

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING**  
**Tuesday, August 14, 2018**  
**Lyndeborough Central School-Multipurpose Room**  
**6:30 p.m.**

- I. CALL TO ORDER-Harry Dailey-Chair**
- II. NON-PUBLIC SESSION RSA 91-A: 3 II (C)**
- 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
    - iii. Principals' Reports
  - b. Letters/Information**
    - i. NHIAA Committee Chair
- VI. CONSENT AGENDA**
- VII. ACTION ITEMS**
  - a. Approve Minutes of Previous Meeting**
  - b. Transfer**
  - c. Handbook Changes-WLC/FRES/LCS**
- VIII. COMMITTEE REPORTS**
  - i. Budget Liaison
  - ii. Policy
  - iii. Strategic Planning
- IX. RESIGNATIONS/APPOINTMENTS/LEAVES**
  - a. Resignation-Kristina Aparo-FRES Music Teacher**
- X. PUBLIC COMMENTS**
- XI. SCHOOL BOARD MEMBER COMMENTS**
- XII. NON-PUBLIC SESSION RSA 91-A: 3 II (C)**
- XIII. ADJOURNMENT**

**INFORMATION: Next School Board Meeting-August 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  
August 14, 2018

The summer has been quickly going by with preparations for the coming school year progressing rapidly. The maintenance crews have been working through the extended days of heat and are doing an outstanding job. The buildings have been busy with summer programs as well as professional development opportunities for staff. I want to take a moment to commend those staff persons who took part in these opportunities to enhance our instruction and assessment practices.

We did hire one new teacher since the last board meeting with the approval of board representative Matt Ballou. Courtney Palladino will be taking the position as special education teacher for the high school replacing Kathy Wilson. Courtney has a Bachelor of Arts degree from the University of New Hampshire in History and a master's degree in Psychology from Rivier University. She has experience as a para-educator as well as working with Project Drive working with children from the Milford area. Courtney will be an Alt. 4 teacher and we will be working with her to complete her certification in Special Education. She will be placed on step 1 of the master's scale at a salary of \$40,000. This is a reduction in salary from the budgeted amount of \$51,000.

The district is still looking to hire two para-educators for the middle school and we received a resignation from our elementary music teacher as well. We are actively looking to interview and fill these positions prior to the start of the school year.

New staff will be here in the district for a two-day orientation on August 22<sup>nd</sup> and 23<sup>rd</sup>. The two days will provide information around district procedures, protocols and policies along with time to be in their buildings and meeting their mentors for the coming school year. All staff will return on Monday August 27<sup>th</sup> for three days prior to the first day for students on Thursday August 30.

The administrative team met at my home on Wednesday, August 8. Our agenda included:

- Efforts to implement and demonstrate rigor in all of our schools
- Budget for the 2019-20 school year
- How we can communicate better between ourselves and how we can communicate our efforts to the school community at large
- Revisions to the mentoring process
- Fiscal procedure

We have received guidance from our attorney regarding the matter of providing references for school employees accused of sexual misconduct. A copy of that communication is included.

Meetings of both the Strategic Planning Committee and the Policy Committee have taken place in the summer months.



SOULE, LESLIE, KIDDER,  
SAYWARD & LOUGHMAN P.L.L.C.

ATTORNEYS AT LAW

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**MEMORANDUM**

TO: Superintendents of Client School Districts

FROM: Michael S. Elwell and Diane M. Gorrow

RE: Providing References For School Employees Accused of Sexual Misconduct

DATE: August 7, 2018

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School district references for employees accused of sexual misconduct have been the subject of much discussion in two recent contexts. The United States Department of Education recently reminded state departments of education, which in turn communicated to school districts, that the Elementary and Secondary Education Act requires districts to adopt policies which prohibit assistance in obtaining a new job for a school district employee, contractor or agent who is known or is believed to have engaged in sexual misconduct with a minor or a student. There also have been many recent headlines concerning sentencing statements made by school district employees in support of a former co-worker who pleaded guilty to sexual assault of a student. We have received questions from many of you about each of these situations. Please consider the following.

I. Policy Pursuant to ESSA and ESEA

Section 8546(a) of the Elementary and Secondary Education Act, as reauthorized in December 2015 by the Every Student Succeeds Act,<sup>1</sup> requires a local education agency that receives federal funds under the ESEA to have a policy which prohibits it (and its employees, contractors and agents) from assisting a school employee, contractor or agent in obtaining a new job if the individual or the agency knows or has probable cause to believe that the person engaged in illegal sexual misconduct regarding a minor or a student. The Department of

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<sup>1</sup> Codified at 20 U.S.C. 7926(a).

Education's recent letter specifies that providing a "recommendation of employment" is prohibited, but Section 8546(a) also requires the policy to prohibit other forms of assistance to obtain a new job.

Section 8546(b) of the ESEA establishes some limits and exceptions. Routine transmission of administrative and personnel files is permissible. The requirements of Section 8546(a) also do not apply if:

1. Information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction; and
2. That information also has been properly reported to other authorities as required by law (e.g., DCYF); and
3. Either (a) the matter has been officially closed; (b) the prosecutor or police have investigated and notified school officials that there is insufficient evidence for them to proceed; (c) the alleged perpetrator has been charged and acquitted or otherwise exonerated; or (d) the case remains open and no charges have been filed for at least four years after the information was reported to the law enforcement agency.

In our experience, school districts do not provide references or other employment assistance to persons believed to have engaged in sexual misconduct with students or minors. However, Section 8546 now requires a formal policy that prohibits such assistance by the school district and its employees, contractors and agents. A model policy, which tracks the language in Section 8546, is attached.

## II. Character References for School Employees Who Have Sexually Assaulted Students

Kristie Torbick, a former guidance counselor, pleaded guilty to four counts of felonious sexual assault against a student and was sentenced to 2 ½ to 5 years in prison. Educators recently were asked to attend her sentencing hearing and speak on her behalf. Some refused, some went without the knowledge or consent of their employers, and a few went with the authorization of their employers. Educators who supported or spoke favorably about Kristie Torbick at her sentencing hearing have been publicly criticized.

What, if anything, can or should districts do to avoid what happened in the Torbick case? Individuals who are employed by districts have the right under the First Amendment as individuals to speak in support of someone to be sentenced. As long as the educator is speaking as an individual, the individual cannot be terminated or disciplined for that speech.

Districts do have control over what individuals can do as representatives of the districts. As a general rule, unless the district is a party to an action, a district is not required to send representatives to court hearings without a subpoena. Districts do not need to adopt board policies to address how to respond to requests for testimony. However, the superintendent should establish guidelines to handle requests to appear in court. The guidelines should require the following: Any employee who receives a request to testify or appear in court as a

representative of the district must notify the building principal. The building principal must then contact the superintendent. The superintendent should determine, in consultation with legal counsel, how to respond to the request.

## POLICY

The School District and its employees, contractors and agents are prohibited from providing a recommendation of employment and from otherwise assisting a school employee, contractor or agent in obtaining a new job if it is known or there is probable cause to believe that such school employee, contractor or agent engaged in illegal sexual misconduct with a minor or a student. Routine transmission of administrative and personnel files is not prohibited.

The requirements of the foregoing paragraph shall not apply if:

1. Information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction; and
2. That information also has been properly reported to other authorities as required by law (e.g., DCYF); and
3. Either (a) the matter has been officially closed; (b) the prosecutor or police have investigated and notified school officials that there is insufficient evidence for them to proceed; (c) the alleged perpetrator has been charged and acquitted or otherwise exonerated; or (d) the case remains open and no charges have been filed for at least four years after the information was reported to the law enforcement agency.

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

192 Forest Road,  
Lyndeborough, NH 03082

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Bryan K. Lane  
Superintendent of Schools

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

Lise Tucker  
Business Administrator

BUSINESS OFFICE REPORT

August 7, 2018

Kristina and Lise have been working with administration and staff to ensure work agreements and benefits are in place for the upcoming school year. Mary Anne and Lise have been working with administration and staff to coordinate purchases and payables for the upcoming school year.

Buddy has been working with his staff on completing the annual cleaning schedule. The gymnasiums have been refinished and paint has been done throughout the district.

Buddy spent some time this past weekend 'replumbing' the drains in one of the WLC science labs. By putting in new drain piping and doing it in house, we saved over \$4,000. He has the other science lab on his to do list.

The third phase of the WLC Roof replacement is scheduled to be completed by the beginning of the school year. Inclement weather has postponed the start date to mid-August. The LCS siding repair and painting is expected to be done by the school opening as well. Matt Schwab will do the siding repair and McCormack Painting will do the painting.

We have a one year agreement with ENE of NH. This is for our HVAC Mechanical and Control Systems maintenance. These systems include our roof top units, boilers, water heaters, pumps and energy system software/hardware controls. The total cost for the district is \$17,295 vs \$17,587 last year. By using one company vs two, we hope to achieve maximum efficiencies both mechanically and in systems.

We have secured our pricing with W.B. Mason. They were the lowest responsible bidder. They will supply us with 280 reams of copy paper for the fiscal year 18-19 at a price of \$26.18 per carton/case. This is an increase of 16.8% from last year or a negative impact to the budget of \$1,164.90. Five companies were solicited. The Invitation to Bid was on the website as well. Three bids were received.

We are in the third year of our agreement with One Source Security for a total of \$1,770 for the year. This includes the monitoring our security and fire alarm systems. We have renewed the annual agreement with Tri-State Fire Protection to perform our bi-annual kitchen hood suppression inspections for a total of \$1,497.60. This is the same as last year. This vendor will also do our required annual inspections for the fire alarm system panels, fire extinguishers, smoke detectors, sprinkler systems and elevator tests. The fire alarm systems, fire extinguishers, and sprinkler systems inspections were done this past month.

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

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Brian Bagley, Principal  
Sarah Edmunds, Ed.D, Assistant Principal

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

**WLC Principal Report**  
**August 14, 2018**

**Assistant Principal Sarah Edmunds completed her first month at WLC.** In the first month at WLC she was able to get settled into her new work space, learn the specifics of what the job entails, ask a plethora of questions, and spend some quality time getting to know the community and the staff. A lot of time was spent revamping the student handbook and creating a code of conduct. This work was an excellent jumping off point as it allowed her to spend time looking in depth at the policies and regulations of the school community. In addition, she spent a week at PowerSchool University in Nashville learning the ins and outs of the administrative side of the program. It was a packed week! Ms. Edmunds found it very informative and a successful use of time. She took classes on managing students and staff, attendance records, incident reporting, and security settings.

**Maintenance Department has done a great job this summer.** WLC is well on the way to being ready to welcome teachers and students. To recognize their hard work and the hard work of the administrative staff we will be dedicating an afternoon cookout for all.

**The Guidance Department has been hard at work preparing for the new school year.** Some of the work completed includes mailing transcripts of 2018 graduates to their college/university, sending out transcripts of previously graduated students to colleges/universities, registering new students and setting up visits from area colleges for the fall.

**Registration Day:** Thursday, August 23, 2018 from 6pm- 8:00pm.

**Meet & Greet:** Tuesday August 28 6th Grade Meet and Greet will be from 8:00am-9:00am & 9th Grade Meet and Greet will be 9:00am-10:00am.

