are not stopping people from going to workshops or changing the student experience but are watching things very closely. Once the 2019-20 budget is finalized, he will work with Ms. Burk so that it can be rolled out to the buildings. Work will soon begin on the 2020-21 budget. Regarding hiring, interviews are ongoing for vacant positions. Teacher and staff contracts for next year have gone out. A health teacher position was looked at but due to the candidate pool the elementary school schedule will be modified instead to incorporate this piece. May 4 is the Sustainability Fair at WLC, he will be transporting hikers to and from the hike with the district van. He reviewed upcoming events.

It was suggested for the 2020-21 budget, the notes field be filled out in all cases to obtain more clarity and to keep the CPI figures steady. Superintendent responded he will do a 3 year look back with pieces around electricity, fuel and propane gas. He will look at consumption and what was budgeted; this will be the best indicator. The CPI will be taken into consideration but the district's history will be the factor to solidify what is needed.

It was noted the Superintendent will be discussing a shortfall but nothing has been cut. A question was raised if there is an interest to have members of the public sit in on employee interviews. Superintendent responded this will happen

for the food service position. He did reach out to parents for the SPED position and will reach out again. A request for parents to be on the food service committee will go out this week. Superintendent confirmed teacher contracts are due back May 1 and currently there is only 1 not returned. Paraprofessionals will need to return theirs within 15 days. He will speak to anyone who has not returned a contract by the due dates.

ii. Director of Student Support Services Report

Superintendent provided an overview of Ms. Moore's report in her absence. The report is a description of what the process is for WLC students who are referred. This will be Ms. Moore's final report to the Board. Superintendent responded to a question regarding if students grow out of the RISE program. He confirmed there are students who matriculated out of the program. Principal O'Connell noted it is different for each student and the program tries to meet the needs of each student. As they get older they may require less support. Superintendent added it is always the goal to move the students into the least restrictive environment; the classroom. While they may still be accessing some areas in life skills (for example). He confirmed long-range planning is on their radar and discussions have started with the BCBA in regard to this.

b. Letters/Information

i. Concern Raised at School Board Meeting

Superintendent spoke regarding at a board meeting, a citizen indicated a student had been trapped in the elevator at FRES (he believes the citizen reported the situation as it was reported to him). He wanted to have this clarified. Principal O'Connell clarified he was not in the building when it occurred, but did follow up and what occurred was very different than what was reported to the Board. Students are not allowed to ride the elevator unless accompanied by an adult. There was a student with an adult, who reached out and pushed all the buttons on the control panel of the elevator including the emergency call button which calls out to MACBASE (Milford Area Communications). MACBASE received a message the emergency button had been pushed. They tried to call the main office but were unable to get through. They sent an officer to investigate. When the student (who usually uses the elevator with an adult) got in the elevator and went down, the doors opened at the same time the police arrived and the child got out, was upset and apologized. There was no student trapped at any point in the elevator that day. There have been 3 incidents where the elevator was stuck due to system malfunction and dust stuck in the door track. Protocol is to call the police/fire department; they have to open the doors as they have made it clear we are not authorized to do so (although he has the ability to). Superintendent added it was reported to him the police tried to call and didn't get through. Phone records were checked and there was no call that came through. Principal O'Connell informed him it was MACBASE who tried to call. Superintendent explains Mitel didn't have a record of the call; the 654 number goes to Mitel through an interface; he believes the interface did not work. TDS will not provide calling information without a subpoena. Emergency facilities in Wilton and Lyndeborough have been provided the direct dial 732 numbers. Mr. Vanderhoof noted this was brought to the Board previously but no change was made to use the 732 numbers. He is requesting an update on that process and would like it as an agenda item. Mr. Clark questioned if there is any signed service agreement which guarantees a level of service. Superintendent to check on this. A question was raised regarding chain of command when the Principal is out of the building. Principal O'Connell confirmed Ms. Jo Anne Dufour, School Counselor serves as the point person for any immediate issues; she was made aware of the situation. This happened at the end of the day during dismissal; there was not a lot of time to follow up and it came to the Board that same night. Principal O'Connell was not present during the discussion and believes he could have provided information that would have helped diffuse the situation. Discussion followed regarding the instructions from emergency personnel to not open the elevator doors. Discussion was had regarding the calls not coming through. Superintendent questioned if the Board wants to keep the 654 main phone numbers or change over to the 732 main phone numbers. Discussion was had regarding "landline vs. internet" and it was noted this may be something to ask a new IT Director to look into due to the complexity. It was suggested to have a "red (landline) phone" in each building designated for emergencies. Superintendent confirmed the buildings do have access to landlines in case of an emergency. It was confirmed the fax lines can be used if the main number is not working. All the buildings have this available. Ms. Cloutier-Cabral suggests having the "red phones" as it draws attention and the ringer can be louder to get everyone's attention.