**WLC will be hosting a Science Summer Institute for District Teachers August 13-17.**

**New teacher Orientation Day will be held Thursday, August 23.** A total of nine new teachers and one administrator will be involved in the all-day event. Mentors will join the new members of our WLC family during the afternoon. Part of the day will include a tour of the Wilton Lyndeborough community.

**Schedules have been created for the first three Professional Development Days scheduled for August 27-29.** The three days include meet and greets, power teacher training, 504 meetings, faculty, leadership, and middle school meetings.

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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.”

**Some of the changes being made in this year's schedule is imbedding PLC's into teacher schedules to improve teacher collaboration.** Giving each PLC, and faculty meeting a theme for teachers to focus on and discuss will further enhance the changes that we are making school wide. Some of these themes include curriculum, identifying values and beliefs, and increasing rigor in all classrooms.

**One of our goals this year is to give students, parents and the community a voice.** At 8am on the last Friday of each month, Assistant Principal Sarah Edmunds and myself will be hosting a, "Coffee and Conversation." During these informal get togethers attendees will have an opportunity to ask questions and express any issues or concerns they might have. September 28 at 8am will be the first meeting.

**Athletic News:** Fall Sports (Boy and Girls Varsity Soccer) begin August 13<sup>th</sup>.

Respectfully,

Brian Bagley

Wednesday, August 1 –

Thursday, August 2 –

Friday, August 3 –

Saturday, August 4 –

Sunday, August 5 –

Monday, August 6 –

Tuesday, August 7 –

Wednesday, August 8 –

Thursday, August 9 –

Friday, August 10 –

Saturday, August 11 –

Sunday, August 12 –

Monday, August 13 –

Tuesday, August 14 –

Wednesday, August 15 –

Thursday, August 16 –

Friday, August 17 –

Saturday, August 18 –

Sunday, August 19 –

Monday, August 20 –

Tuesday, August 21 –

Wednesday, August 22 –

Thursday, August 23 – New teacher orientation

Friday, August 24 –

Saturday, August 25 –

Sunday, August 26 –

Monday, August 27 – PD Day First day teachers return

Tuesday, August 28 – PD Day

Wednesday, August 29 – PD Day

Thursday, August 30 – First day of school

Friday, August 31 –

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**Florence Rideout Elementary School**

18 Tremont Street  
Wilton, NH 03086  
Phone: 603-654-6714  
Fax: 603-654-3490

Website:  
[www.sau63.org](http://www.sau63.org)

**Lyndeborough Central School**

192 Forest Road  
Lyndeborough, NH 03082  
Phone: 603-654-9381  
Fax: 603-654-6884

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**Principal's Report: 8/14/2018**  
**Lyndeborough Central School/Florence Rideout Elementary School**

For many of our young students learning continues throughout the summer in our district. We are fortunate to be able to provide an RTI Summer Academy at Florence Rideout for our students entering grades 1-3. Our goal is to provide selected students with an additional opportunity to develop their academic skills throughout the summer months. Forty two students participated in the program which concluded on Friday, August 9<sup>th</sup>. **Vicki Macpherson** kindergarten teacher, **Tammy Cargill** reading specialist, **Danielle Cambray** first grade teacher, **Kim Swanson** Title One tutor, **Anne Harkelroad**, paraprofessional and RTI coordinator **Michelle Locke**, provided students with reading and math instruction to maintain important skills throughout the summer months.

Not only did we provide learning opportunities for our students throughout the summer, but our staff engaged in worthwhile professional development. **Responsive Classroom** is an evidence-based approach to elementary teaching that focuses on the strong link between academic success and social-emotional learning (SEL). During the week of July 28<sup>th</sup> – August 1<sup>st</sup> staff from Florence Rideout including, **Nicole Dane**, **Samantha Sappet**, **Stephanie Loiselle**, **Kristen Hebert**, **Heather Desmarais** and **Melanie Drew**.

**Project Lead the Way** is the newest researched based program utilized to deliver STEM (Science, Technology, Engineering and Math) curriculum. Several staff including **Nicole Dane**, **Kristen Hebert**, **Bridgette Fuller**, and **Stephanie Loiselle** attended a workshop. They will each pilot part of this program in their respective classrooms for the upcoming school year.

We are preparing for the return of students and staff. Letters from classroom teachers and myself were mailed to all students and parents on August 8<sup>th</sup>, 2018. Included in my letter was information about first day of school procedures and brief introductions of new staff members. All incoming kindergarten students received the book *If You Take a Mouse to School*, by Felicia Numeroff.

Our new desktop support **Andrew Stevens** has acclimated well to our school and has completed many of summer tasks including updating devices, and set up of the computer lab. **Buddy Erb** Facilities Director, and building custodians, **Dan LaSala**, **Albert Boucher**, **John Ward** and **Sam Erb** have been working hard cleaning classrooms and hallways, painting and preparing FRES and LCS for the return of students and staff. The buildings looks “newer” than the day they opened!

With the recent resignation of our music teacher Kristi Aparo I have spent several days this week interviewing candidates. I will be nominating a candidate shortly.

Respectfully,

Tim O'Connell  
Principal



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Jeffrey T. Collins  
Executive Director

July 23, 2018

Mr. Bryan Lane, Superintendent  
SAU 63  
192 Forest Road  
Lyndeborough, NH 03082

Dear Mr. Lane:

On behalf of the membership of the NHIAA I would like to thank you for agreeing to continue as a Committee Chair for the upcoming year, to serve the NHIAA Tennis Committee for a one year term. Your term will expire in 2019. As you know, the backbone of our Association rests with the work that is accomplished by the volunteers serving on over 30 committees.

As you also know, the Committee Chairs are given a great deal of responsibility under the NHIAA By-Laws. Consequently, strong and visionary leadership is absolutely crucial. I am most appreciative of your willingness to continue as the Chair and look forward to working with you in the upcoming year.

Although I will continue to make every attempt to keep lines of communication open, with over 30 committees it is sometimes difficult to do so in a timely manner. Consequently, I would encourage you to feel free to contact me at any time should you have a concern or question or find that I have missed an issue or task that is needed for the Tennis Committee.

Thanks again for giving of your time.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey T. Collins".

Jeffrey T. Collins  
Executive Director

JTC:nrc

1 **WILTON-LYNDEBOROUGH COOPERATIVE**  
2 **SCHOOL BOARD MEETING**  
3 **Tuesday, June 12, 2018**  
4 **Wilton-Lyndeborough Cooperative M/H School-Media Room**  
5 **6:30 p.m.**  
6

7 Present: *Harry Dailey, Matt Ballou, Miriam Lemire, Charlie Post, Joyce Fisk, Carol LeBlanc, Jonathan*  
8 *Vanderhoof, Mark Legere (6:38pm) and Alex LoVerme (6:49pm).*

9  
10 *Superintendent Bryan Lane, Business Administrator Lise Tucker, Director of Student Support Services*  
11 *Betty Moore, Principal Tim O'Connell, IT Director Kevin Verratti, Curriculum Coordinator Julie Heon*  
12 *and Clerk Kristina Fowler*  
13

14 **I. CALL TO ORDER**

15 Chairman Dailey called the meeting to order at 6:32pm.  
16

17 **II. ADJUSTMENTS TO THE AGENDA**

18 Superintendent Lane informed the Board of the following adjustments: teacher nomination, parent  
19 request will be in non-public and consideration for an after school program under action items.  
20

21 *A MOTION was made by Mr. Ballou and SECONDED by Ms. LeBlanc to accept the adjustments to the*  
22 *agenda.*

23 *Voting: all aye; motion carried unanimously.*  
24

25 **III. PUBLIC COMMENTS**

26 Ms. Deb Mortvedt, Wilton spoke regarding spending the day with the 4<sup>th</sup> graders during a historical field  
27 trip visiting the town hall and opening the vault were among the activities. She spoke of how pleased she  
28 and others were with the experience. She spoke of a past meeting where the deficit for the food service  
29 program was discussed and this is something she is very concerned about and notes she wants to be part  
30 of positive things in the school system. She offered her assistance to help see where all that money is  
31 going and to communicate with parents and teachers to find out what is going on. She would like to see  
32 something done about it and is concerned where the money is going. Chairman Dailey responded the  
33 first Strategic Planning Committee meeting is the end of June and this is high on their radar to look at  
34 nutrition and money.  
35

36 Ms. Jessie Salisbury, Lyndeborough noted how polite the 4<sup>th</sup> graders were who went on the historical  
37 field trip and each adult commented on this and that they asked good questions. The town officials and  
38 people in the library were very impressed.  
39

40 Ms. Becky Sours, Wilton commented she did not see on the agenda or in the notes of the last meeting  
41 discussion regarding the after school program. Chairman Dailey responded this was added to the  
42 meeting this evening as an adjustment. Ms. Sours spoke of the buses on her road being half empty and  
43 from her perspective it seems a waste of money to have an empty bus and questioned why one bus  
44 couldn't do it. Chairman Dailey responded we do not want students on the buses any longer than  
45 necessary. Superintendent Lane added bus routing is always an issue and she could contact him directly  
46 to discuss her particular situation. Ms. Sours responded she does not personally have a bus issue, but  
47 wonders why we could not save money (by combining). Superintendent Lane will check on routing.  
48

49 **IV. BOARD CORRESPONDENCE**

50 **a. Reports**

51 **i. Superintendent's Report**

52 Superintendent Lane gave an overview of his report and thanked Dr. Heon and staff for participating in a  
53 great deal of professional development (PD) that is happening over the summer. He wants to work with  
54 media resources to put together an article regarding what the teachers are doing over the summer as at  
55 least 2/3 of the staff are involved in PD. He provided copies of draft evaluation systems for both teachers  
56 and paraprofessionals. The goal collectively is to work with the staff to come up with something that all  
57 feel is beneficial to the students and student achievement is part of the process. He has shared this with  
58 the new WLCTA president, Molly Moore Lazar and he expects to hear back from the Union tomorrow.  
59 The teacher evaluation system is a pilot for a year to work the bugs out; it is a living document. He  
60 confirmed for Chairman Dailey regarding student achievement, the goal is for the student to advance one  
61 full grade level in which they began and there will be other resources available as part of the RTI process.  
62 The paraprofessional evaluation system has been shared with the leadership in the WLCSSA and they  
63 will get back to him on Friday. He will keep the Board updated. He will be attending the statewide  
64 superintendent conference June 24-27 and on vacation July 13-19.

#### 65 **ii. Business Administrator's Report**

66 Ms. Tucker reviewed her report. She has been working on the open enrollment process with SAU and  
67 business office staff. She attended the annual NH government Finance Officers conference with the  
68 treasurer who focused on online banking safety and internal controls. Other agenda items included  
69 accounting for capital assets, social security and retirement planning and the latest from the GASB  
70 (Government Accounting Standards Board). There was a lot of positive feedback regarding the wellness  
71 fair held in May with almost 80% of the employees in attendance. The \$129 that was raised from the  
72 raffle sales will be put into a special account for next year's supplies. She attended the 2018 Tri-State  
73 Association of School Business Official annual conference in Maine with primary focus being on  
74 problem solving. A presentation was also included on the ESSA new data reporting rule. This will  
75 require site based expenditure reporting. The MS-25\DOE-25 requires this as well as the requirement to  
76 split out personnel to non-personnel expenditures for the new site based per pupil financial reporting rule.  
77 NH Retirement System conducted an internal audit on June 1. Their primary focus was to ensure  
78 employers are reporting properly. Sample contracts, W-2's and pay history reports were sent prior as  
79 requested. They anticipate doing these audits every five years. Results of the audit have not been  
80 received. Food service had their last quarterly review meeting in June. Discussions included plans for the  
81 18-19 programs and other ways of increasing meal participation and the needs of the LCS facility to  
82 accommodate for the full day kindergarten program. The paid equity tool for the National School Lunch  
83 Program has been prepared and we are within our lunch price requirement for 18-19. The tool came up  
84 with a lunch price requirement of \$2.92, we are \$2.90. We have the flexibility of not raising prices when  
85 the variance is within .05 therefore prices will remain the same for 18-19.