ii. Salary Savings

Superintendent provided information as requested on what the salary savings would be with retiring staff. He provided a document showing the estimated total savings as \$77,993. Service awards are also listed. Service awards and "sick day buy back" are given to teachers as part of their collective bargaining agreement. He has also listed the FICA and NHRS associated with these costs (total expense \$52,248) and brings the net savings to the district as \$25,745. The savings is seen the following year not in the year they retire and the \$52,248 is paid out after July 1.

iii. Line Item Budget 2019-2020

Superintendent provided a line item budget for 2019-2020 as requested with the last column showing the difference from the SAU budget and the approved budget. He commented "if you move forward with this, budget transfers will be done if needed". No objection heard.

A question was raised as to how many students are enrolled in the after school program through the Nashua Adult Learning Center. Principal O'Connell confirmed 10 are enrolled with typically 8-9 students on any given day and 7 of the 10 are kindergarten students. Superintendent confirmed there is no cost to us to have this program available.

VI. CONSENT AGENDA

i. Treasurer's Report-October 2018-December 2018

*A MOTION was made by Ms. LeBlanc and SECONDED by Mr. Legere to approve the treasurer's reports.
Voting: six ayes; one abstention from Mr. LoVerme, motion carried.*

VII. FUND BALANCE

Superintendent provided documents describing the expense issues. The fund balance as of today is about the same at \$43,814 in the negative. Listed are unanticipated expenses which include ABA Therapists for the RISE program, Long-term substitutes, out of district tuition and decrease in revenue from food service; totaling \$247,412.45. He confirms the funds from the special education capital reserve are included in this and we originally asked for an additional \$80,000 which would even it out. He will have a better idea in the coming weeks. There is \$11,000 encumbered for fuel and if this is not needed it will be released. The boilers have not been shut down yet due to a cold snap, there is an offset of \$20,000 for the business administrator and technology director who are not here. There is \$345 in software that will be closed out due to receiving a better price. He will ask if the additional funds from the special education capital reserve are needed. The funds left in the supply accounts we do not anticipate needing but will leave in case. He spoke with food service personnel; there is a decline in participation rates and is still trying to get the information if it is for FRES and WLC both or not. It didn't appear to him there was a reduction in food supplies and is not sure why this was not looked into. There is \$15,000 in uncollected debt from students who have not paid. Principals have been making calls and parents have been contacted; they will continue to work the process. If more money is collected, it supplements the fund balance in a positive direction. He gave an overview of the process they use to attempt to collect payment. He noted the law changed about 4 years ago and you cannot deny a student a lunch and they can continue to build a debt. You can take them to small claims court, it was decided not to go this route prior but that can be looked into again. There are about 10 families owing more than \$500 to the district. He confirmed some of the \$15,000 is rolled over from the prior year. He confirmed regarding the special education capital reserve, the balance is approximately \$125,000. He confirmed for the ABA Therapists, the \$116,480 is in next year's budget. It was noted there is \$157,561 in special education costs not in next year's accounts and additional funds (\$80,000) may be requested for withdrawal from the capital reserve this year; this is concerning. Superintendent noted there is a possibility of a student who is receiving services who may not continue although an additional student moved in today. Discussion was had regarding the unpaid balances in food service. It was agreed to have the food service committee add this to their agenda.