#### 86 **iii. Principals' Reports**

87 Superintendent Lane gave an overview of Principal Bagley's report. He pointed out that about \$70,000  
88 in scholarships were given out and our kids did a nice job; the generosity was outstanding! A NEASC  
89 visiting committee has come and gone and the next step is an improvement plan with goals and  
90 objectives set and followed up on. This will be a public document. The GV softball team lost in quarter  
91 final and BV baseball lost in the semifinal.

92  
93 Principal O'Connell gave an overview of his report noting many year-end activities for LCS and FRES.  
94 Field Day for LCS is on June 13 and FRES on June 15. These events are coordinated by the PTO and  
95 board members are welcome to attend. Youth Librarian Chance Joyner of Wilton Gregg Free Library  
96 visited with his summer reading program. The 5<sup>th</sup> graders spent today at Canobie Lake and June 18 is the  
97 5<sup>th</sup> grade celebration. The W.I.N. Summer Academy is offered again this year with 41 students  
98 participating in this 5 week program to prevent a loss of academic progress over the summer. This year a  
99 big benefit is that we are able to offer transportation. Marks close on June 8 and Learning Profiles  
100 (report cards) will be distributed on the last day of school. He noted since his arrival to the district he has  
101 never been able to offer so much PD for staff over the summer with grant funds. He was asked to share a  
102 sample of a Learning Profile which he will provide.

#### 103 **iv. Director of Student Support Services Report**

104 Ms. Moore reported being in the process of closing out the balance of the IEP's for this year. Of the 130  
105 identified students, 49 were recommended for the summer program and 34 will be attending the 5 week  
106 program at LCS. She gave a "shout out" to parents, staff, administration for all their support this year; it  
107 has a positive year for all of us.

#### 108 **v. Director of Technology's Report**

##### 109 **• Recycle List**

110 Mr. Verratti gave an overview of his report which included the SAU server has been replaced and is up  
111 and running. The next step is to connect it to the greater WLCSD network. He is soliciting quotes for a  
112 new data backup system. He met with the NEASC visiting committee on May 17 to answer questions. He  
113 met with the State Department of Homeland Security; they did building walkthroughs and security  
114 assessments. A memo for summer recycling is provided along with a list of items that do not meet the  
115 districts needs any longer. He confirmed most of the desktops have been replaced and he salvaged from  
116 them all that can be used; what is left is a husk. The monitors are working but do not meet the need for  
117 the things we do now. A brief discussion was had regarding offering the towns and students (and in  
118 what order) the option to purchase the items "as is" for minimal cost or no cost. Superintendent Lane  
119 noted an alert message could be sent out and some specifications provided. Consensus was to offer them  
120 to the students first then the towns then recycle what is left.

121  
122 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Post to allow Mr. Verratti to offer the*  
123 *monitors for distribution to students, then town and approve the recycling list with a time line of Mr.*  
124 *Verratti's discretion.*

125 *Voting: all aye; motion carried unanimously.*  
126

#### 127 **vi. Curriculum Coordinator's Report**

128 Dr. Heon reviewed the multiple PD events happening over the summer. Parents were invited to the  
129 W.I.N. open house which was today. They picked up the end of year progress reports and through federal  
130 funds we were able to offer a reading book or math tool for each student that is getting those services.  
131 The STAR 360 data has been updated and copies provided for grades 1-8. She noted in both reading and  
132 math all but two grades were able to achieve their grade level (grade level plus .9) with some exceeding  
133 and the two who didn't have some extenuating circumstances. Twenty-eight teachers will be working on  
134 their curriculum units this summer with compensation. She confirmed the company that produces STAR  
135 360 is Renaissance and their norms are what we used to compare all the students, it is national, not state  
136 specific and in some cases international. She expects results for next year to be similar. With the addition  
137 of kindergarten, reading and math are integrated into more things such as math is integrated into PE or art  
138 etc. She confirmed you would not expect to see the full effect of full day kindergarten until the following  
139 year because this year they are still half time. The updated results provided are the final results, she went  
140 back through the months yesterday and updated them as there may have been a few "stragglers" who  
141 didn't complete the assessment; this is true updated data she said.

#### 142 **b. Letters/Information**

##### 143 **i. NHDOE-NAEP Testing**

144 Superintendent Lane informed the group that we have been selected to participate in the NAEP for the  
145 coming school year. He wanted to make sure the Board was aware it is not optional as the Board has been  
146 concerned with the amount of time spent on testing; it is required by the DOE. It is a national assessment  
147 and the advantage is we will obtain data but it is additional testing time.

##### 148 **ii. Enrollment**

149 Superintendent Lane provided an updated enrollment through May (district enrollment 526) noting our  
150 enrollment has maintained its level of consistency since October. Mr. Post commented that there was a  
151 significant drop from last year 570 to 526.

##### 152 **iii. Food Service Upgrades**

153 Superintendent Lane reported Ms. Tucker and the food service staff met and are looking at options to  
154 create a more attractive scenario. They hope to improve wait times by offering a preordered 6 or 12 inch  
155

156 sub at the beginning of the day and another is a salad bar; charged by weight. The sub is the only item  
157 available for preorder as they want to see how it works; a form is filled out with what the student wants,  
158 it is made in advance within about an hour and when the student comes for lunch they are just picking it  
159 up. The intention would be to add items if this system works. It was suggested to have an email address  
160 set up for students to preorder and be able to preorder hot lunch. The sub would be paid by cash only paid  
161 at pick up or the time of the order. Ms. Tucker confirmed that free and reduced would still get  
162 reimbursable meals and if they want an ala cart menu item (outside the free and reduced option) they  
163 would have to pay for it. She finds breakfast in general is growing vs. the lunches. They have breakfast  
164 “grab and go” and this will be an option at LCS as well. Ms. Lemire asked for data (include financial) on  
165 similar districts of comparable size, this will be provided. Ms. Tucker confirmed K-5 gets the same  
166 amount of food. Mr. Legere questioned if something similar to the preordering subs can be done at  
167 FRES. Ms. Tucker responded, WLC is a pilot and if it works FRES can be added. Chairman Dailey  
168 reminded the group that the Strategic Planning Committee will be looking at food service. It was noted it  
169 would be good to include the free and reduced in the sub program. Ms. Tucker confirmed for the salad  
170 bar, a scale will be hooked up to the register and the weight of the container will be subtracted and  
171 vegetarian options will be available for the subs. Ms. Tucker when asked if the changes will have any  
172 effect on material cost, said she does not believe there will be a lot of cost in regards to the subs. They  
173 are looking at dishware and eliminating paper. Superintendent Lane added we need to bring it back to  
174 the numbers and we will experiment along the way.

#### 175 **iv. District Van Accounting**

176 Superintendent Lane reviewed a memo he provided regarding transportation savings. There has been  
177 savings of about \$30,000 relating to special education (mostly), IMPAACT program and athletics. In the  
178 next budget cycle he will come with a pricing scenario for leasing two smaller vans for special education.  
179 A CDL licensed driver would be needed and the vehicles must have particular requirements creating a  
180 school bus scenario (such as lights) for special education buses.

### 181 **V. CONSENT AGENDA**

#### 182 **i. Treasurer’s Report-March 2018**

183 The report has been reviewed by the Board.

184  
185  
186 *A MOTION was made by Mr. Ballou and SECONDED by Mr. Legere to approve the consent agenda.*  
187 *Voting: all aye; motion carried unanimously.*

### 188 **VI. ACTION ITEMS**

#### 189 **a. Approve Minutes of Previous Meeting**

190 *A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to approve the minutes of May*  
191 *22, 2018 including the workshop minutes and documents as written.*  
192 *Voting: seven aye; one abstention from Mr. Legere, motion carried.*

#### 193 **b. Bus Contract**

194  
195 Mr. Steve Brown of Steve’s School Bus Service, Inc. was present. Ms. Tucker reviewed the memo she  
196 provided regarding Mr. Brown’s request that the requirement of providing a Performance Bond or  
197 Irrevocable Letter of Credit be waived. He is proposing if the requirement is waived he would decrease  
198 his initial contract price for the first year of 2018-19 from \$242,200 to \$238,700 resulting in a savings of  
199 \$3,500. This would be an annual savings for the three year term of the contract. Ms. Tucker notes  
200 waiving this is not recommended by our insurance company and not considered best practice as this is a  
201 measure used to protect the district should the company not fulfill their contract obligations. It was  
202 waived previously for the last contract.

203  
204  
205 *A MOTION was made by Mr. Ballou and SECONDED by Ms. Fisk to waive the transportation*  
206 *requirement of providing a Performance Bond (for the purposes of discussion).\**  
207

208 Certain sections of the contract and bid were reviewed and a discussion was had with several opinions  
209 voiced including that the district has contracted with Mr. Brown for 22 years without a Performance  
210 Bond, it would cost Mr. Brown \$3,500 to obtain one which is why he was proposing the decrease in the  
211 same amount if it is waived, the risk to the district, would there be any other insurance the district may  
212 have that would cover the risk, Mr. Brown is paid 10% of the contract monthly (doesn't get a lump sum  
213 of total contract amount), and a concern for how it looks given the fact that the contract went out to bid  
214 twice. Mr. Brown reported he has not signed the contract as of yet and he states he would not leave the  
215 district stranded and has a plan if something were to happen; the Board would be informed and it would  
216 be up to the Board if they wanted to go out to bid or not.

217  
218 *\*Voting: five aye; three nay from Ms. LeBlanc, Ms. Lemire and Mr. Vanderhoof, motion carried.*

219  
220 Chairman Dailey noted the contract will reflect the decrease.

221  
222 Mr. Brown spoke of another issue he has with the contract. He stated the bid says it will be a three year  
223 contract with the option for 2 additional years, he questions if you are offering the two additional years,  
224 "what makes it so you get it and what makes it so you don't", there is no mention of if it the actual  
225 contract. Chairman Dailey responded that he believes it was to give the district the option to not put it  
226 out to bid. Ms. Tucker confirmed the last contract didn't reflect that option; it was in the bid this year  
227 and last year and it would be a separate contract. They reviewed sections of the contract and bid  
228 specifications and there was discussion regarding what should and shouldn't be in the contract and  
229 whether or not a legal opinion should be obtained, the terms should be defined and what triggers the  
230 term, what if gas prices are different, should there be a letter of understanding/MOU created, the current  
231 contract expires the end of June, the option to do nothing, should it go out to bid again, there is only one  
232 bidder, there is an obligation to work under the parameters of the contract, and which is the steering  
233 document (bid or contract). Mr. Post voiced concerns of the contract not being appropriate ("faulty").  
234 Superintendent Lane questioned if the Board would want a letter of agreement created with the bus  
235 company that indicates we intend to come back with additional language in August to address the  
236 concern of the bus company in regard to the extension to ensure we have transport continue for the  
237 athletic season and in September. Discussion continued. Superintendent Lane added to address Mr.  
238 Post's concern, if it read in general conditions, #1 (of the contract) to commence July 1, 2018 through  
239 June 30, 2021 with an option for extension of 2 one year terms; the extension is contingent on a  
240 satisfactory rate determined by the School Board and by mutual agreement by September 1, 2020. This  
241 would allow for it to be budgeted accordingly if done by September 2020. A brief discussion was had.