VIII. ACTION ITEMS

a. Approve Minutes of Previous Meeting

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. LeBlanc to approve the minutes of April 4, 2019 as amended.
Voting: all aye; motion carried unanimously.*

b. Technology Bid

Superintendent reported he is waiting for information which was requested by a board member. Once he has this he will bring this back.

c. Policies

i. BEDH-Public Participation at Board Meetings-1st Read

Superintendent reported this is the 1st reading for this policy. It was brought forward as written. Two typos will be fixed. This policy will be brought back for a 2nd reading.

ii. BEDB-Agenda Preparation and Dissemination-1st Read

Superintendent reported this is the 1st reading for this policy. No changes were made and this policy will be brought back for a 2nd reading.

iii. DFA-Investment-Annual Re-Adoption

169 Superintendent reported this is a 2nd reading and an annual re-adoption of this policy.

170
171 *A MOTION was made by Mr. Legere and SECONDED by Mr. Vanderhoof to re-adopt DFA-Investment Policy.*
172 *Voting: six ayes; one abstention from Mr. LoVerme, motion carried.*
173

174 IX. COMMITTEE REPORTS

175 i. Budget Liaison

176 Mr. Vanderhoof reported Ms. Jennifer Bernet was elected secretary, Ms. Leslie Browne was elected chair and Mr. Bill
177 Ryan was elected vice chair. The committee had questions about training and if they had access to NHSBA offerings.
178 School Board Chairman, Ballou was contacted to look into this and training for the school board and budget
179 committee together. Mr. Vanderhoof reports the committee had a general sense of wanting everyone to have a
180 consensus of who is in charge and responsible for what. A question was raised whether the school board wants to
181 have representation from the budget committee on all committees such as the new one formed for food service. Mr.
182 Vanderhoof suggests an agenda item to discuss and figure out what the processes should be. He notes over the last
183 couple years he was going off what he was told and “some of that seems a little off”. He suggests a joint meeting with
184 the budget committee but doesn’t need to be the next meeting. The budget committee will meet on 5/21/19 and Mr.
185 Vanderhoof can ask if they would like to have a joint meeting to discuss the “ins and outs”. He noted a slide show
186 about how things are supposed to work regarding the basics of school budgeting is available from NHSBA. Mr.
187 LoVerme agrees with all the new members on both boards it would be a good idea.

188 ii. Policy Committee

189 Mr. Clark reported the committee focused on trying to get policies BEHD and BEDB regarding board meeting ready
190 for a 1st read. Specifically allowing public comment at the beginning and focus on agenda items. The committee spent
191 some time discussing communications and potentially television and archiving meetings; the consensus was to bring it
192 back before putting it into a policy.
193

194 • SOCIAL MEDIA DISCUSSION

195 Mr. Clark spoke of YouTube and Facebook allowing streaming and archiving of events at a high level and at no cost
196 which is something we can potentially look into. He reports a school board is required to archive any recording per
197 state law. This is one concept to consider and we would need a policy including what happens when someone no
198 longer adheres to policy, what happens to recording, some districts have it edited, what is the official record, the
199 minutes or the recording. Another area for consideration is social media accounts. Dates and locations for board
200 meetings and links to our website is a way for information to be provided and there is a way for information to come
201 in which would be considered board correspondence. There is also the option to have information that comes in be
202 discarded. These are some options to broadcast our reach at a very low cost. If you televise it, you need the
203 equipment. It was suggested a demo be provided and he can work with the Superintendent on this. A brief discussion
204 was had regarding possible scenarios with video recordings and the possibility of having students get involved from
205 the media club. There was also a brief discussion about the concerns of the video being tampered with and the level of
206 ownership and validity. It was noted any member of the public can record the meeting without having to ask for
207 permission. Discussion was had that it seems to be a lot of work that would be created and a significant cost; how
208 many would utilize this. There has not been a lot of discussion from the public with a desire or drive for this although
209 it doesn’t mean it is not there. No objection was heard to have a presentation given to the strategic planning
210 committee by Mr. Clark.

211 iii. Negotiations Committee

212 Mr. LoVerme reported the committee met, this is his 3rd time on the negotiations committee and the 1st time they
213 have met this early in the year. They went over most of the CBA but not all. They will bring information to the
214 school board and seek input as they get further along. A question was raised since most of the discussions at the
215 school board level surrounding negotiations are in non-public, does the committee do any updates in public format.
216 Superintendent confirmed normally the school board would have their conversation in non-public so if there is
217 language in the contract school board members have concerns they can bring those to the committee then the
218 committee has a charge to move forward with. Mr. Vanderhoof noted, we can request a non-public session if needed
219 during the summary.
220

221 X. RESIGNATIONS / APPOINTMENTS / LEAVES

222 **a. Appointments**

223 Superintendent recommended appointments for the following teachers and staff. He confirmed he hires the best
224 candidate; it's not based on the salary. He confirmed there is opportunity for summer PD for new teachers as well as a
225 mentor program.

226 **i. Margaret Dwyer-English Teacher WLC**

227 *A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to accept the recommendation and appoint*
228 *Ms. Margaret Dwyer, HS English teacher.*

229 *Voting: six ayes; one abstention from Mr. LoVerme, motion carried.*

230
231 **ii. Andrea Petrone-Elementary Teacher FRES**

232 *A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the recommendation and*
233 *appoint Ms. Andrea Petrone, elementary teacher (3rd grade).*

234 *Voting: six ayes; one abstention from Mr. LoVerme, motion carried.*

235
236 **iii. Emily Hall-Art Teacher WLC**

237 *A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the recommendation and*
238 *appoint Ms. Emily Hall, WLC art teacher.*

239 *Voting: six ayes; one abstention from Mr. LoVerme, motion carried.*

240
241 **iv. Allison Blondin-MS Math Teacher WLC**

242 *A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the recommendation and*
243 *appoint Ms. Allison Blondin, WLC MS math teacher.*

244 *Voting: six ayes; one abstention from Mr. LoVerme, motion carried.*

245
246 **v. Lizabeth Baker-Business Administrator**

247 A discussion was had regarding the salary for this position, the recommended salary for this candidate is more than
248 was budgeted and only 1 out of 12 candidates was brought to the Board. Superintendent reviewed that this position
249 requires background and knowledge in schools plus DOE certification and this is not a high salary for this position.
250 He confirmed the position for a part-time person in the business office would still be needed.

251
252 *A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the recommendation and*
253 *appoint Ms. Lizabeth Baker, Business Administrator.*

254 *Voting: five ayes; one nay from Mr. Vanderhoof, one abstention from Mr. LoVerme, motion carried.*

255
256 **vi. Megan Sass-School Psychologist SAU**

257 Superintendent spoke regarding the need for a school psychologist on staff; we currently contract out for these
258 services at 35 hours a week. He would like to add this position. Some of the duties performed are individual work
259 with students and testing for SPED through the IEP process. They must be licensed and have background knowledge.
260 The need for services has increased and at times the psychologist is working over 40 hours per week. We've had over
261 40 referrals this year. This position wouldn't be in a CBA and would be school year. It's a service we are paying for
262 anyway but would allow us some flexibility during the year as a salaried position. Currently as a contracted service
263 provider the psychologist can negotiate their contract each year and also contract with other school districts. Forty
264 hours a week would be the normal schedule but if some weeks require more as a salaried position it would not be at
265 additional cost. Financially it evens out but for the employee being part of NHRS allows them to do some things
266 long-term and those costs are already imbedded. Discussion was had including if it is enough of a financial savings to
267 add a position if we can get the same services, is everyone getting the services they need now, there would be no other
268 school districts the psychologist would be working with (just ours), there is no anticipated savings at this time, it is
269 cost effective as the needs increase, having someone on staff would be a benefit.

270
271 Superintendent informed the Board we are approaching the point we may need to consider adding a 4th kindergarten
272 teacher. Principal O'Connell informed the Board we have 37 registrations at this time.