242  
243 *A MOTION was made by Mr. Ballou and SECONDED by Mr. LoVerme to add the language "with an*  
244 *option for extension of 2 one year terms; the extension is contingent on a satisfactory rate determined by*  
245 *the School Board and by mutual agreement by September 1, 2020."*

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

247  
248 **c. WLC Parking Lot Proposals**

249 Ms. Tucker provided a memo and three proposals for the WLC parking lot which she reviewed. In  
250 summary, Tate Brothers Paving Company has one option for basic patching; Hudson Paving &  
251 Excavation has one option to start from scratch (they felt foundation was inadequate and caused the  
252 damage), and Champion Paving has proposed a potential phase in option for overall repair and patching  
253 (they also felt the foundation was inadequate). The Board reviewed the proposals. Discussion was had  
254 regarding the culvert; there was no mention of it in the proposals. Chairman Dailey suggested a culvert  
255 be put in to allow water to go through. Superintendent Lane responded he would speak to Mr. Erb to  
256 look at the concept prior to the paving; it would be addressed separate from the contract. Ms. Tucker is  
257 hoping to schedule the vendor for July or August when school is not in session. Superintendent Lane  
258 noted we would tell them we will do a site repair by July 1 and they can schedule after this time. They

259 continued to discuss the options and specifications of the bids. This has been discussed previously at the  
260 Facilities Committee level. It was confirmed “Dig Safe” would come out.

261

262 *A MOTION was made by Ms. Fisk and SECONDED by Mr. Legere to award the project to Champion*  
263 *Paving to address sections C, E and F for \$19,120 and to withdraw the funds from the*  
264 *Building/Equipment Capital Reserve Fund.*

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

266

267 Mr. Post pointed out that the proposal indicates it is subject to change after 30 days and it is well beyond  
268 this. Ms. Tucker confirmed it would not be an issue.

269

#### 270 **d. Appoint School Board Representative for Nominations**

271 Superintendent Lane suggested as in the past, while there is a summer break from board meetings that a  
272 board member is given the authority to appoint/sign teacher contracts, with recommendation from the  
273 Superintendent and paperwork provided.

274

275 *A MOTION was made by Ms. LeBlanc and SECONDED by Mr. LoVerme to grant Mr. Ballou and the*  
276 *authority to appoint/sign teacher contracts.*

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

278

#### 279 **e. Policy IHCD-Advanced Course Work/Advanced Placement Courses/Revision**

280 Superintendent Lane informed members the DOE has in the past 6 months come up with funding so that  
281 students who take college courses would be refunded by the state and not the district but in order to do  
282 this our policy requires some revision (which he provided). He is recommending adopting policy IHCD  
283 as amended and waiving the second reading in order to have it completed by the July 1 deadline so that  
284 students who have taken classes may be reimbursed by July 15.

285

286 *A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to accept the recommendation of*  
287 *the Superintendent and amend policy IHCD-Advanced Course Work/Advanced Placement Courses.*

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

289

#### 290 **f. Board Procedure**

291 Chairman Dailey requested clarification on how the Board wants him to proceed when someone “calls  
292 the question” should strict Robert’s Rules of Order be followed (Board would limit the discussion with a  
293 required 2/3 vote if 2/3 is not acquired then discussion continues) or should it be left up to the discretion  
294 of the Chair to see if the Chair feels comfortable that everyone has spoken. Chairman Dailey clarified  
295 with “Robert’s Rules”, if someone calls the question, and it has a SECOND, all discussion stops and a  
296 vote is taken (if no SECOND, discussion continues). It was noted that in the past the Board has voted not  
297 to follow Robert’s Rules. Members discussed it; shared varying opinions and suggestions. It was  
298 questioned if this should be addressed through the Policy Committee.

299

300 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Fisk to implement Robert’s Rules of*  
301 *Order for this narrow definition (move the question).*

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

303

#### 304 **• AFTER SCHOOL PROGRAM**

305 Superintendent Lane provided documentation from Nashua Adult Learning Center (ADLC) regarding an  
306 after school program. He requested the Board allow him to move forward with the Nashua Adult  
307 Learning Center program. Enrollment could start in the next week or so if approved. He confirmed the  
308 number of employees they hire (ADLC) is dependent on the number of students enrolled. They run the  
309 program, and tuition is all theirs, and there is no penalty to us (if there was low enrollment). He  
310 confirmed he did not hear back from the Boys and Girls Club, they have a waiting list of about 4-5 kids

311 and it is unclear if transportation is the real issue. Parents would still have the option to go to the Boys  
312 and Girls Club, the Nashua Adult Learning Center creates another option for parents. The Boys and Girls  
313 Club is creating a pilot satellite in another district. The Adult Learning Center program is only run in the  
314 afternoon (about 3pm-6pm M-F), located at FRES and he provided a model contract for review. It was  
315 noted the cost is significantly more than the Boys and Girls Club and it is preferred if the cost were less.  
316 The contract is for two years; they pay us \$10 per month even if students did not sign up and the contract  
317 ensures we do not contract with someone else. It was noted there is still the option of doing nothing and  
318 not contracting with Nashua Adult Learning Center. Members discussed this and shared opinions.

319  
320 *A MOTION was made by Ms. Lemire and SECONDED by Mr. Ballou to move forward with the after*  
321 *school program through Nashua Adult Learning Center.*

322 *Voting: six aye; two nay from Mr. Post and Mr. Vanderhoof, motion carried.*

## 323 324 **VII. COMMITTEE REPORTS**

### 325 **i. Policy Committee**

326 Mr. Ballou reported the committee met on May 31 for about an hour and reviewed policies to address  
327 that are mandated and determined in what order they will do things. They will meet again in August.

### 328 **ii. Budget Liaison**

329 Mr. LoVerme reported the committee met last week and they are looking for a flat budget. They want  
330 the population for the schools and will ask for the end of year numbers. The committee spoke of “zero  
331 means zero”. Superintendent Lane gave an example and a brief explanation of how the Municipal Budget  
332 Act works. They would also like to have the budget done by category and not by numbers. The next  
333 meeting is August 13, 7pm at WLC.

## 334 335 **VIII. RESIGNATIONS / APPOINTMENTS / LEAVES**

### 336 **a. Resignations**

337 Superintendent Lane reviewed the resignations and one appointment.

#### 338 **i. Kathleen Wilson-WLC Special Education Teacher**

339 *A MOTION was made by Ms. Lemire and SECONDED by Mr. Post to accept the resignation of Kathleen*  
340 *Wilson, WLC SPED teacher.*

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

#### 342 343 **ii. Ashley Power-WLC MS English Teacher**

344 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to rescind the nomination of*  
345 *Ashley Power, MS English teacher.*

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

#### 347 348 **• Appointment-Jennifer Natusch-WLC MS English Teacher**

349 *A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to accept the recommendation*  
350 *and appoint Jennifer Natusch, MS English teacher.*

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

## 352 353 **IX. PUBLIC COMMENTS**

354 Ms. Edwina Hastings, Wilton (member of the Budget Committee) questioned how the “compensation  
355 piece” works for teachers working over the summer. Superintendent Lane reviewed, by contract, if a  
356 teacher is working on curriculum they are paid their per diem rate, if it’s a special project they are paid  
357 \$250 per day and for most it is below their per diem rate. Most of the summer work is grant funded  
358 through Dr. Heon’s work but some is district paid.

359  
360 Mr. Fran Bujak, Lyndeborough, (member of the Facilities Committee) spoke regarding the paving. He is  
361 recommending that Ms. Tucker be allowed to have leeway to withdraw more funds from the capital  
362 reserve if needed as the Board does not meet again until August. He also recommends in regard to the

363 culvert that this be looked into with the insurance company as he is not sure if that is an authorized  
364 pathway if someone were to get hurt. In regard to the budget, he notes both towns understand how it is  
365 paid and “zero” (flat budget) is not possible with increases in contracts and he disagrees with taking  
366 money out of a budget which has 5% discretionary funds. He strongly suggests the Superintendent work  
367 through this with the Budget Committee and approve for higher numbers.  
368

369 Ms. Becky Sours, Wilton spoke regarding the district van, she thought High Mowing vans do not have  
370 lights and perhaps you would want to consult with them on how they get around it. She spoke in regard  
371 to the Nashua Adult Learning Center, and the price being an issue. She would like to see if the price  
372 could be negotiated down. She spoke regarding the lunch program and hears from parents that the kids  
373 build up lunch accounts and don’t realize it is \$60 in the rears and questions why students are allowed to  
374 build up the deficit. Superintendent Lane explained the law has changed and there is no restriction;  
375 students cannot be refused lunch as you cannot create a scenario of the “haves and have nots”. He  
376 confirmed parents cannot set a limit on the accounts.  
377

## 378 X. SCHOOL BOARD MEMBER COMMENTS

379 Mr. Post commented the Woman’s Club from Wilton and Lyndeborough is going to donate some money  
380 for school lunches for next year (not to cover the deficit).

381 Ms. LeBlanc commented she is impressed with Dr. Heon’s “happenings” and believes the school is better  
382 for what she is doing.

383 Ms. Fisk echoed that she is pleased with what has been accomplished.

384 Mr. Legere questions in regard to grants if there is a way to leverage that and have other people be taught  
385 how to look for grants and apply. Superintendent Lane responded it is a matter of what the multiplicity  
386 of your job is; teachers do write grants from time to time but we can put it out there.

387 Mr. Ballou notes graduation is Friday and hopes to see other school board members there.

388 Chairman Dailey commented awards night was amazing; it is nice to see the community give dollars to  
389 the students and believes the amount of \$70,000 was a record if not close to it.

390 Mr. LoVerme voiced concern that events are still being scheduled at the same time as board meetings and  
391 shouldn’t. Chairman Dailey noted the Board meeting was scheduled 10 months ago.  
392

## 393 XI. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)

### 394 i. Staff Matter

#### 395 • Parent Request

396 A *MOTION* was made by Mr. Ballou and *SECONDED* by Mr. Legere to enter Non-Public Session to  
397 discuss personnel and student matters RSA 91-A: 3 II (A) (C) at 9:32pm.\*  
398

399 A brief discussion was had that certain subject matter (service award) should be discussed in public.  
400

401 *\*Voting: via roll call, motion failed (5-3)*

402 *Mr. Post nay Mr. Ballou aye*

403 *Ms. LeBlanc nay Ms. Lemire aye*

404 *Ms. Fisk nay Mr. LoVerme aye*

405 *Mr. Legere nay*

406 *Mr. Vanderhoof nay*  
407

408 Discussion was held in public session.

409 Superintendent Lane requested consideration to approve the addition to “building administrator”  
410 (principals and assistant principals) contracts to include the following clause: “*Service awards will be*  
411 *given to the “administrator” upon their retirement or voluntary termination employed by the district as*  
412 *recognition of their service: 10 years \$5,000, 11-15 years \$7,000, 15+ years \$10,000. Teachers have a*  
413 *similar scenario in the CBA. It would be paid by July (of the end of that school year) so it can be part of*  
414 *the operating budget. Notice must be given by November 1 of the previous school year and cannot be*

415 rescinded after January 1. Discussion was had including defining “administrator” as principal and  
416 assistant principal and whether it should be all years to the district or years as a principal or assistant  
417 principal. Discussion was also had whether this should be part of the Superintendent’s contract and  
418 Superintendent Lane was clear, he was not asking for this and was not in support of adding it.

419  
420 *A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to accept the Superintendent’s*  
421 *recommendation to add the clause and change the words from building administrator as defined as*  
422 *principal or assistant principal.*

423 *Voting: seven aye; one abstention from Mr. Ballou, motion carried.*  
424

425 It was further noted this would not be part of any prior contract and would be retroactive if they have  
426 been a principal or assistant principal for 5 years, they would get that credit. This clause would be in any  
427 new contract.

428

429 • **NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

430 ii. **Staff Matter**

431 • **Parent Request**

432 *A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to enter Non-Public Session to*  
433 *discuss personnel and student matters RSA 91-A: 3 II (A) (C) at 9:54pm.*

434 *Voting: all aye via roll call; motion carried unanimously.*  
435

436

**RETURN TO PUBLIC SESSION**

437 The Board entered public session at 10:51pm.

438

439 *A MOTION was made to seal the non-public session minutes by Mr. LoVerme and*  
440 *SECONDED by Ms. LeBlanc.*

441 *Voting: all aye; motion carried unanimously.*  
442

443

**XII. ADJOURNMENT**

444 *A MOTION was made by Ms. Lemire and SECONDED by Ms. Fisk to adjourn the Board meeting at*  
445 *10:53pm.*

446 *Voting: all aye via roll call vote; motion carried unanimously.*  
447

448

448 *Respectfully submitted,*

449 *Kristina Fowler*  
450

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

REQUEST FOR BUDGET TRANSFER NO.: \_\_\_\_\_ FISCAL YEAR 2018-2019

DATE: 7/13/2018

SCHOOL: SAU

SCHOOL: SAU

**TRANSFER FROM:**

Account Number Description	Current Approp.	Transfer Amount	Revised Appropriation
04.2844.330.01.T0000 Technology Contracted Servs-SAU	\$ 1,980.00	\$ 1,276.00	\$ 704.00
04.2844.330.02.T0000 Technology Contracted Servs-MS	\$ 1,359.00	\$ 1,276.00	\$ 83.00
04.2844.330.03.T0000 Technology Contracted Servs-HS	\$ 1,661.00	\$ 1,276.00	\$ 385.00
04.2844.330.11.T0000 Technology Contracted Servs - FRES	\$ 3,020.00	\$ 1,276.00	\$ 1,744.00
04.2844.330.12.T0000 Technology Contracted Servs - LCS	\$ 1,980.00	\$ 1,276.00	\$ 704.00

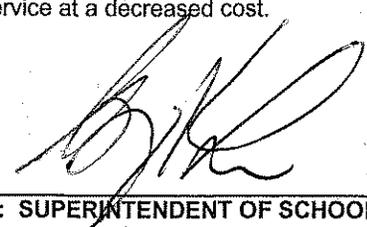
TOTAL TRANSFERRED FROM: \$ 6,380.00

**TRANSFER TO:**

Account Number Description	Current Approp.	Transfer Amount	Revised Appropriation
04.2844.650.01.T0000 Computer Software - SAU TECH	\$ 3,895.00	\$ 6,380.00	\$ 10,275.00
	\$ -	\$ -	\$ -

TOTAL TRANSFERRED TO: \$ 6,380.00

JUSTIFICATION: Changing backup services from a contracted service to a software based solution to get better service at a decreased cost.



REQUESTOR: DIRECTOR/PRINCIPAL/DATE

APPROVED: SUPERINTENDENT OF SCHOOLS

Kevin Verratti

(required for greater than or equal to \$1,000)

APPROVED: BUSINESS OFFICE/DATE

APPROVED: WLC SCHOOL BOARD

Josi Tucker 7/19/18

(required for greater than or equal to \$5,000)

## WLC Student Learning Expectations

A WLC Student is academically knowledgeable and demonstrates the following:

	4- Distinguished	3- Proficient	2- Progressing	1- Emerging
	Student does...		Student...	
<b>An Effective Communicator</b>	<p>Express opinions, ideas and facts in an outstanding manner in all formats</p> <p>Present developed and clear ideas using evidence and/or details</p> <p>Interpret information with unique insights based upon sufficient evidence</p> <p>Deliver high quality information based upon a wide range of reliable sources</p> <p>Cite/ credit all sources accurately</p>	<p>Express opinions, ideas, and facts clearly and effectively through a variety of formats (oral, written, visual, digital), considering the audience</p> <p>Present developed and clear ideas using evidence and/or detail</p> <p>Interpret information logically, based upon sufficient evidence</p> <p>Obtain and deliver information based upon a variety of resources</p> <p>Cite/credit sources of information accurately.</p>	<p>Sometimes lacks clarity when expressing opinions, ideas, and facts.</p> <p>Communicates effectively in some formats</p> <p>Presents somewhat developed and clear ideas using a limited amount of evidence and/or detail</p> <p>Information may be interpreted with limited detail</p> <p>Obtain and deliver information based upon limited resources</p> <p>Cites/credit few sources of information</p>	<p>Expresses opinions, ideas, and fact with limited clarity</p> <p>Has difficulty communicating in most formats</p> <p>Rarely presents developed and clear ideas using evidence and/or detail</p> <p>Information may be interpreted with little or no evidence</p> <p>Obtain information based upon little or no supporting evidence</p> <p>Rarely cites sources</p>
<b>A Strong Collaborator</b>	<p>Highly cooperative with a high level of respect, considering the perspectives of others</p> <p>Listen attentively; share resources freely and ideas respectfully</p> <p>Fulfill roles in a high quality manner</p> <p>Incorporate different points of view to achieve a common goal</p> <p>Demonstrate great flexibility and willingness to compromise with a strong focus on the common goal</p>	<p>Cooperate with peers and adults respectfully</p> <p>Listen attentively; share ideas and resources respectfully</p> <p>Accept and fulfill roles</p> <p>Respect and consider different/multiple points of view, diverse cultures, and global issues</p> <p>Exercise flexibility and willingness to compromise in order to achieve a common goal</p>	<p>Cooperation with peers and adults varies</p> <p>Sometimes listens and shares ideas and resources</p> <p>Is somewhat reluctant to participate and fulfill roles</p> <p>Sometimes contributes in a less than respectful manner or not considering the ideas or feelings of others</p> <p>Is somewhat flexible and willing to compromise in order to achieve a common goal</p>	<p>Has difficulty cooperating with peers and/or adults</p> <p>Appears to rarely listen to others; rarely shares ideas and resources</p> <p>Rarely participates or performs assigned roles</p> <p>Frequently contributes in less than a respectful manner or not considering the ideas and feelings of others</p> <p>Is rarely flexible and willing to compromise in order to achieve a common goal</p>

	4- Distinguished	3- Proficient	2- Progressing	1- Emerging
	<b>Student does...</b>		<b>Student...</b>	
<b>A Creative Problem Solver</b>	<p>Think, create, and solve problems in highly innovative ways</p> <p>Recognize social and cultural differences to create new ideas and increase both innovation and quality of work</p> <p>Consider a wide variety of ideas, strategies, and solutions</p> <p>Incorporate a wide range of high quality sources</p> <p>Apply highly effective and/or cutting edge technology</p> <p>Apply inferences and data interpretations to solutions</p>	<p>Solve problems, sometimes in innovative ways</p> <p>Demonstrates creativity/unique approaches</p> <p>Frequently considers a variety of ideas, strategies, solutions, and contexts (subject areas or environment)</p> <p>Incorporate many different resources</p> <p>Apply appropriate technology</p> <p>Make inferences and interpret data</p>	<p>Uses more typical ways of thinking, creating, and solving problems</p> <p>Considers a narrow range of ideas, strategies, and solutions</p> <p>Incorporates limited resources</p> <p>Attempts to apply appropriate technology</p> <p>Inferencing and data interpretation are limited</p>	<p>Thoughts and solutions are basic recall of previous learning</p> <p>Considers few, if any, ideas, strategies, or solutions</p> <p>Incorporates few, if any, resources</p> <p>Applies little technology</p> <p>Struggles with making inferences and interpreting data</p>
<b>A Self-Directed Learner</b>	<p>Persevere to completion of complex, challenging tasks</p> <p>Demonstrate a highly positive attitude</p> <p>Take a high level of responsibility and self-motivation for own learning, self-assessment, and personal development</p> <p>Engage mentors and stakeholders to gain support for ideas or projects</p> <p>Demonstrate a high level of curiosity and self-inquiry, sometimes outside a prescribed learning context</p> <p>Model personal accountability and high quality work habits</p>	<p>Persevere with complex, challenging tasks</p> <p>Demonstrate a “can do” attitude</p> <p>Take an active role/initiative in learning and personal development, including goal setting and self-assessment</p> <p>Work independently</p> <p>Seek out other, including stakeholders, to learn from or gain support</p> <p>Initiate inquiry often</p> <p>Take personal accountability and demonstrate effective work habits (punctuality, managing time, including deadlines and work load)</p>	<p>Shows limited perseverance in completing complex, challenging tasks</p> <p>Sometimes has a positive attitude</p> <p>May rely on others for initiating learning and development</p> <p>Works independently some of the time</p> <p>Occasionally engages others in own learning or projects</p> <p>Relies on others to initiate and prescribe inquiry opportunities</p>	<p>Gives up easily when facing complex and/or challenging tasks</p> <p>Infrequently demonstrates a positive attitude</p> <p>Takes a limited role in own learning and personal development; needs external motivation</p> <p>Resists or struggles with independent work</p> <p>Ideas or projects are pursued with little or no input from others</p> <p>resists efforts by others to prescribe inquiry opportunities</p>

	4- Distinguished	3- Proficient	2- Progressing	1- Emerging
	Student does...		Student...	
<b>A Responsible Citizen</b>	<p>Act in a highly responsible manner with respect for others</p> <p>Demonstrate leadership as a contributing member of the larger community</p> <p>Initiate school activities that demonstrate school and community pride</p> <p>Recognize ethical behavior in others while demonstrating integrity in their influence</p> <p>Make decisions with the best interest of others in mind</p> <p>Respect cultural difference and work effectively with people from a range of social and cultural backgrounds</p> <p>Initiates, maintains, and encourages activities that service the community</p> <p>Convey a greater appreciation of the arts</p>	<p>Accept responsibility and understand the impact of personal actions</p> <p>Demonstrate an awareness of individual rights and responsibilities as contributing members of the larger community</p> <p>Exhibit school pride through support of school activities and involvement in community life</p> <p>Model ethical and lawful behavior as responsible and accountable citizens; do what's "right"</p> <p>Make decisions considering how others think and feel</p> <p>Demonstrate empathy toward others</p> <p>Demonstrate social awareness and interpersonal skills to establish and maintain positive relationships</p> <p>Participate in service to the community</p> <p>Value the arts (performing and visual) as forms of human expression</p>	<p>Exhibits limited responsibility for the impact personal actions have on the community</p> <p>Needs reminders about the rights of others</p> <p>Participates in limited school activities</p> <p>Acts in an appropriate manner most of the time to do what is right</p> <p>Needs reminders to consider how others think and feel</p> <p>Social awareness and interpersonal skills need development</p> <p>Limited participation in school and community service</p> <p>Is beginning to understand that people express themselves through the arts</p>	<p>Infrequently accepts responsibility for personal actions</p> <p>Frequently trespasses on the rights of others</p> <p>Little to no participation in the school community</p> <p>Frequently speaks negatively about our school</p> <p>Disrespectful of school property</p> <p>Lacks consideration for others</p> <p>Lacks awareness of the impact on others</p> <p>Is not community-minded</p> <p>Limited interest in the arts</p>

## WLC Staff Directory 2018-2019

(to contact by phone call 654-6123)

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Principal	Bagley, Brian	<a href="mailto:b.bagley@sau63.org">b.bagley@sau63.org</a>
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Art	Wing, Judi	<a href="mailto:j.wing@sau63.org">j.wing@sau63.org</a>
Business	Petrimoulx, Paul	<a href="mailto:p.petrimoulx@sau63.org">p.petrimoulx@sau63.org</a>
Cafeteria/Kitchen	Deignan, Robert	<a href="mailto:r.deignan@sau63.org">r.deignan@sau63.org</a>
Custodian	Bird, Ann	<a href="mailto:a.bird@sau63.org">a.bird@sau63.org</a>
Family & Consumer Science	Clark, Olympia	<a href="mailto:o.clark@sau63.org">o.clark@sau63.org</a>
School Counseling Office	Kovaliv, Amanda	<a href="mailto:a.kovaliv@sau63.org">a.kovaliv@sau63.org</a>
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Industrial Arts	Kane, Justin	<a href="mailto:j.kane@sau63.org">j.kane@sau63.org</a>
Math	Balusek, Cheryl	<a href="mailto:c.balusek@sau63.org">c.balusek@sau63.org</a>
	Miller, Amanda	<a href="mailto:a.miller@sau63.org">a.miller@sau63.org</a>
	Schneider, Shirley	<a href="mailto:s.schneider@sau63.org">s.schneider@sau63.org</a>
	Shea, Jason	<a href="mailto:j.shea@sau63.org">j.shea@sau63.org</a>
	Withee, Audrey	<a href="mailto:a.withee@sau63.org">a.withee@sau63.org</a>
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Music	Schneider, Eric	<a href="mailto:e.schneider@sau63.org">e.schneider@sau63.org</a>
Nurse	Lefeber, Kathy	<a href="mailto:k.lefeber@sau63.org">k.lefeber@sau63.org</a>
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	Ryan, Mary Jane	<a href="mailto:m.ryan@sau63.org">m.ryan@sau63.org</a>
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Social Studies	Belanger, Marc	<a href="mailto:m.belanger@sau63.org">m.belanger@sau63.org</a>
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	Moore, Molly	<a href="mailto:m.moore@sau63.org">m.moore@sau63.org</a>
	Provost, Zachary	<a href="mailto:z.provost@sau63.org">z.provost@sau63.org</a>
	Walsh, Victoria	<a href="mailto:v.walsh@sau63.org">v.walsh@sau63.org</a>

Department	Name	e-mail
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	Palladino, Courtney	<a href="mailto:c.palladino@sau63.org">c.palladino@sau63.org</a>
Athletic Director	Miller, Brice	<a href="mailto:b.miller@sau63.org">b.miller@sau63.org</a>
Technology	Verratti, Kevin	<a href="mailto:k.verratti@sau63.org">k.verratti@sau63.org</a>
World Languages	Bujak, Laura	<a href="mailto:l.bujak@sau63.org">l.bujak@sau63.org</a>
	Contarino, Marcia	<a href="mailto:m.contarino@sau63.org">m.contarino@sau63.org</a>
	Humphreys, Kim	<a href="mailto:k.humphreys@sau63.org">k.humphreys@sau63.org</a>
	Morshed, Katy	<a href="mailto:k.morshed@sau63.org">k.morshed@sau63.org</a>
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	Nolin, Audra	<a href="mailto:a.nolin@sau63.org">a.nolin@sau63.org</a>
	Wider, Greg	<a href="mailto:g.wider@sau63.org">g.wider@sau63.org</a>

Parents are encouraged to access student information through PowerSchool – student attendance, grades, schedules and teacher contact information is available. [Powerschool](#) – please contact Sarah Edmunds, Assistant Principal if you need access assistance.

The Wilton Warrior logo is the picture that identifies WLC to the community. As such, it should be treated with as much respect as the school. When used in connection with school events, functions or publications, the Wilton Warrior logo should not be altered, caricatured, or substituted for a generic Indian likeness or theme.  
Per WLC School Board 4/9/2008



## Bell Schedules

Bells will ring as late and dismissal bells for long block periods only, as well as Advisory and Lunches. \*is a bell.

REVISED ON 6/1/18

HIGH SCHOOL SCHEDULE 2018-2019	
<b>7:50*</b>	<b>- Start of School</b>
<b>7:55**</b>	<b>- 8:45- Period #1 (Mon-Fri)</b>
<b>8:48**</b>	<b>- 9:37* - Period #2 (Mon-Tues-Fri)</b>
<b>8:48*</b>	<b>- 10:18* (WED)</b>
<b>9:40**</b>	<b>- 10:29* - Period #3 (Mon-Tues-Fri)</b>
<b>8:48**</b>	<b>- 10:18* (THURS)</b>
<b>10:32**</b>	<b>- 10:52* - ADVISORY (Mon-Tues - Fri)</b>
<b>10:21**</b>	<b>-11:14* (WED, THURS)</b>
<b>10:55**</b>	<b>- 11:44 - Period #4(Mon-Tues-Fri)</b>
<b>11:17**</b>	<b>- 12:47* (WED)</b>
<b>11:47**</b>	<b>- 12:36* - Period #5(Mon-Tues-Fri)</b>
<b>11:17**</b>	<b>- 12:47* (THURS)</b>
<b>Lunch</b>	<b>- 12:36** -1:01*</b>
<b>1:04**</b>	<b>- 1:53* - Period #6 (Mon-Tues-Fri)</b>
<b>1:15**</b>	<b>- 2:45* (WED) *</b>
<b>1:56**</b>	<b>- 2:45* - Period #7 (Mon-Tues-Fri)</b>
<b>1:15**</b>	<b>- 2:45* (THURS)</b>

\*Bell

\*\*Late Bell

## MIDDLE SCHOOL SCHEDULE

<b>2018-2019</b>
<b>First Bell 7:50</b>
<b>7:55 – 8:45– Period #1</b>
<b>8:48 – 9:37 – Period #2</b>
<b>9:40 – 10:29 – Period #3</b>
<b>10:32 – 10:52* – ADVISORY</b>
<b>10:55 – 11:44 – Period #4</b>
<b>Lunch – 11:44-12:09</b>
<b>12:12-1:01 – Period #5</b>
<b>1:04 - 1:53– UA1</b>
<b>1:56 – 2:45 – UA2</b>

### Unified Arts Schedules for Middle School

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Physical Education/Health	Physical Education/Health	Physical Education/Health
Computers	Computers	Computers
Tech Ed	Industrial Arts	Industrial Arts
Music	Music	Music
World Languages	French	French or Spanish
Study Skills	Spanish	Skills for Success
Family & Consumer Science	Family & Consumer Science	Family & Consumer Science
Art	Art	Art

## **Code of Conduct**

Wilton- Lyndeborough Cooperative School endorses the following principles of student conduct in accordance with our Student Learning Expectation:

- I. Respect for law and those given the authority to administer it shall be expected of all students. This includes conformity to school rules, as well as to general provisions of the law regarding minors.
- II. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
- III. Respect for real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
- IV. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

### *School-Wide Expectations*

WLC Students are expected to:

- Show courtesy and respect to others and their property. Use appropriate language, behavior and dress.
- Be a present and contributing member of the school community.
- Act in a responsible and appropriate manner at all times when on school grounds, in the building, on field trips or at sporting events.

### Classroom rules:

Teachers will determine consequences that may include a teacher after-school detention (with a 24-hour notice).

### Office Referral:

Administration will determine consequence that may include an office after-school detention, in- school suspension, out-of-school suspension or other appropriate positive reinforcement. A meeting between teacher – student (and possibly parent) may be required prior to student returning to classroom.

**Because of the variety and severity of offenses that may occur, the administration reserves the right to adjust the consequences when necessary after conferring with the referring teacher and referred student.**

### **Teacher Detention**

Teachers can assign detention to be served before or after school at their discretion for minor classroom offenses such as occasional tardiness, missing homework, lack of preparedness for class, or talking out of turn. Students will be provided 24-hour notice prior to serving the detention and be released by 3:00 pm. Teacher detentions are not included in a student's

cumulative discipline record; however, missed teacher detentions and/or repeated misconducts will be referred for administrative discipline. When serving a teacher detention, students must report to the teacher's classroom at the end of the school day. Depending on the teacher and the conditions of that day's attendance, the student may be completing missed assignments or other academic tasks as assigned. When students leave their assigned detention area, they are to report to the front entrance and remain there until they are picked up.

### **Administrative Detention**

Disciplines involving administrative detentions are retained in the school discipline files. Detentions are held on Mondays, Wednesdays, and Thursdays. While serving administrative detention, students report to the main office at the end of the school day. Students should bring enough work or silent reading to occupy the designated detention period, either a half hour or a full hour. When students leave their assigned detention area, they are to report to the front entrance and remain there until they are picked up. Note: Phones and other electronic devices are not permitted during detention periods. Office phones are available if needed.

### **Restitution or School Service (property damage / destruction incidents)**

#### **In-School Suspension (ISS)**

In-school suspension (ISS) is assigned for more serious or multiple discipline infractions. While serving an in-school suspension, students will report to the ISS room and work on assignments given to them by their classroom teacher. Use of phones and other electronic devices is not permitted. Students will have their lunch in the ISS room.

#### **Out-of-School Suspension (OSS)**

Students who commit severe violations of school safety are suspended from school and are not permitted on school grounds.

#### **Suspension from School and Athletics/Participation in Co-Curricular Activities**

Participation in co-curricular activities is a privilege at WLC. Students who choose to participate are representing out school and are held to a high standard. Students who receive either ISS or OSS are also suspended from participating in athletic practices and games as well as participation in any co-curricular activities during or after school. This suspension will last from the date of suspension through its duration. Any student sent to the office for founded disciplinary reasons who is participating in a co-curricular activity will be excluded from participation on that day. This includes practice, games, competitions, or performances. Students who have continued disciplinary actions will be excluded from co-curricular activities.

#### **Make-up work after an OSS**

Students receive full credit for work completed during an OSS. Students should coordinate missing work with individual teachers. It is the student's responsibility to seek out the teacher's assistance and make up work.

## **Suspension and Expulsion of Students (RSA 193:13)**

- The Superintendent is authorized to suspend students from school for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, providing that where there is a suspension lasting beyond 10 school days, the parent or guardian has the right to appeal such suspension to the local school board. Suspension to continue beyond 20 school days must be approved by the local school board.
- Any student may be expelled from school by the local school board for gross misconduct, for neglect or refusal to conform to the reasonable rules of the school, for an act of theft, destruction, or violence as defined in RSA 193D:1, or for possession of a pellet or BB gun or rifle. The student shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year further; any parent or guardian has the right to appeal any such expulsion by the local school board to the State Board of Education.
- Any student who brings or possesses a firearm as defined in Section 921 of Title 18 U.S.C. in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. Any expulsion shall be subject to review by the local school board if requested by a parent or guardian prior to the start of each school year, and further, any parent or guardian shall have the right to appeal any such expulsion by the local school board to the state Board of Education.
- Any student expelled by a local school board under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of the expulsion. Nothing in this section shall be construed to prevent the local school district that expelled student from providing educational services to such student in an alternative setting.
- A student expelled from school in another state under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in a school district in NH for the period of the expulsion.

## **Off Limit Areas**

Students are not allowed in the hallways, bathrooms, or outdoors during class or study hall periods unless issued a pass or given permission from a staff member. With the exception of assigned classes, the school grounds and parking lots are off limits during the school day and during lunch, as are the gymnasium, Industrials Arts room, and stage area without supervision. Students in any unauthorized area will face disciplinary action. Students are required to report to assigned classes or study hall on time. Students requesting permission to leave a study hall must present a pass from the staff member they wish to see to the study hall teacher. Passes are issued with belief that they will be used as intended by students. Wandering the building, visiting the cafe, or going to the school store is an abuse of trust and will result in loss of that privilege and/or disciplinary action.

## **Buses – Student Conduct**

The School Board and staff members are very concerned about safety as we transport pupils.

Cooperation from parents and students is requested as we attempt to keep the buses safe for all concerned.

Students using district transportation should understand that they are under the jurisdiction and code of conduct/disciplinary rules of the school from the time they board the bus until they are deposited at the stop nearest their home.

In accordance with its policies JICC and JICC-R, the WLC School Board is notifying all students that they are subject to being audio-videotaped on the school bus at any time. A sign will be conspicuously placed on the bus notifying riders that their conversations and /or actions may be recorded on tape. This applies to all students transported to and from Wilton-Lyndeborough Cooperative Middle School and High School WLC School District buses (as approved by the Wilton- Lyndeborough Cooperative School Board).

## **I. General Rules**

- A. The school bus is an extension of the school, and all school rules and regulations which pertain to student conduct, behavior or discipline in the schools are applicable to student conduct on a school bus. Accordingly, in addition to specific rules of conduct and discipline provided below, the ordinary school and District rules and regulations regarding student behavior/conduct/discipline, will simultaneously apply to all students using District transportation, and may result in separate disciplinary actions as permitted under applicable statutes, School Board Policy, and any school based or District rules or procedures.
- B. The school bus driver is in complete charge of the school bus and the pupils, and shall have the same authority in maintaining discipline as a teacher in the classroom.

## **II. Student Conduct**

- A. Students will stay on curb or off pavement at side of road until bus stops, door is open and lights are flashing.
- B. Students will board bus in single file and fill seats as assigned by the driver.
- C. Students will stay in their seats at all times, with feet on the floor; they will not change seats without permission of the driver.
- D. Students will not lower windows without permission of the driver. Hands and heads must never be extended from open windows.
- E. No smoking at all on any bus, including charter trips.
- F. No profane language, obscene gestures, excessive noise, fighting, wrestling, or acts of physical aggression will be tolerated.
- G. Once a student has boarded the bus, he/she may not get off except at his/her destination. (Exemption will be made only with a note from the principal.)
- H. Students may ride only the bus to which they are assigned. (Exemption will be made only with a note from a principal).
- I. Students must be seated and are not permitted to change seats when the bus is in motion or to annoy other riders on the bus

Students violating the electronic device rules may have their devices secured for the duration of the school day and receive disciplinary action.

### **Electronic Device Policy (Middle School)**

Electronic devices including cell phones, iPods, MP3 players, and tablets are not permitted in the middle school during the school day. Students may keep their personal devices in their lockers. They must be off or in silent mode. Teachers may use their discretion as to their use for educational purposes.

### **Bicycles/Skateboards**

Bicycle and Skateboard riding are prohibited on school property. Bicycles must be secured on bike racks; the school does not take responsibility for the security of bicycles. Skateboards must be placed in lockers at all times during the school day, any skateboard will be confiscated and placed in the Assistant Principal's office and returned at the end of the day. On the second offense it will be confiscated, placed in the Assistant Principal's office and returned only to a parent/guardian. Failure to turn over any item when requested will be considered insubordination and result in further disciplinary consequences.

### **Emergency Drills (Evacuation/Lockdowns, etc.)**

During the course of the school year, the administration will conduct emergency drills to ensure students are familiar with emergency procedures. Uncooperative students will be subject to disciplinary action.

**Evacuations:** In the event of a threat to student safety, it should be understood that school may not be dismissed for the day by the school administration. Upon direction of the administration, students may be sent to Florence Rideout Elementary School. Upon the approval of the authorities (police and fire departments) it is safe to return to the building, classes will resume.

Students will remain with their teachers, who will keep them together at all times. No students are to get into a vehicle at any time.

*Reference School Policy JLI*

### **Dress Code**

Students are expected to dress appropriately at school and in a way that does not disrupt the learning environment. Students not in compliance with the dress code will be asked to correct the violation or face disciplinary consequence. Violations include but are not limited to clothing or jewelry that depicts, promotes, or expresses:

- Violence or weapons
- Profanity
- Drugs, alcohol, and/or tobacco use
- Sexual innuendos
- Intolerance or a lack of respect to others
- Gang affiliation

In addition:

- Students must wear clothing including a shirt with pants or the equivalent (for example dresses, skirts, leggings, or shorts).
- Students must wear shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides.
- Clothing must cover undergarments (waistbands and straps excluded).
- Fabric covering the stomach, torso, genitals, and buttocks must be opaque (not see through).
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Classroom teachers may request that hoods be worn down and hats/caps be removed. Decisions concerning questionable clothing will be determined by the administration.

*Reference School Board Policy JICA*

### **Mutual Respect, Civility, and Orderly Conduct**

WLC is committed to the highest standards of academics and integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility. Whether we are students, parents, faculty, staff, or community members, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

*Reference School Board Policy KFA, KFAA*

### **Guests at School Social Functions**

School social functions are extensions of the school day, and school rules continue to apply (including rules regarding smoking, alcohol, and drugs).

- Only WLC students and their guests will be allowed entrance to a dance. WLC students may invite one (1) guest to a dance. The student is responsible for the conduct of his/her guest and will be held accountable for the guest's actions.
- To sign up a guest, a student must register him/her in the main office no later than noon on the Friday of the week of the dance. Approval of guests is the sole prerogative of the administration.
- Students will not be admitted to any school dance after one hour past the starting time without advanced administrative approval.
- Middle school students are not allowed to bring guests.

### **Visitors**

All visitors, including parents and former students, must report to the main office prior to going elsewhere in the building. All visitors must display a visitor's pass.

Students are not allowed to bring visitors to school, unless permission has been granted by the administration. Normally, written request for a visitation must be presented to the administration at least one day in advance of the visit. The length of the visit will be determined by the administration.

*Reference School Board Policy KI*

### **Lockers**

Lockers belong to the school and are on loan to the students. Students are responsible for the condition and cleanliness of them. Lockers must be able to be closed without damaging the locker door. Any damage to the lockers will be the financial responsibility of the student. The administration has the right to inspect the lockers at any time.

### **Motor Vehicles**

All students must register their automobiles or motorcycles with the office annually. No one will be allowed to park an unregistered vehicle on the school property. All automobiles will be assigned a parking space on a first come first serve basis. Once the vehicle has arrived on school property, it should be parked and students should immediately leave the parking area. Students will not be permitted to return to their vehicle during school hours.

Caution is urged, and all drivers are reminded that the absolute speed limit on school property is 15 miles per hour. Students are also reminded that driving around the oval is only one way. Persons violating good driving practices will lose their parking privileges while in school.

Snowmobiles and other off-road motorized vehicles are not allowed to be used to transport any student “to and from” school.

*Reference School Policy JLIE*

### **Academic Integrity**

Students are expected to behave with honesty and integrity in the completion of their academic work. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited.

Plagiarism is a form of cheating that is defined as taking words, information, or ideas from another source without giving credit or providing proper documentation. Cheating and plagiarism undermine our learning community and will not be tolerated. Examples of cheating include but are not limited to:

- Submitting another’s work as one’s own.
- Giving/receiving test, quiz, or homework answers (working together without teacher permission)

- Using/ supplying “cheat sheets,” texts, etc. on an assessment or inappropriately gaining prior knowledge of assessment questions
- Copying work or allowing someone else to copy your work
- Cutting and pasting from the internet or using direct quotations without proper documentation
- Rephrasing the ideas of another without indicating the source
- Using a translator for assignments in world language classes without teacher approval
- Using summaries (Cliff/Spark notes) in place of reading the text
- Submitting internet work as one’s own

In accordance with the WLC's Expectations for Student Learning, a WLC student is expected to be an ethical person. WLC students will demonstrate the highest standards of academic conduct and personal integrity. The WLC faculty is committed to helping students avoid unintentional plagiarism and understand the rules of responsible scholarship. Students found to have plagiarized and/or cheated will be referred to administration and that work will be given a zero. Students may have an opportunity to re-submit the assignment or similar assignment to determine competency grade as determined by administration. Incidents of this nature may also result in exclusion from school honor societies including the National Honor Society or other honor recognitions.

### **Textbooks, Chromebooks & Equipment**

The school district provides textbooks, Chromebooks and equipment that are needed by the students for class work. The student is responsible for keeping these items in good condition. This material is on loan to the student. All textbooks are to be covered at all times. In cases where books, Chromebooks or equipment are lost, destroyed, or damaged in excess of reasonable wear and tear, the student will be assessed an amount sufficient to cover the loss. Official transcripts or report cards will not be released until all accounts are settled.

### **Video and Audio Surveillance on School Property**

The Wilton-Lyndeborough Cooperative School Board authorizes the use of video and/or audio devices on Wilton-Lyndeborough Cooperative School District property to ensure the health, welfare, and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view.

*Reference School Board Policy EEAA*

### **Administration’s Discretion**

All issues not specifically named in this handbook may be determined at the discretion of the Administration and/or School Board.

### **Drama Club**

The Drama Club performs up to two shows a year and invites all students to audition for each show. Students not wishing to perform may sign up to work on the technical crew. Grades 6-12 are welcome!

### **Gay/Straight Alliance (GSA)**

The GSA is a student-run club which provides a safe and supportive environment for LGBTQ youth and their allies.

### **Granite State Challenge**

WLC is invited to participate in TV Channel 11's high school academic competition programs on a rotating basis.

### **High School Math Team**

Tryouts are held each fall. The team competes in 5 SMASH Math League competitions and the State Math Contest each year.

### **Middle School Math Team**

The Middle School Math Team consists of students who enjoy math. They meet on a regular basis to do challenging problems. In early February a qualifying test is given to the group and the best eight (8) students are chosen to represent WLC at the Math Counts Competition at Keene State College.

### **National Honor Society**

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. The National Association of Secondary School Principals (NASSP) officially established NHS in 1921 and continues to regulate it today.

Election to membership in the National Honor Society represents the highest honor and trust that can be bestowed upon a student at WLC. Membership in the society is indicative that the student is not only demonstrating and promoting qualities of scholarship, leadership, service and character, but is also exerting an effort to improve conditions in the school and community. Students are invited to apply for NHS based on a minimum GPA of 3.5 and selection is made by a faculty Advisory Board.

### **Peer Leaders**

Peer Leaders are a group of 7th and 8th grade students selected by school staff members. These students demonstrate strong leadership skills, are friendly and kind to their peers, and serve as role models for the entire WLC middle school community. Peer Leaders are responsible for programs such as Student of the Month, Red Ribbon Week, and Pennies for Patients. This organization participates in activities that will benefit the school as a whole.

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**Florence Rideout Elementary School**

18 Tremont Street  
Wilton, NH 03086  
Phone: 603-654-6714  
Fax: 603-654-3490

Website:  
[www.sau63.org](http://www.sau63.org)

**Lyndeborough Central School**

192 Forest Road  
Lyndeborough, NH 03082  
Phone: 603-654-9381  
Fax: 603-654-6884

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**To: Bryan Lane, Superintendent of School**  
**From: Tim O'Connell**  
**RE: FRES/LCS Parent/Student Handbook**

I am proposing the following changes to the FRES/ LCS Parent student handbook.

**Remove from p. 23 ATTENDANCE**

~~In accordance with State Law, all children between 6 and 18 years of age must attend school unless excused from attendance by the Board of Education. School Principals are required to enforce the law.~~

**Remove from p. 25**

~~State law requires that schools be in session for 945 hours each year, not counting recess and lunch. Student absence, for other than illness or family reasons, diminishes your child's opportunity for an adequate education.~~

**Add p. 29 Transitions**

We recognize that transition activities are essential in helping children move from home to the school setting. Various activities are planned to build connections between home and school. In the spring, we offer a "**Kindergarten Parent Orientation**" meeting giving an overview of our kindergarten program for parents. Later in the spring, incoming kindergarten students are invited to spend some a morning with their teacher in their new kindergarten classroom during "**Kindergarten Welcome Day**". Over the summer, students receive a note or card from their teacher to strengthen the connection between teacher and child.

As the beginning of the school year approaches an hour long "**Meet and Greet**" is scheduled prior to the first day of school. When children have completed their kindergarten and 5<sup>th</sup> grade year, they are transitioned to grade one at Florence Rideout Elementary School or sixth grade at WLC Middle School as part of our "**Step-up Day**" event in Late May/early June.

**Add p. 30 Assessments**

Staff utilize several assessments to provide insight and information regarding your child's learning progress. Individual student results from these assessments are shared with parents.

- Dial 4 Kindergarten Screening
- STAR 360 Early Literacy, Reading and Math
- Fountas & Pinnell Benchmarking (Leveled Readers)

- AIMSWEB- Math computation and application

### **Kindergarten Screening**

Early screening in the school year provides the Kindergarten teachers and staff with valuable information about your child's individual development and learning skills. Screening results will be used to help teachers determine the best possible programming options for each child.

### Add p. 34-36 **Discipline**

Florence Rideout and Lyndeborough Central School use a positive approach to discipline that draws upon children's ability to demonstrate behavior in constructive, friendly ways as well as the teacher's ability to empower children to do so. Children behave and learn best when they are aware that their parent(s)/guardian(s) communicate regularly with school staff and are supportive of the teachers and school administration. If you have any concerns or questions about a school or classroom practice, please share these concerns with the appropriate school personnel.

In an effort to foster a sense of ownership and responsibility, classroom rules are created with the children during the first few weeks of school. Teachers continually discuss and model appropriate behaviors and expectations with students in a calm, respectful manner. Teachers use a variety of techniques and strategies when responding to student misbehavior. Teachers use positive language to remind, redirect and reinforce expectations. Logical consequences are often utilized. Logical consequences are directly related to children's behavior and helps them fix their mistakes.

### **CLASSROOM CONSEQUENCES**

**Take Responsibility** – This logical consequence is used in situations when something has been broken or a mess has been made- whether accidentally or intentionally. Teachers use this when they see an opportunity for a child to solve a problem he or she has caused.

**Loss of Privilege** – This logical consequence is used in situations when a student defies, tests or even forgets the rule. The consequence is that the child loses the privilege What is taken away is directly related to the misbehavior.

**Take a Break** – This type of logical consequence is when a student is out of control and needs an opportunity to regain self-control and calm down. The student will move to a predetermined location within the classroom, takes time to regroup and then rejoins the class once he or she has regained control. "Take a Break" locations have been established in the cafeteria and on the playground.

### **Progressive Discipline Plan**

We have developed school rules regulations which we feel establish and protect a caring learning environment. Students who choose not to obey these rules will be disciplined in a fair, consistent, and progressive manner. Throughout the year, time is spent practicing, modeling, and revisiting the art of conflict resolution. Younger children (Kindergarten and Grade 1) are encouraged to "use their words" and to solve problems that arise, rather than resorting to aggressive behaviors. We use these teachable moments to process and model self-control strategies with younger students. As older students develop

greater self-control and understanding of what is expected they are held to higher expectations and may receive more significant consequences.

**Minor Infraction:** Minor infractions on the playground or in the classroom include but are not limited to actions such as, name calling; being unkind to classmates; being disrespectful to an adult; being continually unprepared for class; failure to complete assignments; continually disruptive in class or talking out of turn, not following established rules and expectations in the cafeteria, or on the playground. Such infractions may result in any of the following: **Take-a-Break w/Principal, Loss of Cafeteria/Recess Privilege, Teacher Detention**

**Major Infraction:** Major infractions will be dealt with immediately. These can include; ongoing and repeated patterns of minor infractions that create a disruptive and/or unsafe environment; hitting/physical aggression towards another student; deliberate inappropriate language (profanity) orally or in writing; non-compliance (not following staff directives); threats of any nature; possession of inappropriate material; theft; violation of acceptable use policy. A Discipline Report is sent home, to be read, signed, and returned by the parent(s), Parents are notified by the principal by phone. Such infractions may result in any of the following consequences: **Principal After School Detention, In-School Suspension**

**Gross Misconduct:** The student is immediately sent to the principal's office. These can include but are not limited to; physical aggressive behavior that harms others, fighting, destruction of school property, Leaving school grounds, bullying/harassment, drug/alcohol/weapons possession. A discipline report is sent home, to be read, signed, and returned by the parent(s), and parents are notified by the principal by phone. Parents may be required to bring student home. A copy of the discipline report is placed in the student's cumulative records folder, and will transfer with the student when he or she transfers to another school. Such infractions may result in any of the following consequences: **In-School Suspension, Out of School Suspension**

## **SCHOOL CONSEQUENCES**

### **Student Behavior Reflection Form (Think Sheet)**

This form will be completed by a students as a means of identifying the inappropriate behavior/choice and choosing steps for the purpose of improving future behavior. Copy of think sheet will be given to the classroom teacher and sent home with child.

### **Take a Break in Principal's office**

This is the removal of the student by the teacher from the environment where the inappropriate behavior occurred. Student will complete a "Think Sheet" and process with either principal or head teacher. The length of the Take a Break may vary and will be at the principal's discretion. Typically, this will not exceed 30 minutes.

### **Loss of Cafeteria/Recess Privilege**

Students will eat lunch in the office separate from the lunch room and/or will miss recess. Student will complete a "Think Sheet" and process with either principal or head teacher. Typically this consequence is delivered if the infraction occurred on the playground or cafeteria. These privileges can be lost for one, two, or three consecutive days at the discretion of the principal.

### **Student Reflection Journals (Reflection Packets)**

During an after school detention or suspension students are to complete a reflection packet. The student will answer questions about their behavior and think about strategies to improve behavior. Goal setting is

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also part of this. Reflection Journals, which contain individual student think sheets and reflection packets, are kept in the principal's office.

### **Teacher After School Detention**

The classroom teacher may assign detention for repeated minor misconduct within the classroom. This detention occurs the following school day. For after school detention, the teacher will contact the parents by phone and assign the detention for the next day. During the detention a student will complete a Reflection Packet. Students failing to report to a teacher's detention will result in principal detention as well as completion of the original teacher detention. Detention will be held from 2:50 - 3:30.

Parent(s)/guardian(s) must make arrangements to pick up the child at the completion of detention. A brief conference/phone conference with parents should be held at this time with the teacher.

### **Principal After School Detention**

This detention will be held from 2:50 - 3:30 in the principal's office or other designated area. Principal will contact parents. This may occur the day of the infraction. During the detention a student will complete a Reflection Packet. Parent(s)/guardian(s) must make arrangements to pick up the child at the completion of detention. A copy of student Discipline Report will be sent home with student. Parents sign and return next day. A conference/phone conference with parents should be held at this time with the principal

### **In-School Suspension**

During in-school suspension a student is not allowed to participate in any part of his/her normal educational setting for the entire day(s). A copy of student Discipline Report will be sent home with student. Parents sign and return next day. Student will be required to any classwork or tasks assigned by the teacher. During the in school suspension a student will complete a Reflection Packet. Student will be serve an in school suspension in an area supervised by the principal and/or head teacher. A conference with parents will be held at this time with the principal

### **Out of School Suspension**

A student will be suspended from school by the principal for up to 10 days for each incident of gross misconduct, or for repeated major infractions. The student will be sent to the Principal's Office, and the Principal will call the parents to come immediately to pick up their student. The Principal will require a meeting with the Parent(s) before the student resumes school attendance, in order to go over behavioral expectations, and/or develop a Behavior Plan for the student to follow.

Students who threaten serious harm (to property, or oneself or others) **must** receive a safety assessment by a counseling professional before returning to school. Please refer to Suspension and Expulsion policies in Appendix C.

July 26, 2018

Wilton-Lyndeborough Cooperative School District  
18 Tremont Street  
Wilton, NH 03086

Dear Mr. O'Connell,

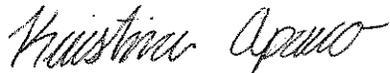
Please except this letter as my formal resignation as Music Teacher for the Wilton-Lyndeborough Cooperative School District for the 2018-2019 school year.

Thank you for your continual support and guidance over the last three years. I have greatly enjoyed the opportunities to be the music teacher, grow the choral program and create the after-school band program. I have learned so much from the staff, students, and families in the community, all of which I will take with me throughout my career.

I would be happy to assist in any way to help the search and transition for a new music teacher smooth and best for the students. Please contact me by phone at 978-559-1184 or by email at

I wish WLC continued success and I hope to stay in touch in the future.

Sincerely,

A handwritten signature in cursive script that reads "Kristina Aparo".

Kristina Aparo