273
274 *A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to add a school psychologist staff position.*
275 *Voting: five ayes; one nay from Mr. Vanderhoof, one abstention from Mr. LoVerme, motion carried.*

276
277 *A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to accept the recommendation and*
278 *nominate/appoint Ms. Megan Sass, School Psychologist.*

Voting: five ayes; one nay from Mr. Vanderhoof, one abstention from Mr. LoVerme, motion carried.

Mr. Vanderhoof voiced concern that a position was created, filled and advertising was not done.

- **Karis Roper-MS Science Teacher WLC**

A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the recommendation and appoint Ms. Karis Roper, WLC MS science teacher.

Voting: six ayes; one abstention from Mr. LoVerme, motion carried.

- b. **Resignations**

- i. **Kimberly Plourde-Preschool Teacher LCS**

- **Kathy Lefebvre-School Nurse WLC**

- **Jennifer Natusch-MS English Teacher WLC**

Superintendent reported 3 resignations, 2 teachers, 1 school nurse (2 are moving). No motion is needed.

XI. SCHOOL BOARD MEMBER COMMENTS

Ms. Lemire questioned when the school board workshop would be. Superintendent responded the 2nd meeting in May (28th) the MS teachers will present their challenge options, if the Board wanted to include this it would be appropriate on the same day.

Mr. Clark commented that Chairman Ballou was interested in adding an agenda item “agenda building” to the next meeting; it would be nice to add this to the 14th.

Mr. Vanderhoof requested clarity on public participation on interviews and committees as soon as possible.

XII. PUBLIC COMMENTS

Mr. Adam Lavallee questioned if the appointed business administrator is going to be capable of giving the type of detail the budget committee wants. He spoke regarding the “elevator and phone thing”; it was not clear. “The problem was not a big problem but sounds like it’s worse.” He thinks the Mitel contract would have something to make sure the calls get through or you should have been told emergency numbers wouldn’t get through. Regarding the public comment and sticking to the agenda, it is his opinion it’s a bad idea to keep people from speaking and if you try to silence people you are hiding something. He further states “I would look at what a defamatory remark is because you don’t want to silence people from making legitimate complaints; these questions still need to be answered. If the complaint is about the Superintendent the Board is the overseer. It’s not defamatory if it’s a legitimate concern”. Mr. LoVerme responded, when it has to do with the person’s character it needs to be done in non-public. Mr. Lavallee states “when I asked, could this be true I was told it went against a person’s character, I am fully within my rights and the information came to us, the truth is we have a right to know by your only employee if its true or not”. He suggests researching what is a defamatory remark.

Ms. Susan Ciatto raised concern if the public can only comment on agenda items and if, as she has experienced, when she emails the Board, they do not email back; how does she ask how her concern is being addressed. Mr. LoVerme responded, you can email the Superintendent to get it put on the agenda; if it has to do with the Superintendent you can email the Board. She asks her concern be placed on the agenda. She suggested the process be put on the website how to get topics discussed. She will send an email to have it placed on the agenda. She notes she did not receive an email regarding the 732 numbers and has heard an email was sent to parents on two separate occasions. She spoke regarding having the board meetings videotaped and comments 6 more people watching is a good thing. As a PTO member, she would be happy to help get the word out. She believes people would want to watch at home. Mr. Clark spoke regarding the complaint process that there is a 3 tier process similar to a corporate structure, 1st is the teacher, then principal, Superintendent and then the school board and lastly the DOE. Ms. Ciatto finds the policy is different depending on who it is related to. Mr. Clark confirmed part of the policy committee’s job is to streamline the process. If there is a concern about a complaint not being addressed it moves up the process. She requests procedures be clear. Mr. Clark responds there is discussion in creating some sort of pamphlet or cheat sheet of what to expect but it’s just a discussion; the hope is to increase communication abilities.

Ms. Laura Gifford spoke noting if you want to be transparent, by prohibiting people to speak is strangling or gagging. She notes “as a school board, consider that usually people come to hear or do a little dialog or have some sort of input

and sometimes they can't get on the agenda or want to bring information as sometimes things don't get to you when they should.

Mr. Lavallee questioned if the school board was aware of Mr. Dailey's email he forwarded back to them. "Mr. Ballou and Mr. Dailey were only ones on the reply and his response did not follow guidelines of KEB and no one realizes". He does not believe anyone knew we were on step 1 until he spelled it out. His lawyers told him "they can do stuff like this with the Department of Education" and if he keeps getting no answers... He noted there is no amount of money he will spend for the safety and education of his kids.

Ms. Lisa Post spoke indicating she thinks utilizing Facebook is great. She says if needed, it can be filed on Facebook; it doesn't have to be official. The town already does this and doing it with a private person is great for transparency. She comments there is a shortfall this year and you are employing people above salary and hiring two teachers and a gym teacher at a higher salary than a science teacher. "If we need to spend our money somewhere it is in science and English". Regarding the deficit for food service, since 2014, nothing has ever been done. There are a lot of schools and PTO's that are raising funds to cover this through fund raisers. She suggests the Board along with the PTO reach out to help those students who cannot afford it. Ms. Ciatto questioned how is doing a fundraiser different than raising it through taxation? Mr. Lavallee responded it is voluntary. Ms. Post asks the Board to be cognizant of all ends as some cannot afford their taxes now.

Mr. Lavallee questioned if people would pay a little more for better food. Restaurants are in the market to make money and is there a way to quantify that in a town this small. Mr. LoVerme responded, the food service committee will look at the whole lunch program at FRES and WLC once the committee is formed. Superintendent confirmed the committee should be formed in a week.

XIII. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)

A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to enter Non-Public Session to discuss personnel matters RSA 91-A: 3 II (A) (C) at 9:25pm.

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

MOTION to hear resident complaint in non-public with council by Mr. Legere and SECONDED by Mr. Clark.
Voting: four ayes; two nays by Mr. Vanderhoof and Ms. Lemire and one abstention from Mr. LoVerme. motion carried.

A non-public session to be scheduled for next meeting regarding personnel matters.

A MOTION was made by Mr. Legere and SECONDED by Ms. Cloutier-Cabral to exit Non-Public Session at 10:39pm.

Voting: six ayes via roll call vote; one abstention from Mr. LoVerme motion carried.

RETURN TO PUBLIC SESSION

The Board entered public session at 10:39pm.

A MOTION was made by Mr. Legere and SECONDED by Ms. Cloutier-Cabral to seal the minutes of the non-public session.

Voting: six ayes; one nay from Mr. Vanderhoof motion carried.

XIV. ADJOURNMENT

A MOTION was made by Mr. Legere and SECONDED by Ms. Cloutier-Cabral to adjourn the Board meeting at 10:39pm.

Voting: all aye; motion carried unanimously.

Respectfully submitted,

Kristina Fowler

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Bryan K. Lane
Superintendent of Schools

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

Jennifer Burk
Interim Business Administrator

TO: The WLC School Board
FROM: Bryan Lane
DATE: 5/8/19
RE: Fund Balance and Request of Release of funds from Capital Reserve

In working with Jenifer Burk and our staff, I have been reviewing the remaining needs for expenditures for the current school year.

Ms. Burke identified that the previous business administrator had not encumbered funds for some co-curricular positions. This included athletic and non-athletic position in the amount of \$4,673. It is unclear to me why these funds were not encumbered when the information was provided to the business office.

We do not encumber the cost of substitute teachers in advance. If we average 3 teachers out per day x \$65 x the remaining 28 school days \$5,640.

We also have a student who moved into the district recently that will require services costing \$4,900 for the remaining 28 school days.

I asked the Special Services Coordinator's assistant to look up all of the accounts for out of district placement to ensure that we had the appropriate funds available. It appears that there was a significant miscalculation.

The remaining expenditures for the six student and four accounts that are budget to accommodate these costs for students who are out of district include:

Facility	Remaining Cost	Account Number	Current Encumbrance
The May Center	\$ 42,509	04.1290.564.03	\$105,300
Milford School District	\$ 36,741	04.1290.564.02	\$ 9,997
Milford School District	\$ 38,505	04.1290.564.03	\$ 57,597
Milford School District	\$ 30,054	04.1290.561.11	\$ 3,639
Nashua Children's Home	\$ 2,612		
Spaulding Youth Center	\$ 48,737		
Total	\$199,158	Total	\$176,533

The difference between the cost and the encumbrance is \$22,625.

The current fund balance calculation with accounts and purchase orders that we will not need to expend is a negative \$8,195. If we add the above unencumbered costs the fund balance will be:

Current fund balance	-	\$ 8,195
Unencumbered Co-Curricular	-	\$ 4,673
Substitute teachers	-	\$ 5,640
New student cost	-	\$ 4,900
Unencumbered out of district	-	<u>\$22,625</u>
TOTAL	-	\$46,033

With this in mind I am requesting that the board make the following motion:

Recommend the release of \$50,000 from the Educating Educationally Disabled Children Capital Reserve Fund for the purpose of funding unanticipated costs for Special Education services in the 2018-19 school year.

The current balance in the account is \$141,046, this would reduce the fund's balance to \$91,046.

In looking to next year:

- It would appear that salary savings will be in the range of \$45,000 to \$50,000 that could be used to transfer to cover special education costs if needed. (This includes the cost of service awards)
- There is a student who we budgeted for who has informed us that the student will not be in the district next year. Looking at the offsetting cost of the new student with the budgeted cost of the student who will not be attending \$40,000.

BEDH - PUBLIC PARTICIPATION AT BOARD MEETINGS

See Also KE, KEB

The primary purpose of Wilton-Lyndeborough Cooperative School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. The Board will provide a maximum of fifteen (15) minutes to hear public comments at the beginning of each regular board meeting and an additional fifteen (15) minutes prior to any scheduled non-public session. This may be extended by a majority vote of the board.
2. Individual speakers will be allotted three (3) minutes per person. Speakers may not relinquish allotted time to another speaker. For specific meetings and/or specific agenda items, the Board may at the outset of the public comment period increase the individual time limit for all speakers.
3. The Chair will recognize speakers on a first come basis.
4. In order to comply with RSA 91-A:2 II, speakers shall identify themselves clearly for the record.
5. Members of the public shall limit comments only to those items appearing on the agenda. The Board will not entertain comments that do not appear on the agenda. The only exception shall be comments which address matters discussed by the Board at its last public meeting which were not on that meeting's agenda but were discussed by the Board under "New Business". Requests to address the board on specific matters (i.e. a request to have a matter placed on the agenda) should be presented to the Superintendent no less than seven (7) days prior to the next Board meeting and must set forth specifics on the subject to be addressed. The determination whether to place the matter on the agenda will be made consistent with policy BEDB. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to Superintendent in accord with the processes set forth in School Board Policies KE and KEB.
6. Any comments that do not adhere to the above, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments of threatening, or other unprotected speech will not be tolerated.

7. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow the above rules of order. Repeated violations may result in the intervention of law enforcement, with potential for criminal charges.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, in most instances, any board response will be deferred pending future consideration by the full Board.

With the aim of maintain focus on the issues in discussion, it is desired that all speakers strive to adhere to ordinary norms of decorum and civility.

Legal Reference:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3, Non-Public Sessions

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Reviewed: April 30, 2019

Revised:

BEDB - AGENDA PREPARATION AND DISSEMINATION

See Also BEDA, BEDH

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board.

Items to be placed on the agenda should be received by the Superintendent at least seven days prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least seven days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public, upon request. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only. Supporting materials sent with the agenda are subject to disclosure by the Right-to-Know law. Therefore, both the agenda and the supporting materials may be reviewed by the public prior to the meeting. Any supporting materials that contain confidential information, which is exempt from disclosure and where the Board has a legal duty to maintain the confidentiality of the information, shall be clearly marked as confidential. Board members shall not disclose any materials marked as confidential or otherwise exempt from disclosure under the Right-to-Know law.

Notices of meeting shall be consistently posted on the District's web site in a reasonably accessible location.

Legal Reference:

RSA 91-A:5, IX.

First Reading: September 14, 2010

Second Reading: October 12, 2010

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Revised: