

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING
Tuesday, November 27, 2018
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.

I. CALL TO ORDER-Harry Dailey-Chair

II. ADJUSTMENTS TO THE AGENDA

III. PUBLIC COMMENTS: This is the public's opportunity to speak to items on the agenda. This is also the public's opportunity to speak to any topic concerning the school district. No complaints regarding specific staff members will be heard during a public meeting. The District has established separate procedures for complaints against individual employees.

IV. BOARD CORRESPONDENCE

a. Reports

- i. Superintendent's Report
- ii. Director of Student Support Services Report
- iii. Director of Technology's Report

b. Letters/Information

- i. DOE/DRA Data Collection Calendar
- ii. Response to Board Concern
- iii. Clarification on Field Trip Expenditure

V. CONSENT AGENDA

VI. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION

a. FY 2019-2020 Budget

- i. Curriculum
- ii. Grants
- iii. Food Service
- iv. Revenue

VII. PUBLIC COMMENTS

VIII. POLICIES

- i. JICI-Weapons on School Property-3rd Reading
- ii. BCA-School Board Member Ethics-4th Reading
- iii. BCB-Board Member Conflict of Interest-2nd Reading
- iv. BHE-School Board Use of Email-2nd Reading

IX. ACTION ITEMS

a. Approve Minutes of Previous Meeting

X. COMMITTEE REPORTS

- i. Budget Liaison
- ii. Strategic Planning Committee
 - MS Reorganization

XI. RESIGNATIONS/APPOINTMENTS/LEAVES

XII. BOARD BUDGET DISCUSSION

XIII. PUBLIC COMMENTS

XIV. SCHOOL BOARD MEMBER COMMENTS

XV. ADJOURNMENT

INFORMATION: Next School Board Meeting-December 11, 6:30 PM at WLC-Media Room

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

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

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

Bryan K. Lane
Superintendent of Schools

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

Lise Tucker
Business Administrator

SUPERINTENDENT'S REPORT
November 27, 2018

Friday November 16 was our first snow day of the year. Information that I received from road crews at about 4:40AM indicated that the roads would not be ready in time for our scheduled opening or a delayed opening. This will move the last day of school to Friday June 7. The meeting of the Southwest Superintendent scheduled for Friday November 16, was cancelled so that Superintendents could deal with the snow fall.

I continue to work on the budget with the SAU staff. Now that we have accurate information on the increase in rates from the New Hampshire Retirement System and the decrease in the health insurance rates we will be able to get a handle on the personnel side of the budget. At this meeting we will be discussing a break out of the curriculum budget, revenue, food service and grants.

I have been preparing documents for the Strategic Planning Committee regarding possible changes to the middle school program and structure.

The New Hampshire Department of Education has released estimates for Adequacy Grant that they recommend that we use for budgeting. A comparison of the current year's Adequacy Grant vs. the amount for next year is as follows

	2018-19 estimate	2019-20 estimate	Difference
Wilton	\$933,871	\$975,657	\$41,786 increase
Lyndeborough	\$280,166	\$256,069	\$24,097 decrease

In looking at our budgeting numbers for Adequacy Grant revenue the Department of Education is recommending an increase of \$17,689.

The New Hampshire Department of Education has sent out a technical assistance document regarding Parent Exemption to the statewide assessment. As indicated in the document included, all students are required to take the state assessment unless they are exempted by their parent or guardian. The district is required to provide a form for parents who wish to exempt their children and to provide an alternative activity while the remainder of the student body is participating in the assessment.

The statewide Superintendent's meeting will be held in Concord on Friday December 7.



New Hampshire

Department of Education

Serving New Hampshire's Education Community

Technical Assistance

Subject: Parent Exemptions to the Statewide Assessment (HB 1744 of 2018)

Legal Reference:

- RSA 193-C:6
- Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act: Section 1111(c)(4)(E)

This Technical Advisory continues the New Hampshire Department of Education's communication regarding new legislation which was passed into law during the 2018 legislative session. The new law became effective July 24, 2018.

During the 2018 legislative session, RSA 193-C:6, Assessment Required, was amended. This amendment authorizes a parent to exempt his or her child from participating in the statewide assessment program. This new section of the law (in bold font), which will be applicable to all students in grades 3-8, as well as grade 11, is provided in its entirety below:

193-C:6 Assessment Required. A statewide assessment shall be administered in all school districts in the state once in an elementary school grade, once in a middle school grade, and one grade in high school. For those years in grades 3 through 8 in which the school district does not administer the statewide assessment, the school district, in consultation with the department and as part of the statewide education improvement and assessment program, shall develop and administer its own assessment or shall administer a standardized assessment that identifies a pupil's range of learning and yields objective data to use in improving instruction and learning. All public school students in the designated grades shall participate in the assessment, unless such student is exempted **from taking the test by his or her parent or legal guardian**, or provided that the commissioner of the department of education may, through an agreement with another state when such state and New Hampshire are parties to an interstate agreement, allow pupils to participate in that state's assessment program as an alternative to the assessment required under this chapter. Home educated students may contact their local school districts if they wish to participate in the statewide assessment. Private schools may contact the department of education to participate in the statewide assessment. The department may use the College Board SAT or ACT college readiness assessment to satisfy the high school assessment requirements of this chapter. The statewide assessment results of a student or the student's school district shall not be included as part of the student's transcript unless the student, if 18 years of age or older, or the student's parent or legal guardian if the student is under 18 years of age, consents. **A school district shall not penalize any exempted student nor shall the department of education or the state board of education penalize any school district for a lower participation rate. A school district shall develop a form to be signed by the parent or legal guardian of any student exempted from the assessment. The school district shall provide an appropriate alternative educational activity for the time period during which the assessment is administered. The alternative activity shall be agreed upon by the school district and the parent or legal guardian of the student. The name of the parent or legal guardian and any specific reasons disclosed to school officials for the objection to the assessment shall not be public information and shall be excluded from access under RSA 91-A.**

This new language formally puts into State law the ability of a parent to exempt his/her student from taking any of the required statewide assessments (math, English language arts and/or science). It also tells a school and school district that they are allowed to accept a parent's exemption notification (signed form) of his/her student from taking the statewide assessment. School districts must ensure they provide a form for a parent to sign if the parent wants to

Issued by:
Frank Edelblut, Commissioner

Date Issued:
October 25, 2018

Supersedes issue dated:
NA

Page 1 of 3

exempt his/her student from taking the assessment. Finally, if a parent exempts his/her student from taking the statewide assessment, the school district and parent must agree upon an alternative educational activity during the testing period. It is recommended that the agreed upon alternative activity is written on the form that will be signed by the parent, along with an acknowledgement statement that no scores or summary of individual student performance, based on the statewide assessment, will be provided to the parents of the exempted student (a sample template is attached).

RSA 193-C:6 notwithstanding, Federal law requires all States that receive funds under Title I, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA) **ensure not less than 95 percent of students** (and 95 percent of all students within subgroups) **participate in the annual statewide assessment** (ESSA Section 1111 (c)(4)(E)). This assurance is embedded in NH's accountability system as follows:

1. Unless a student has a serious illness/medical emergency, severe emotional distress, death in the family, qualifies for NH Alternative assessment or participated in another state's assessment system, that student is counted in the participation rate denominator.
2. After the participation rate calculation is completed, if a school and/or district has less than 95 percent participation, the number of students under 95 percent will be calculated as zeros in the achievement and growth indicators. For example, if XYZ School has a participation rate of 92 percent, three percent of the scores ($95\% - 92\% = 3\%$) will be included in the accountability system as zeros; however, no one particular student will be identified with those zeros.

The NH DOE must publically report all school and district participation rates and attainment, along with the State's overall participation rate and attainment. The NH DOE will make every effort to publically report participation rates and attainment for federal reporting purposes as well as participation rates and attainment for those students who participate in the assessment.

For more information about NH's federal accountability plan, please see its ESSA Consolidated State Plan located at: https://www.education.nh.gov/essa/documents/nh_state_plan_final_011918.pdf.

For questions related to statewide assessments, please contact

Julie Couch, Bureau Administrator
Bureau of Instructional Support
Division of Learner Support
Tel. 603-271-3801
Email: julie.couch@doe.nh.gov

Cathleen White, Administrator
Office of Student Assessment
Bureau of Instructional Support
Tel. 603-271-3801
Email: cathleen.white@doe.nh.gov

For questions related to accountability, please contact:

Sandie MacDonald, Bureau Administrator
Bureau of Educational Statistics
Division of Education Analytics and Resources
Tel. 603-271-3453
Email: Saundra.MacDonald@doe.nh.gov

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

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

Bryan K. Lane
Superintendent of Schools

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

Lise Tucker
Business Administrator

Student Support Services Report
November 20, 2018

District paraeducators and ABA therapists attended a “Zones of Regulation” workshop on our first early release day, October 30th. Jamie Jones, OTR/L from Infinity Pediatric OT & Swim, Concord, NH provided us with a comprehensive overview of this program which is designed to help students gain skills in the area of self-regulation (self-control, self-management and impulse control). The workshop was well attended and well received.

Many of our WLC students attended a field trip to Job Corps in Manchester, NH on Tuesday, November 13th. This training program is of particular interest to students who are seeking a no-cost path to job training in a variety of fields. Program offerings include: Advanced Manufacturing, Hospitality/Culinary, Health Care, Construction and Homeland Security. Job Corps also offers a residential option for students to live on campus at no charge, which also includes their food/meal plan. While at Job Corps students work at their own pace, have access to part-time work opportunities and have two years to complete the program. Upon completion, Job Corps assists students with job placement. Several of our WLC students expressed an interest in pursuing this viable option.

On November 20th, a Para Thank You Celebration was held at WLC. Special education case managers took this opportunity to thank the paraeducators in their building for their hard work and dedication to our students. Through their daily assistance, they provide an essential service/support for our students and teachers that certainly deserves recognition.

District-wide, the special education department has been quite busy processing several new referrals, conducting three-year re-evaluations and scheduling annual IEP review meetings.

Respectfully Submitted,

Betty Moore
Director of Student Support Services

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

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

Kevin P. Verratti, Director of Technology

Technology School Board Report
11/18/2018

- As of October, the Innovation Lab (STEM Lab) at WLCS is running with students creating videos and news segments using green screens and video editing systems. This technology driven space is designed for creation and collaboration using high tech tools. Two new 3d Printers have been installed and there are teaching units planned this year for computer programming and robotic design. Virtual reality and 3d rendering systems have been budgeted for next fiscal year.
- 15 Chrome tablets have been setup and delivered to FRES for lower elementary use. These systems provide touch screen devices for students in an environment consistent with other devices in the district. Teachers were provided training on their use and we will be looking to expand the number of systems we have next fiscal year.
- There was an unscheduled phone system outage the evening of Nov 7th due to an engineering error from Mitel. The outage did not happen during the school day but all phones district wide were affected. The issue was cleared before school the following day.
- After discussion with the PUC and Mitel it has been determined that, the best course of action for the 654 phone numbers is that they remain with TDS and Mitel will decrease our bill by \$475/mo to cover the cost of the Call Forwarding charges. This agreement will remain in place in perpetuity until we end service with Mitel or until Mitel has a porting agreement in place with TDS and can accept the numbers. Mitel was extremely apologetic for this issue and has changed their onboarding process for new customers moving forward.
- Two new large format TV display screens have been installed at WLCS, one in the library and the other in the computer lab. These screens are being used for news broadcasting, announcements and mirroring of computer devices.
- After discussion with both town administrators it has been determined that, the SAU will not be able to extend services without additional staffing. At this time we will not be looking to increase staffing levels of the IT department but I have offered to provide feedback and opinions to the towns should they need assistance in the future.

Respectfully,

Kevin P. Verratti
Director of Technology
SAU #63

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DOE/DRA DATA COLLECTION CALENDAR

TITLE	Due Date	Date to Submit	Data source
College and Career Readiness	July 15	July 5	WLC
Credits and GPA	July 15	July 5	WLC
End of Year Academic Performance	July 15	July 5	FRES/WLC
End of Year Enrollment- EOY	July 15	July 5	LCS/FRES/WLC
Home School Submission	July 15	July 5	SAU
MS 24	September 1	August 20	Business Admin.
MS 25	September 1	August 20	Business Admin.
MS 60 Report of local auditor	September 1	August 20	Business Admin.
Class and Staffing Form	October 15	October 5	LCS/FRES/WLC
Fall Central Office Report	October 15	October 5	SAU
Teacher Avg. Salary	October 15	October 5	SAU
Beginning of Year-BOY	October 15	October 5	LCS/FRES/WLC
Immigration Data	November 9	November 1	SAU
MS 26 School Budget Form	April 1	March 25	Business Admin.
MS 26C Dependent School Budget	April 1	March 25	Business Admin.
MS 27 School Budget Form- Budget Comm.	April 1	March 25	Business Admin.
Annual District Meeting Minutes	April 1	March 25	Clerk
MS 22 Report of Vote	April 1	March 25	Clerk
School Board	April 20	April 10	SAU
School Calendar	April 20	April 10	SAU
Teacher Salary Schedule	April 20	April 10	SAU
Principal Evaluation Protocol	May 15	May 1	SAU
Teacher Evaluation Protocol	May 15	May 1	SAU
Middle of Year Report MOY	June 1	May 15	LCS/FRES/WLC
School Safety Data	June 30	June 25	LCS/FRES/WLC

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Lise Tucker
Business Administrator

TO: The Wilton-Lyndeborough Cooperative School Board
FROM: Bryan Lane
DATE: 11/14/18
RE: Accusation of misconduct

At the school board meeting of November 13, Mr. Post made an accusation that I had edited minutes from the Policy Committee meeting of November 6 by asking the question, by asking why did I remove part of the minutes that noted his presence. After some discussion at the board meeting, it was requested that I look into this.

The sequence of events in the creation and posting of the minutes are as follows:

- The minutes were taken by me and transposed into a document on November 7.
- They were emailed to Kristina Fowler on November 7 at 3:21 PM. (a copy of the email and the minutes are included as an attachment)
- The minutes were posted by Kristina Fowler to the website on November 8, at 8:34 AM. (a copy of the posted minutes is included as an attachment)

In examining the document that was emailed to Ms. Fowler and the minutes that are on the website currently they are identical with the exception of some spelling corrections and formatting.

As evidence of the document's authenticity as it exists today, I have included a document properties description that indicates the Policy Committee Draft Minutes 11.6.18 was created and only modified at 8:34 on November 8. The minutes were not and have not been modified since the moment the minutes were posted.

I have included an email from the district's Technology Director indicating that I do not have an account to gain access to the website. This confirms my statement at the meeting that I do not have access to the website that would have allowed me to make any changes to documents on the website.

With the evidence presented to you, since the document was posted to the website on November 8 at 8:34 and there is no modification recorded since that date, it is not possible for the document to have been altered by me or anyone else.

For the public record, I emphatically deny the accusation made by Mr. Post that I did anything to edit or modify the posted draft minutes of the Policy Committee meeting of November 6, 2018.

Bryan Lane

From: Bryan Lane
Sent: Wednesday, November 7, 2018 3:21 PM
To: Kristina Fowler
Subject: Draft minutes of the Policy Committee November 6, 2018.docx
Attachments: Draft minutes of the Policy Committee November 6, 2018.docx

Draft minutes of Policy Committee Meeting of November 6, 2018

The meeting began at 6:03

Attending- Matt Ballou, Mark Legere, Miriam Lemire, Bryan Lane

Minutes of previous meeting approved by consensus.

Superintendent brings forward two documents to clarify questions posed from previous board meeting.

- A document from Atty. Diane Gorrow specifying that the Board can create a policy that restricts staff members from carrying weapons while carrying out their contractual duties or on school property.
- A document clarifying the language currently being accepted in legal jargon around the words should vs. shall.

After a brief discussion the committee recommends moving policy JICI forward as presented originally letting the board know of the possibility of adding to the policy regarding staff. Mrs. Lemire indicates she has heard concerns regarding this from community members. She inquires as to whether or not it would be part of the teacher's annual contract if the board made a restriction for staff. The Superintendent clarified that contract signed by teachers and they are informed through the WLCTA of any changes in policy.

A school board member is present as a member of the public, there is a brief discussion what would need to happen of an additional board member attended creating a quorum of the school board. The Superintendent is unsure of the protocol in this case and will inquire.

A brief discussion of the shall vs. should regarding the research done by the Superintendent. Clarifying that in currently accepted legal language should and shall both are not words of requirement, they are words of encouragement or aspiration. If the board wants a policy that creates a requirement the current recommendation would be to use the words:

Will

Must

Has a duty to

It is noted by the Superintendent that several approved policies indicate that the School Board will elect a "Secretary". This has not been the practice of the board. The Superintendent is tasked to look through policies that reference the "Secretary" to bring back to the committee.

Discussion of Policy BHE- Board Members Use of Email as a follow up to questions brought by the board. Consensus it to bring BHE to the board changing the word "email" to "electronic communication." It is noted that this will cover other modalities such as SNAP Chat, Twitter, etc. Policy includes board members at board meetings, addressing the concern raised at the board meeting.

Discussion of Policy BCB- Board Member Conflict of Interest. By consensus it is agreed to add amend the sentence by adding the italicized:

"A board member who has a personal or private interest in a matter proposed or pending before the Board will disclose such interest to the Board *prior to discussing the matter*, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter.

Also to amend policy making the three occurrences of the word "him" in the 3rd paragraph to be gender neutral.

A member of the public who has been in attendance leaves the meeting indicating that the committee "Should have taken public input at the beginning of the meeting."

The question is raised as to how a board member would bring up a concern that another board member has a conflict of interest that was not addressed. The Superintendent clarifies that the board member with the concern would bring this to the attention of the chair while the board is still in public session. It is discussed in public and cannot be a non-public conversation.

The Superintendent asks the committee to confirm their intentions of the committee to move forward with Policy BCA Board Member Ethics as presented. A discussion around the Shall vs. Should language. Confirming that shall or should are not terms of requirement and either can be used in the same manner. A discussion around the concerns some board members had with the term "my" when describing the NHSBA or NSBA. The consensus of the committee is not to make any new recommendations. To allow the board to discuss the merits of changing the word "shall in the opening, amend item # 6, eliminate the number 10 and whether or not to add or amend the two suggested items numbered 11 and 12.

Mr. Ballou brings up new legislation around cyber security recommending that the Technology Director attend a workshop on December 12. The new legislation has specific requirements we will need to add to our policy and may have financial ramifications for up to three years.

Mrs. Lemire indicates that she has heard concerns from citizens regarding the possibility of policy making around transgendered students. The committee response is that we will be looking into that as we move into the new year.

Meeting is adjourned at 7:12. Next meeting scheduled for Wednesday November 28 6 PM at WLC.

1 **WILTON-LYNDEBOROUGH COOPERATIVE**
2 **POLICY COMMITTEE MEETING**

3 **Tuesday, November 6, 2018**

4 **Wilton-Lyndeborough Cooperative M/H School**
5 **6:00 p.m.**
6

7 Present: *Matt Ballou, Mark Legere, Miriam Lemire and Superintendent Bryan Lane*
8

9 The meeting began at 6:03pm.
10

11 Minutes of previous meeting approved by consensus.
12

13 Superintendent brings forward two documents to clarify questions posed from previous board meeting.
14

- 15 • A document from Atty. Diane Gorrow specifying that the Board can create a policy that re-
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30 Superintendent is unsure of the protocol in this case and will inquire.
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Respectfully submitted,
Kristina Fowler for Superintendent Bryan Lane

Document Properties

Description Security Fonts Custom Advanced

Description

File: Policy Committee Draft Minutes 11.6.18

Title: Microsoft Word - Policy Committee Draft Minutes 11.6.18

Author: fowlerk

Subject:

Keywords:

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Modified: 11/8/2018 8:34:49 AM

Application:

Advanced

PDF Producer: Microsoft: Print To PDF

PDF Version: 1.7 (Acrobat 8.x)

Location: C:\Users\ml111\Desktop\

File Size: 621.21 KB (636,115 Bytes)

Page Size: 8.50 x 11.00 in

Number of Pages: 2

Tagged PDF: No

Fast Web View: No

OK

Cancel

Bryan Lane

From: Kevin Verratti
Sent: Wednesday, November 14, 2018 7:43 AM
To: Bryan Lane
Subject: Website Access

Hello Bryan,

Just to confirm our phone conversation, you do not have an account with our website provider Schoolwires or access to make edits to any pages within the site.

The only people who have access to change the District's web page are; K.Fowler who maintains the general web content for the SAU, A.White as part of her webmaster role, and myself for oversight and support.

--
-Kevin Verratti
-Director of Technology
-Wilton-Lyndeborough School District
-SAU #63

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

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

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TO: The Wilton-Lyndeborough School Board and Budget Committee
FROM: Bryan Lane
DATE: 11/20/18
RE: Clarification of the money designated to defer "camp costs"

There was a request for clarification on the \$10,000 designated to defer camp costs. \$5,000 is designated to defray the cost of the sixth grade science camp and the other has been used to defer costs for other over-night trips approved by the school board.

The cost for the sixth grade science trip is \$375 per student. \$5,000 of the total of \$10,000 is spread out equally over all of the students who attend to defer the cost. Annually there about 75% of the class attends the trip. If there are 45 students in this reduces the cost to approximately \$225 for the 34 students attending. There is a private fund that provides for students who cannot afford to go on this trip. No student is denied the ability to go who has shown interest.

Last year, the board approved trips to Gettysburg and agreed to use \$1,000 to defray student cost.

The funds would have been used to offset the cost of the trip to Montreal but the trip was cancelled due to low numbers of students interested.

When funds are unused, they are returned to the unexpended fund balance and used to defray the tax rate.

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TO: The WLC School Board and Budget Committee
FROM: Bryan Lane and Julie Heon
DATE: 11/20/18
RE: 2019-20 proposed Curriculum Budget

The attached spread sheet is a breakdown of the proposed curriculum budget for the 2019-20 school year.

The increase in the budget is \$289,710 reflecting an increase of \$32,408. This dollar figure represents about 2.3% of the total budget for the school district. In addition to the requests from the general fund there are also \$30,000 of expenditures through grant funds. The change in the budget over the current budget are as follows:

	2018-19 budget	2019-20 proposed	\$ change	% change
Curriculum Dev.	\$ 19,358	\$ 19,958	+ \$ 600	3.1% increase
STAR 360	\$ 13,137	\$ 13,718	+ \$ 581	4.4% increase
Dues Memberships	\$ 20,268	\$ 21,163	+ \$ 538	2.6% increase
Supplies	\$ 95,364	\$100,396	+ \$ 5,032	5.2% increase
Books and Resources	\$ 33,734	\$ 61,564	+ \$ 28,088	83.9% increase
Library	\$10,900	\$ 14,265	+ \$ 3,364	30.9% increase
Software	\$ 30,142	\$ 24,346	- \$ 5,796	19.2% decrease
CBA Prof Dev.	\$ 34,300	\$ 34,300	\$ 0	Level funded

In the original presentation of the Florence Rideout/Lyndeborough Central School Budget, a new curriculum for science called Project Lead the Way was to be funded through the general fund. Dr. Heon has found STEM grant funds in the amount of \$22,000 to cover the cost of the curriculum that have become available over the last few months.

There are minor increases in STAR 360 expenses and dues memberships totaling \$1,119.

There is an increase in supplies of \$5,032 for increased supplies at WLC for science, art and FACS. \$8,000 of supplies for Project Lead the Way will be financed through STEM grants.

There is an increase in the requests books and resources in the amount of \$28,088. This is to cover the cost of implementing a new math curriculum in grades K-5. After looking at the needs of our students and the changes we are making in instructional practice this is needed in order to bring our students forward with their math performance. This is a two-year expenditure of \$25,000 per year. The remainder of the increase is for Advanced Placement texts and mass media books for the high school.

Library services has in increase of \$3,365 driven by the request to update the library collection of FRES.

Software funding has a decrease of \$5,796.

CBA professional development funds are driven by the contracts and are level funded.

	CURRICULUM DEVEOLOPMENT	FY 17 Act.	FY 18 Act.	FY 19 Appr.	FY20 Proposed	\$ dif	%	NOTES
	CURRICULUM DEVEOLOPMENT							
1	Instr. & Curriculum Development-FRES/LCS	\$ 4,200	\$ 4,200	\$ 2,058	\$ 2,058	\$ -	0.00%	
2	Prof. Services for PD - FRES/LCS	\$ 365	\$ -	\$ 14,400	\$ 9,000	\$ (5,400)	-37.50%	Math Instruction
3	Prof. Services for PD - FRES/LCS			\$ -	\$ 6,000	\$ 6,000	100.00%	
4	Alt 4 Certification - Contracted - HS	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%	Mentorship
5	Travel/Conferences-HS	\$ -	\$ -	\$ 400	\$ 400	\$ -	0.00%	NHSTE Christa McAuliffe
6	Instr. & Curriculum Development-HS	3,532.06	4,671.37	1,500.00	1,500.00	\$ -	0.00%	
7	Prof. Services District Wide				\$ 22,000	\$ 22,000	100.00%	Project Lead the Way PAID BY STEM GRANT
8	SUB-TOTAL	\$ 8,097	\$ 8,871	\$ 19,358	\$ 19,958	\$ 600	3.10%	
	STAR 360							
9	Testing-FRES	\$ 3,163	\$ 6,638	\$ 5,638	\$ 5,638	\$ -	0.00%	\$28,
10	Testing-LCS	\$ -	\$ 2,080	\$ 1,080	\$ 1,080	\$ -	0.00%	Star 360
11	Testing WLC	\$ 4,096	\$ 9,117	\$ 6,419	\$ 7,000	\$ 581	9.05%	Star 360
12	SUB-TOTAL	\$ 7,259	\$ 17,834	\$ 13,137	\$ 13,718	\$ 581	4.42%	
							34.00%	
	DUES AND MEMBERSHIPS							
13	Dues/Memberships-FRES	\$ 75	\$ 226	\$ 758	\$ 796	\$ 38	5.01%	NHMEA Music Dues, Spelling Bee, Dest Image
14	Dues & Fees (Camp Fee)-MS	5,000	6,500	10,000	10,000	\$ -	0.00%	camp and trip fees (PA and DC)
15	Dues & Fees-MS	1,207	847	1,431	1,431	\$ -	0.00%	Dest. Imagination, Spelling and Geography Bees
16	Fees & Dues- WLC	5,002	4,678	5,000	5,500	\$ 500	10.00%	NHASP NEASC and ASCD
17	Dues & Fees-HS	2,967	1,523	3,436	3,436	\$ -	0.00%	Dest. Image, Music Festival, Leadership Youth Conf
18	SUB-TOTAL	14,251	13,774	20,625	21,163	\$ 538	2.61%	
	SUPPLIES							
19	General Supplies/Paper/Tests-FRES/LCS	\$ 26,516	\$ 25,470	\$ 20,656	\$ 20,656	\$ -	0.00%	
20	General Supplies/Paper/Tests-FRES	\$ 679	\$ 113	\$ 350	\$ 311	\$ (39)	-11.14%	
21	General Supplies/Paper-HS	\$ 1,370	\$ 897	\$ 1,500	\$ 1,500	\$ -	0.00%	interdisciplinary project supplies
22	General Supplies/Paper/Tests-HS	\$ 2,332	\$ 1,961	\$ 2,090	\$ 2,090	\$ -	0.00%	award paper, planners, etc
23	General Supplies/Paper-MS	\$ 970	\$ 1,022	\$ 1,000	\$ 1,000	\$ -	0.00%	interdisciplinary project supplies
24	General Supplies/Paper/Tests-LCS	\$ 3,836	\$ 2,199	\$ 3,410	\$ 3,410	\$ -	0.00%	
25	General Supplies/Paper/Tests-HS	\$ 20,162	\$ 28,817	\$ 24,888	\$ 25,159	\$ 271	1.09%	
26	General Supplies/Paper/Tests- WLC	\$ 38,105	\$ 47,993	\$ 41,470	\$ 46,270	\$ 4,800	11.57%	dissection kits, FACS, ART, craft supplies
27	General Supplies/Paper/Tests-FRES				\$ 8,000	\$ 8,000		GRANT FUNDED
28	SUB-TOTAL	\$ 93,970	\$ 108,471	\$ 95,364	\$ 100,396	\$ 5,032	5.28%	

	CURRICULUM DEVELOPMENT	FY 17 Act.	FY 18 Act.	FY 19 Appr.	FY20 Proposed	\$ dif	%	NOTES
	BOOKS AND RESOURCES							
29	Books & Other Printed Media-MS	\$ 9,746	\$ 4,504	\$ 3,214	\$ 4,602	\$ 1,388	43.19%	permabound replace instead of mass media paperback
30	Books & Other Printed Media-HS	\$ 3,412	\$ 9,702	\$ 3,607	\$ 11,550	\$ 7,943	220.21%	AP books for new classes
31	Books & Other Printed Media-FRES	\$ 30,298	\$ 22,739	\$ 23,358	\$ 16,261	\$ (7,097)	-30.38%	Teacher resources
32	Books & Other Printed Media-LCS	\$ 1,063	\$ 2,307	\$ 2,855	\$ 3,451	\$ 596	20.88%	Teacher resources
33	Books & Other Printed Media	\$ 259	\$ 1,149	\$ 221	\$ 350	\$ 129	58.37%	
34	Books & Other Printed Media	\$ 259	\$ 1,149	\$ 221	\$ 350	\$ 129	58.37%	
35	MATH PROGRAM AT FRES			\$ -	\$ 25,000	\$ 25,000	100.00%	First of a two year payment program, new math program
36	SUB-TOTAL	\$ 45,037	\$ 41,550	\$ 33,476	\$ 61,564	\$ 28,088	83.90%	
	LIBRARY							
37	Library General Supplies/Paper-FRES	\$ 499	\$ 290	\$ 304	\$ 253	\$ (51)	-16.78%	
38	Library General Supplies/Paper-HS	\$ 85	\$ 72	\$ 80	\$ 109	\$ 29	36.25%	
39	Library Boods & Other Printed Media-WLC	\$ 7,406	\$ 7,201	\$ 4,000	\$ 4,000	\$ -	0.00%	
40	Library Books & Other Printed Media-FRES	\$ 1,673	\$ 1,536	\$ 1,800	\$ 5,800	\$ 4,000	222.22%	year 1 of 3 cycle-new titles-fiction & nonfiction
41	Library Other Information Resources-WLC	\$ 3,716	\$ 3,819	\$ 4,515	\$ 3,891	\$ (624)		EBSCO, Health and Wellness
42	Library Other Information Resources-FRES	\$ 207	\$ 152	\$ 201	\$ 212	\$ 11	5.47%	newspapers and periodicals
43	SUB-TOTAL	\$ 13,586	\$ 13,070	\$ 10,900	\$ 14,265	\$ 3,365	30.87%	
	SOFTWARE							
44	Computer Software-FRES	\$ -	\$ 11,617	\$ 11,577	\$ 10,439	\$ (1,138)	-9.83%	tech ed applications
45	Computer Software- WLC	\$ 34,563	\$ 10,053	\$ 17,965	\$ 12,557	\$ (5,408)	-30.10%	NHSTE and tech ed applications
46	Computer Software-MS	\$ -	\$ 106	\$ 270	\$ 1,020	\$ 750	277.78%	Noodles Tools
47	Library Computer Software-HS	\$ -	\$ 158	\$ 330	\$ 330	\$ -	0.00%	Grolier Online
48	SUB-TOTAL	\$ 34,563	\$ 21,934	\$ 30,142	\$ 24,346	\$ (5,796)	-19.23%	

	CURRICULUM DEVELOPMENT	FY 17 Act.	FY 18 Act.	FY 19 Appr.	FY20 Proposed	\$ dif	%	NOTES
	CBA PROFESSIONAL DEVELOPMENT FUNDS							
49	Tuition Reimbursements - FRES	\$ 7,721	\$ -	\$ 6,000	\$ 6,000	\$ -	0.00%	CBA
50	Tuition Reimbursement-LCS	\$ 1,881	\$ -	\$ 3,000	\$ 3,000	\$ -	0.00%	CBA
51	Staff Development-teachers-FRES	\$ 7,721	\$ 9,798	\$ 10,000	\$ 10,000	\$ -	0.00%	CBA
52	Staff Development-teachers- WLC	\$ 6,937	\$ 4,584	\$ 12,500	\$ 12,500	\$ -	0.00%	CBA
53	Staff Development-teachers-LCS	\$ 500	\$ 685	\$ 1,200	\$ 1,200	\$ -	0.00%	CBA
54	Staff Development-support-FRES	\$ 270	\$ 539	\$ 600	\$ 600	\$ -	0.00%	CBA
55	Staff Development-support-LCS	\$ 353	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%	CBA
56	SUB-TOTAL	\$ 25,383	\$ 15,606	\$ 34,300	\$ 34,300	\$ -	0.00%	
					\$ -			
57	GRAND TOTALS	\$ 242,146	\$ 241,110	\$ 257,302	\$ 289,710	\$ 32,408	12.60%	

TO SPECIAL REVENUE FUNDS

5200-930-000

FY 2019-20 Budget

GRANT TITLE	17-18 Actual	17-18 Budget	18-19 Budget	19-20 Budget
Title I: Local Entitlement	98,947	95,946	85,000	90,588
Title I: Reallocation	0	0	0	0
Title IIA: Quality Teachers	24,757	51,890	25,000	11,605
Title IIA: Profess Develop	0	0	0	0
Title IV: Academic	0	0	0	7,757
IDEA: Special Education	166,475	142,342	145,228	142,922
IDEA: SPED Preschool	2,423	2,424	2,424	2,569
REAP	8,362	7,321	0	0
Local	0	0	1,000	1,000
Total	300,963	299,923	258,652	256,442
Based on Current Year Allocations				
E:\Special Revenue RSa32 19-20				

Fund 21 - Food Service Fund

FY 2019-20 Budget/Review

Description	Account	17-18 Actual	17-18 Adj Budget	18-19 Budget	19-20 Budget	Notes
Food Service Sales - Lunch	21.1610.000	83,426.20	107,000.00	100,600.00	98,015.00	
Food Service Sales - Breakfast	21.1611.000	9,052.50	11,731.00	14,300.00	12,700.00	
Food Service Sales - Milk	21.1612.000	444.40	1,130.00	600.00	600.00	
Food Service Sales - Snacks	21.1615.000	1,562.25	6,000.00	3,000.00	2,930.00	
Misc Vending Sales	21.1624.000	0.00	500.00	100.00	0.00	
Catering Service Sales	21.1630.000	762.13	2,810.00	1,500.00	1,000.00	
Food Service Donations	21.1920.000	8,900.00	2,000.00	2,000.00	2,000.00	
Food Service Misc Rev	21.1990.000	0.00	50.00	50.00	50.00	
Child Nutrition - State Lunch	21.3260.000	2,442.60	2,985.00	2,600.00	2,600.00	
Child Nutrition - State Breakfast	21.3261.000	363.57	535.00	450.00	490.00	
Child Nutrition - Federal Lunch	21.4560.000	53,766.88	62,859.00	65,000.00	61,544.00	
Child Nutrition - Federal Breakfast	21.4561.000	16,492.02	21,750.00	23,800.00	21,680.00	
Child Nutrition - Federal Milk	21.4562.000	754.99	250.00	1,000.00	0.00	
Child Nutrition - Federal Snack	21.4563.000	0.00	0.00	0.00	0.00	
USDA Commodities	21.4590.000	0.00	0.00	0.00	0.00	
Transfer from General	21.5210.000	36,818.73	0.00	0.00	26,391.00	avg 3yrs
Total Revenue		214,786.27	219,600.00	215,000.00	230,000.00	
FS Supervisory Salary	21.3110.116.00	40,840.00	40,800.00	41,740.00	43,276.00	1 FTE
FS Supervisory Medical	21.3110.211.00	2,000.00	2,000.00	2,000.00	2,000.00	
FS Supervisory Dental	21.3110.212.00	1,603.97	1,632.00	1,604.00	1,734.00	CPI 3.4%
FS Supervisory Life Ins	21.3110.213.00	71.80	68.54	67.20	84.00	
FS Supervisory Disability Ins	21.3110.214.00	78.05	76.13	89.74	88.00	
FS Supervisory FICA	21.3110.220.00	3,277.42	3,274.20	3,346.11	3,464.00	
FS Supervisory Unemployment	21.3110.250.00	225.33	106.40	64.40	64.00	0.46%
FS Supervisory Workers Comp	21.3110.260.00	1,076.28	1,040.40	1,235.50	1,069.00	2.47%
FS Workers Wages	21.3120.116.00	54,459.37	57,669.59	55,831.38	72,242.00	4.3 FTEs
FS Workers Medical	21.3120.211.00	9,004.16	10,741.27	10,875.68	10,422.00	
FS Workers Life Ins	21.3120.213.00	114.68	128.52	168.00	210.00	
FS Workers Disability Ins	21.3120.214.00	79.02	86.18	126.48	196.00	
FS Workers FICA	21.3120.220.00	4,205.03	4,564.72	4,653.61	5,679.00	
FS Workers Unemployment Ins	21.3120.250.00	275.94	370.84	226.06	282.00	
FS Workers Workers Comp Ins	21.3120.260.00	1,210.36	1,470.57	1,741.41	1,784.00	
FS Repairs & Maintenance	21.3120.430.00	8,503.05	6,031.00	5,000.00	5,000.00	
FS Travel & Conferences	21.3120.580.00	590.04	900.00	1,000.00	600.00	
FS Non Food Supplies	21.3120.610.00	6,806.99	7,000.00	5,705.00	7,000.00	
FS Office/Marketing Supplies	21.3120.612.00	288.07	1,715.00	633.00	300.00	
FS Postage Supplies	21.3120.613.00	197.97	400.00	155.00	225.00	
FS Uniforms	21.3120.614.00	0.00	275.00	50.00	50.00	
FS Chemical Supplies	21.3120.615.00	0.00	900.00	100.00	100.00	
FS Kitchen Supplies	21.3120.617.00	0.00	500.00	280.00	250.00	
FS Bottled Gas	21.3120.623.00	0.00	10.00	15.00	15.00	
FS Food Supplies	21.3120.630.00	46,141.77	52,370.64	56,495.43	52,811.00	
FS Milk	21.3120.631.00	11,084.94	14,089.00	13,535.00	11,100.00	
FS Snacks	21.3120.632.00	4,577.59	6,700.00	3,631.00	4,600.00	
FS USDA Commodities	21.3120.633.00	1,166.25	1,300.00	1,210.00	1,205.00	
FS Software	21.3120.650.00	2,731.00	2,260.00	2,285.00	2,825.00	
FS New Equipment	21.3120.732.00	1,095.00	0.00	151.00	0.00	
FS Replace Equipment	21.3120.735.00	11,783.94	660.00	660.00	1,000.00	
FS Dues & Subscriptions	21.3120.810.00	1,323.00	285.00	300.00	300.00	SNA
FS Miscellaneous	21.3120.890.00	(24.75)	175.00	25.00	25.00	
Total Expenses		214,786.27	219,600.00	215,000.00	230,000.00	
Net Income(Loss)		0.00	0.00	0.00	0.00	

Wilton-Lyndeborough Cooperative School District
Fund 04 - General Fund Revenue
FY 2019-20 Analysis

Description	Account	17-18 GL Actual	17-18 GL Budget	18-19 GL Budget	19-20 Budget	increase (decrease)	Comments
Current Appropriation	04.1111.000	8,674,081	8,674,081	9,223,008	9,249,534	26,526	raised taxes and fund balance
Preschool Regular Tuition	04.1311.000	8,700	12,150	12,150	10,800	(1,350)	Preschool program \$150 - 8
Extended Day Tuition	04.1312.000	32,874	40,500	0	0	0	
SPED Tuition from LEAs NH	04.1322.000	0	0	0	0	0	
Interest from Investments	04.1510.000	0	5,000	1,000	1,000	0	interest from three trust funds
Rentals - Use of Facilities	04.1910.000	985	200	200	200	0	
Contributions/Donations	04.1920.000	0	0	0	0	0	
Refund of PY Expenditures	04.1980.000	15,715	28,920	21,982	24,020	2,038	ERATE
Other Local Revenue	04.1990.000	10,581	200	200	200	0	Pcard rebate, FSA unspent
Adequacy Aid	04.3110.000	1,346,178	1,346,687	1,214,038	1,231,727	17,689	per 11/15/18 letter
Statewide Enhanced Ed Tax	04.3112.000	1,219,640	1,219,640	1,195,247	1,193,826	(1,421)	per MS24R
Other State Aid	04.3190.000	7,665	1,000	1,000	1,000	0	
School Building Aid	04.3210.000	128,000	128,000	128,000	128,000	0	
Kindergarten Keno Aid	04.3220.000	0	0	55,000	55,000	0	
Catastrophic Aid	04.3230.000	141,067	142,163	135,528	137,087	1,559	69.583% of \$197,012
Vocational Tuition Aid	04.3241.000	0	0	0	0	0	
Vocational Transport Aid	04.3242.000	2,327	3,000	3,000	3,000	0	
Medicaid Distribution	04.4580.000	62,091	80,000	65,000	65,000	0	
						0	
Total Revenue		11,649,904	11,681,541	12,055,353	12,100,394	45,041	
Food Service	04.5221.000	227,287	219,600	215,000	230,000	15,000	
Special Revenues	04.5222.000	303,384	299,923	258,652	256,442	(2,210)	
Fiduciary - GASB 84	04.5223.000	0	0	0	1	1	
TOTALS		12,180,575	12,201,064	12,529,005	12,586,837	57,832	
18-19 Budget adjusted per DRA Tax Rate Setting - MS-24 R							
Fiduciary Funds - Student Activities disclosure per GASB (Govt Accounting Standards Board)							

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

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

Bryan K. Lane
Superintendent of Schools

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

Lise Tucker
Business Administrator

TO: The Wilton-Lyndeborough School Board and Budget Committee
FROM: Bryan Lane
DATE: 11/20/18
RE: Effect of rolling tax rate averages

There has been discussion about creating a warrant article that would change the apportionment formula to a rolling average vs. an annual change. Using figures available on the Department of Revenue website using only school and SWEPT* taxes, I have calculated the change in tax rate annually, the change if there were a three-year average and the change if there were a five-year average.

WILTON	Tax Rate	Annual change	3 yr. avg. change	5 yr. avg. change
2009	\$13.65			
2010	\$13.07	\$.058 decrease		
2011	\$16.19	\$3.12 increase	\$1.89 increase	
2012	\$14.88	\$1.31 decrease	\$0.17 increase	
2013	\$15.81	\$0.93 increase	\$0.18 increase	\$0.91 increase
2014	\$15.75	\$0.06 decrease	\$0.27 increase	\$0.34 increase
2015	\$16.23	\$0.48 increase	\$0.30 increase	\$0.16 increase
2016	\$17.83	\$1.60 increase	\$1.23 increase	\$0.50 increase
2017	\$17.43	\$0.40 decrease	\$0.27 increase	\$0.55 increase
2018	\$17.89	\$.046 increase	\$0.17 increase	\$0.69 increase

WILTON	Tax Rate	Annual change	3 yr. avg. change	5 yr. avg. change
2009	\$12.14			
2010	\$14.08	\$1.94 increase		
2011	\$16.85	\$2.77 increase		
2012	\$16.72	\$0.13 decrease	\$1.53 increase	
2013	\$17.82	\$1.10 increase	\$1.25 increase	\$1.61 increase
2014	\$17.81	\$0.01 decrease	\$0.32 increase	\$0.79 increase
2015	\$18.87	\$1.06 increase	\$0.72 increase	\$0.55 increase
2016	\$18.68	\$0.19 decrease	\$0.29 increase	\$0.47 increase
2017	\$18.98	\$0.30 increase	\$0.39 increase	\$0.41 increase
2018	\$19.58	\$0.60 increase	\$0.24 increase	\$.030 increase

*SWEPT- State Wide Educational Property Tax

JICI - WEAPONS ON SCHOOL PROPERTY

Category: Required By Law

~~Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities.~~

Students are not permitted to be in possession of weapons on school property, in school vehicles or at school sponsored events regardless of their location. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities.

The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. §921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Wilton-Lyndeborough Cooperative School Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once each year.

Legal References:

18 U.S.C. § 921 Et seq., Firearms

20 U.S.C. § 7151, Gun-Free Schools Act

RSA 193-D, Safe School Zones

RSA 193:13, Suspension and Expulsion of Students

NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process

Appendix JICD-R

Appendix JICI-R

Revised: April 2010

Reviewed: October 2004

Revised: November 1999, February 2005, May 2006

Original Adoption Date: October 12, 2011

First Reading: October 26, 2011

Second Reading: November 8, 2011

Final Adoption: November 8, 2011

BCA - SCHOOL BOARD MEMBER ETHICS

~~Each board member shall should~~ comply with the following ethical provisions:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Make decisions only after full discussion at public Board meetings; render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
3. Seek systematic communications with students, staff, and members of the community.
4. Work respectfully with other Board members to achieve the educational goals of the school district by encouraging the free expression of opinions by all Board members.
5. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.
6. Be informed about current educational issues. ~~by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations. Suggestion to remove all text after the word "information".~~
7. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.
9. Recognize that no individual member has authority to speak or act for the entire Board, except as specifically designated to do so by Board action.
- ~~10.—~~
10. Display and demonstrate courtesy and decorum toward fellow Board members at all public meetings and in all public statements.
11. Avoid conflicts of interest, real or perceived. Members should disclose all conflicts of interest prior to discussion in public or non-public sessions, as referenced in policy BCB.
12. Members will not communicate with each other electronically during a meeting as referenced in policy BHE

Appendix BCA-R

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Revised: March 6, 2018

BCB - BOARD MEMBER CONFLICT OF INTEREST

As elected officials, school board members owe a duty of loyalty to the general public in protecting the school district's interests. Therefore, the Wilton-Lyndeborough Cooperative School Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A board member who has a personal or private interest in a matter proposed or pending before the Board will disclose such interest to the Board *prior to discussion in the matter*, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter. Additionally, Board members should refrain from engaging in conduct or actions, that give the appearance of a conflict of interest. ~~*embarrass the Board, or personally embarrass another Board member.*~~

It is not the intent of this policy to prevent the District from contracting with corporations or businesses with which a Board member is an employee. The policy is designed to prevent placing a Board member in a position where ~~his~~ *their* interest in the public schools and ~~his~~ *their* interest in ~~his~~ *their* place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist.

Nepotism

The Board may employ a teacher or other employee if that teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. Such a relationship will not automatically disqualify a job applicant from employment with the school district.

However, the Board member shall declare his/her relationship with the job applicant and will refrain from debating, discussing, or voting on a nomination or other issue. The job applicant is expected to declare his/her relationship with the Board member as well.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

Legal References:

ⁱ*Marsh v. Hanover, 113 NH 667 (1973) and*

ⁱⁱ*Atherton v. Concord, 109 NH 164 (1968)*

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

BHE - SCHOOL BOARD USE OF ~~EMAIL~~-ELECTRONIC COMMUNICATION

The Wilton-Lyndeborough Cooperative School Board encourages its members to not communicate to each other via electronic communication (~~e-mail~~) regarding official school district business. The Board will not use ~~e-mail~~ *electronic communication* as a substitute for deliberations ~~at~~ *before, during, or after* board meetings, for other communications, or for business properly confined to board meetings. Communications via ~~e-mail~~ *electronic communication* of private or confidential school district matters is strictly prohibited.

If ~~an e-mail~~ *communication* is *electronically* originated by a Board member, is communicated to a quorum of the Board, and discusses official school district business, the ~~e-mail~~ *electronic communication* will be considered a public document for purposes of the Right to Know Law, RSA 91-A. As such, the contents of the ~~email~~ *electronic* communication will be publicly disclosed and included in the minutes of the next regularly scheduled Board meeting.

Legal references:

RSA 91-A:2-a, Communications Outside Meetings

RSA 189:29-a, Records Retention and Disposition

Miller v. Fremont School Board, Rockingham County Superior Court, No. 03-E-152 (2003)

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING AND JOINT BUDGET COMMITTEE SESSION
Tuesday, November 13, 2018
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.**

Present: *Harry Dailey, Matt Ballou, Mark Legere, Charlie Post, Joyce Fisk, Carol LeBlanc, Miriam Lemire
Jonathan Vanderhoof and Alex LoVerme (arrived after budget co, mtg).*

*Superintendent Bryan Lane, Director of Student Support Services Betty Moore, Principals Brian Bagley, Tim
O'Connell, Director of Technology Kevin Verratti, Curriculum Coordinator Julie Heon and Clerk Kristina Fowler*

I. CALL TO ORDER

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

II. ELEMENTARY STUDENTS OF THE MONTH

Mr. O'Connell honored two students as students of the month from FRES with one student present.

III. ADJUSTMENTS TO THE AGENDA

Superintendent Lane informed members an updated facilities budget and summary sheet have been provided.
There were no adjustments to the agenda.

IV. PUBLIC COMMENTS

There were no public comments to report.

V. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent Lane provided an overview of his report which included doing a great deal of work on the budget. Schoolcare rates were expected to come in at a 5% increase instead coming in at a 5.1%; decrease equating to approximately \$60,000-\$65,000. There is an overall rate increase from NH Retirement System. Written explanation is provided for the tax rate increase in Lyndeborough (addressed during Budget Committee session). He's had collaborative meetings with WLCTA representatives regarding modified rubrics for the teacher evaluation system. He's been talking with the DRA to ensure we are timely with reports; a calendar to follow. He attended the boys and girls soccer playoff games. He is scheduled to attend the Southwest Superintendents meeting on Friday. Mr. Vanderhoof questioned if the meetings are structured and what happens at those meetings. Superintendent Lane provided an overview of a typical meeting which includes liaisons from the DOE, NHSBA and School Administrative Association. The meetings are structured with an agenda which he will share. Updates on State pieces, legislative updates and speakers such as a representative from Keene State College providing information regarding professional development available to staff (which he reports out). The Superintendents also report out on issues in their district or ask questions and can bounce ideas off each other. It ends around noon and he reports back to the office.

ii. Business Administrator's Report

Superintendent Lane provided an overview in Ms. Tucker's absence. She had provided a copy of the October food service flyer. The Joint Loss Management Committee met and there have been 4 staff claims since April. She has attended a Schoolcare meeting where they discussed the rates for next year. The Facilities Committee was scheduled to do a walkthrough this evening of the fields but that was postponed due to weather. He asked if there are specific questions, he can forward them to Ms. Tucker and she will respond to all the members. Mr. Vanderhoof noted 4 staff claims seems to be a lot since April. Superintendent responded, a claim can be anything from a cut or a fall and he can find out what they were and share that. Mr. Vanderhoof asked if that is a typical number, Superintendent responded it is not unusual, you would have to look at each incident to determine a reason for the incident.

iii. Principals' Reports

Principal Bagley reviewed his report. The National Honor Society inducted 10 new members. The HS and MS are forming teams for the Science Olympiad Club with 15 committed for HS and 17 for MS. The HS team will be

competing with other schools from the State on March 23 at St. Anselm College. There was a pumpkin carving contest on October 31, organized by Ms. Kovaliv. Congratulations to Ms. Nolin's class who won a pizza party. A student has been working as an intern with Get-Out-The Vote. Some of the responsibilities included voter outreach and volunteer recruitment. He provided an athletic report. The fall soccer season is over, results include boys varsity 8-8-2, lost to Sunapee in quarterfinals, girls varsity 10-7-1, lost to Newmarket in the quarterfinals, boys MS 7-4-1, lost to Candia in the quarterfinals, girls MS 1-9-2; they showed great sportsmanship and lost to Epping in the preliminary round.

Principal O'Connell provided an overview of his report. On the early release day teachers worked with the math consultant focusing on math word problems and new fact fluency. FRES is offering Morning Math Lab which takes place before school for grades 3, 4, 5 to enforce skills and enrichment in math. Some of the math applications they are using are Xtra Math, IXL and Prodigy Math. W.I.N. (What I Need) tutors, Ms. Dame and Ms. Swanson facilitate this opportunity for students. Ms. Barker, music teacher organized a Veterans Day Ceremony with speaking parts and songs celebrating all vets, with 38 in attendance. Parent/teacher conferences are this week and staff is meeting with parents talking about student progress. The W.I.N. Program is holding quarterly IMPACT meetings this week with teachers reviewing student benchmark assessment data to evaluate and measure individual student progress. Other events this month include the annual turkey trot, book fair and food drive support the Wilton Open Cupboard Pantry.

iv. Curriculum Coordinator's Report

Ms. Heon reviewed her report and notes the teachers are working hard. They focused on math during the early release and are seeing some good results from students and hopefully continuing next month with data analysis. She spoke to the MS math teachers and gave a compilation of MS students doing math intervention and enrichment. They are working on math 4 days a week and beginning to realize its making a difference not only with gaps but in regular curriculum instruction. The interim state assessments will be done the end of this month and in February; this give us an idea of how students are progressing. The state test is adaptive, for example if they get three wrong, some questions get easier, the interims do not do this. It gives some data on the 4 math areas being tested. The rest of WLC is working on writing curriculum units and giving thought to what the desired results are. She attended the State Accountability Task Force meeting which crosses several areas that we are not reporting to the State on including the college and career readiness activities our students participate in. Starting next year each student that attains two on the list will give us credit. We are trying to provide more opportunities in AP, and also will implement a dual enrollment course with Nashua Community College in applied math. Hopefully they will get college credit for that course. She notes, we hope to provide a computer science course in the next year or two; students can do AP or dual enrollment. They are looking for more career opportunities, some students go to Mascenic or Milford and depending on the course, they can obtain a certificate. We want to encourage those who are interested and see where else we may be able to offer those opportunities. Next month they will have STAR information. She reports spending a long time talking with the company and they told her they need to do a new linkage with the state test and require two years of data which would be after this spring and will take a year-year in half to complete the study and align the cut scores. They were fairly confident the cut scores would be fairly similar. Scores will continue to be monitored but last month felt they were more in line with the state scores. Responding to Ms. LeBlanc, she said they really don't have a sense if the State will lower the standards but will keep you informed. She spoke of having information on the addition of a computer science course as an offering and perhaps a requirement. Currently there is no one to teach computer science. We are adding to our program of studies, coding/programming, and have begun some coding with teacher, Mr. Petrimoulx. This will be primarily individualized and Mr. Petrimoulx will go to additional training this summer. It was also noted that a civics piece has been added this year and the State is asking for more and more information to be provided through a digital system called I4See. Discussion has been had regarding the State taking on PowerSchool and if that happens, Superintendent Lane noted, this would put us in good shape as we already use it.

VI. CONSENT AGENDA

There was no consent agenda to report.

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

Present: Leslie Browne, Christine Tiedemann, Kevin Boette, Dennis Golding, Jennifer Bernet, Lisa Post, Edwina Hastings

111 The committee is already in session as they met prior.

112 **a. FY 2019-2020 Budget**

113 **i. Special Education**

114 Superintendent Lane provided an overview of the special education (SPED) budget. The proposed budget is
115 \$1041,899 including grants, with \$918,962 being requested from the general fund. Overall the reduction is
116 \$16,339 from the current budget with \$47,100 of that being in transportation which reflects a change in student
117 placement allowing for consolidation of routes. Some of the increases include tuition of \$11,398, and contracted
118 services for school psychologist of \$20,300 are due to the increased need. These are IEP (individual education
119 plan) driven. Tuition can fluctuate depending on who moves in or out. He spoke of a potential \$50,000 expense
120 due a potential out of district placement which is unknown at this time and likely not known until spring. There is
121 however the SPED capital reserve which could fund this scenario. He confirmed if this out of district placement
122 didn't happen, the \$50,000 would not be expended unless we had a student move in and needed to be used for this
123 purpose (which can happen at any time). He also spoke of a student who is aging out and that expense is budgeted
124 until October only. A brief discussion was had regarding transfers and he confirmed the School Board is the only
125 body that could make a transfer such as this. There is one transfer this evening for this FY; transfers are part of the
126 board packet (to/from with explanation). Superintendent Lane noted in transportation, we have been able to reduce
127 a route and continue to look for ways to be cost effective; other districts are increasing in SPED and ours is
128 decreasing. Responding to Ms. Lemire regarding IDEA funds, he confirmed this is not a guarantee of funds but a
129 prediction. This will be discussed during the revenue session and will show a reduction in IDEA funds; we usually
130 budget for a slight reduction as we expect this. Ms. Browne questioned how much is in the SPED fund (capital
131 reserve) and Ms. Moore replied about \$250,000. Superintendent added to his knowledge, this fund has not been
132 used and no additional funds have been added to it. Ms. Moore confirmed the increases in contracted services are
133 all IEP driven. Mr. Vanderhoof spoke of the Superintendent previously saying that there would be savings with the
134 addition of full day kindergarten due to (potentially) being less of a need. Superintendent confirmed he does
135 believe this is going to happen but with only 4 months of data he doesn't have enough to reduce the expense at this
136 time. It is his full intention to report data to the Board and reiterated over time he believe the reduction would
137 happen. Ms. Moore confirmed the room dividers are for FRES and HS. She also confirmed the need for
138 additional books and curriculum materials for the Functional Life Skills Program to accommodate students
139 transitioning from FRES to MS. Superintendent reviewed the cost for the RISE program vs. the cost of New
140 England Center for Children as the cost effectiveness of this was raised previously. Overall cost for New England
141 Center for Children is \$1,555,385 vs. RISE program \$962,725, savings of \$592,661. The Superintendent
142 confirmed students are enrolled in the RISE program through an IEP.

143 **ii. Facilities**

144 Superintendent Lane reviewed the updated facilities summary which was provided, the areas for increase are
145 primarily around repairs and maintenance with a slight increase in administrative costs. Repairs and maintenance
146 increases overall are \$32,797 which include replacing the stage curtain at FRES \$8,000, replace bathroom stall
147 partitions at WLC \$12,000 (12 stalls), Install rubber stair treads at MS, install ADA signs at WLC \$6,057, and
148 preventative maintenance \$1,880. Regarding utilities, using the information we get from our sources, this is what
149 we are expecting for utility increases; overall 61% increase. One reason is for the increase is we under anticipated
150 what the increase would be for this year and are looking at about \$25,000 deficit for this year which will need to be
151 made up through funding. A floor burnisher and Ecolab caddies (power wash bathrooms) were removed from the
152 budget last year and again added to this budget. He confirmed the testing for lead is a water test and would be done
153 this year and we would look to funding from the State through grants for this. He confirmed there is a \$10,000
154 increase in the updated budget for air conditioning at WLC that was omitted in error on the first copy which was
155 also removed from last year's budget. Mr. Vanderhoof asked for clarification regarding the Ecolab caddy storage
156 container as it appears to be twice as much as the caddy itself. Superintendent clarified it is for a replacement
157 outside shed and would be placed at the top of the field and is not related to the Ecolab caddy. He confirmed the
158 expense for the air conditioners would go out to bid, this would be two units with the compressor; cost estimated
159 by the vendor. Mr. Boette suggested putting money into materials to have the students build a shed, make it as part
160 of a project, instead of purchasing a container. Superintendent confirmed the container requested is air tight and
161 lock tight and would eliminate a mouse problem. Responding to Ms. Tiedemann, he believes it is a 20-yard
162 shipping container. Mr. Ballou spoke of a prior discussion regarding putting the air conditioners on the Capital
163 Improvement Plan and wondered if there was thought given to this. Superintendent Lane confirmed it is up to the
164 Board.

165
166 *A MOTION was made by Mr. Ballou and SECONDED by Mr. LoVerme to put the air conditioners on the Capital*
167 *Improvement Plan.*

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

169
170 Chairman Dailey reiterated the expense for the air conditioning will be removed from the budget and added to the
171 CIP. His personal recommendation is when the MS bond expires and there is a spike from \$60,000 to \$176,000,
172 he recommends adding it there and vote in 2021. Superintendent Lane will this forward to the Facilities
173 Committee.

174
175 Mr. Boette spoke of electricity costs as he has found currently long term contracts are more cost effective which is
176 different than previous years. Superintendent Lane confirmed we are in a consortium, a buying group and it is
177 annual. Superintendent Lane will look into it. A question was raised if you are using the heat pumps more, you
178 would think you wouldn't use oil and they would offset each other. It was explained prior to the renovation, there
179 were multiple boilers in the building, now there is only one and it has to satisfy the classrooms before it will send
180 heat to the SAU. Chairman Dailey noted at some point the Board may want to discuss converting over to propane
181 which would increase our buying volume and may save enough to offset the cost.

182
183 Mr. Vanderhoof, referring to the replacement boiler on the CIP, questioned if it should be replaced sooner.
184 Superintendent explained the issues he believes previously had to do with the outside venting not closing correctly
185 and believes it affected two days last year but will find out. Chairman Dailey confirmed at the time of the
186 renovations, it was felt that it was not warranted for replacement and several thousands of dollars were spent
187 assuming we could get more time out of it.

188 **iii. CIP**

189 Regarding the CIP, the Superintendent noted it will be included in the annual report. He informed members the
190 bathroom stall lines have been reduced (per Facilities Committee vote-2 lines at \$4,000 and \$8,000) and the
191 \$60,000 warrant article piece was agreed upon a couple of years ago.

192 **iv. Warrants**

193 The draft warrant articles were reviewed, article 4 is the district operating budget and article 5 is for \$60,000 to be
194 added to the Building /Equipment & Roadway Capital Reserve Fund. He has included draft language for an article
195 to change the apportionment formula. If the Board approved this, it would need to go to an attorney for language
196 approval. Last year the Strategic Planning Committee reviewed this with the goal of gaining some stability over
197 time. It was determined that a change could not be made until 5th year and the Board is now eligible to put forth a
198 warrant article for this. The apportionment now is a 50/50 scenario around valuation and school (ADM).
199 Changing the formula would take the spikes out of the equation and even things out over time. Mr. Post suggested
200 to have examples of the math so that people can understand this; you don't want people to think it will solve the
201 problem and it won't. Superintendent Lane confirmed sooner or later you pay the same amount of money, this just
202 evens it out. Superintendent Lane will bring back examples of what it would be going back to 2010.

203 **b. Lyndeborough Tax Rate**

204 Superintendent Lane spoke regarding the tax increase in Lyndeborough and the concerns that were raised at the
205 last meeting. He has included documentation of an email showing when the information was received; the
206 Monday before the Board meeting. He had not viewed this prior to the meeting as it did not come to his attention.
207 He has since reviewed the information and in looking at the budget, it had a reduction, the apportionment stayed
208 pretty much the same. You would think there would have been a reduction; the issue is on the revenue side. There
209 was a reduction of \$32,522 and \$165,000 of that was monies not spent on the building project and returned to the
210 towns. He added the Board Chair had previously noted it was a one-year thing. We did get an increase from
211 kindergarten aid. Overall, there was a concern raised at the town meeting, we presented that there would be a
212 reduction and there was a budget reduction. Looking at the school district meeting, the budget we presented was
213 the budget and the apportionment presented is the apportionment we have. The only difference is the building
214 money we didn't have. We anticipated high and the (approximate) \$160,000 was a factor.

215
216 Chairman Dailey informed members the Wilton Select Board got their information to set their tax rate which is not
217 approved by the DRA yet; the total looks to be up 5.6%. He also noted IMPACT fees came up at the Wilton Select
218 Board meeting.

219
220 A brief discussion was had regarding unassigned fund balances and the towns can take money out of the
221 unassigned fund balance and use that to fund taxes. The school district cannot do this. Superintendent added there

is an RSA that would allow school districts to create a fund like this and it was brought to the Strategic Planning Committee and was not moved forward. Chairman Dailey agreed and noted it was not approved the year prior. Mr. Boette commented that he thinks overall we do a good job controlling our budget and the only one we don't is SPED and there is a fund for that. Chairman Dailey believes you cannot hold more than 2% (according to the RSA). Superintendent Lane believes it is a percentage of the valuation of the town that is where the maximum comes in. Responding to Mr. Boette questioning if the reduction in revenue was because of a change or assumption in the prediction, Superintendent Lane confirmed with CAT Aide we are responsible for funding a student need and if we go over it can be "catastrophic" and Medicaid can go up and down, it is variable. Last year we predicted high, there was no specific reason for the reduction. We have been conservative in our scenario and revenue which will be coming to you soon.

VIII. PUBLIC COMMENTS

Ms. Kelly Gibson, parent was present and questioned if the Board or Budget Committee at any point, will be discussing having more opportunities for trade like programs. She spoke of being deeply concerned that many students do not attend college or graduate high school and some who have the potential to go to an "ivy league school" and didn't graduate. There are many low income families that cannot afford school and some don't have the direction through home or school. She thinks the best service that any school district could do is to consider how to improve opportunities for students to obtain a trade. She is concerned that the district doesn't offer many courses outside the standard courses. She would like more opportunities for youth. Chairman Dailey responded we have had those discussions at several board meetings.

Ms. Gibson spoke regarding Ms. Tiffany Rotollo, and that "a good percentage of her caseload is coming from Wilton and Lyndeborough". She spoke of there not being a lot to do for the youth and not everyone can utilize the Boys and Girls Club as she suggested at previous meetings but it was not voted for as a source of afterschool care. She spoke of wanting opportunities for her children and there being a lack of programs for teens. She wants to see less teens in front of the judge and asks if there is an intention to create more programs for teenagers. "If parents are working it is more funding for everything", are you going to provide more programs for teens she asked. Chairman Dailey responded that we are always looking at more opportunities for students at all levels. Ms. Gibson commented she would like to see some changes, more action not just communication. She wants to see the number of our delinquent youth decrease.

A MOTION was made by Ms. Tiedemann and SECONDED by Mr. Golding to adjourn the Budget Committee session at 8:01pm.

Voting: all aye; motion carried unanimously.

IX. POLICIES

i. BEA-Regular Board Meetings-2nd Reading

This is the 2nd reading of this policy.

Ms. Lemire gave a brief overview of the committee's recommendation regarding BEA and noted research was done with Superintendent Lane regarding "should vs. shall" and determined that basically they say the same thing. (Words such as "will or must" would be used if an action is required.) A section was added to comply with the requirements of Ed.303.01f. Mr. Ballou noted the last line was removed regarding a board secretary tracking attendance. Superintendent Lane added there is a board policy that refers to the Board electing a secretary and he has been tasked by the Policy Committee to find all policies that include a board secretary. To his knowledge, he does not know of the Board electing a secretary at any time in the past.

A MOTION was made by Mr. Ballou and SECONDED by Mr. LoVerme to accept policy BEA-Regular Board Meetings as presented.

Voting: all aye; motion carried unanimously.

ii. JICI-Weapons on School Property-2nd Reading

This is the 2nd reading of this policy and lengthy discussion.

Ms. Lemire gave a brief overview of the committee's recommendation noting there have not been any revisions since the 1st reading and the Policy Committee wanted the Board to have a discussion regarding staff carrying firearms. A legal consult determined restrictions for staff to carry can be put into a policy. The Board was

questioned if they would like to leave the policy as is or amend it, creating a portion that says staff cannot carry? Superintendent Lane added it would be a condition of employment, if you did it as a policy it would be for all staff including those not part of any bargaining agreement. This was a lengthy discussion with members sharing varying opinions. Some of the discussion included, should staff be asked, are there any statistics on other districts allowing staff to carry. Members were asked if there any objections to hearing from the Principals who are present; no objection heard. Board discussion continued. Ms. Lemire shared some research she has done. Members shared opinions for and against adding staff to the policy. Additional discussion included the closeness (location) of the police departments, the response time of the police departments, by not adding a restriction it does not mean staff are going to carry, the need for training for staff if it is not added, and the potential risk of mishaps. The school check in process was reviewed. Mr. Legere added at the Policy Committee meeting they did discuss that anyone who brings a gun to school is violating a federal law and Superintendent Lane agreed and noted it is not enforceable except by Federal Marshall. Superintendent Lane suggested it be prudent to speak to the liability lawyer regarding particular language and he would want the Board to be aware of any potential liability issues. Principal Bagley and O'Connell spoke regarding their recommendations regarding this and both are not in favor of having guns in school and safety is their priority. They both commented that it would not make them feel any safer knowing a staff person could carry a gun, they are 100% against it. Discussion continued regarding liability, increase in cost, keeping in mind the constituents they represent, and wanting to provide the same opportunity to staff as the public has. The federal law requires students in possession to be expelled (this is enforced). Discussion was also had including, is there a choice to take out "members of the public..." and by removing this (as presented) would it change our liability. Superintendent Lane noted he is not voicing an opinion but does not believe there is enough statutes for him to research and the question on liability revolves around negligence and what would a prudent person do; do they feel it is prudent for teachers to carry weapons. They discussed some examples of potential situations. It was noted there is issue with the current policy as it exists regarding the Second Amendment and Superintendent Lane agreed the policy is problematic in its current state.

*A MOTION was made by Mr. Ballou and SECONDED by Mr. LoVerme to have a 3rd reading on policy JICI- Weapons on School Property. **

Superintendent Lane confirmed students are restricted from carrying weapons once they are on school property which would include any school event, school bus or during any school activity not on WLCSD grounds. Chairman Dailey would prefer the policy to say at school events or activities to make it clearer.

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

Superintendent Lane reviewed the protocol if someone is on school premises with a weapon.

iii. BCA-School Board Member Ethics-3rd Reading

This is the 3rd reading of this policy.

Ms. Lemire reviewed the recommendations from the committee for this policy including shall means the same as should, this was addressed in another policy this evening. They are recommending to strike #10, regarding adding a #11, they have added language to policy BCB-Board Member Conflict of Interest and BHE-School Board Use of Email to address those concerns therefore they are not recommending adding them to this policy. Mr. Vanderhoof commented regarding #6, to keep in mind the policy was written by NHSBA and believes the policy is wordy and deserves an overhaul. He adds, referring to #2, NHSBA is a special interest group and suggests removing the first sentence as it is not needed, regarding #6, he suggests it reads "be informed of educational issues". Discussion was had regarding referencing other policies and/or eliminating that content. Mr. Post voices concern and comments we could do so much better than this; the fact that the policy had an illegal component in it, we should just delete the whole thing. He notes Mr. Vanderhoof is right the NHSBA has a lobbying component, they are a special interest. He added it makes no sense it's not guiding principles or aspiring to do our best. He spoke of #12 and it not being the same concept in policy BHE-School Board Use of Email. Discussions continued and suggested were made. Mr. Ballou questioned if the Board would like the Policy Committee to go through and designate which policies should have a reference to other policies. Mr. Vanderhoof suggests cleaning the policy up now and made some suggestions for changes. Clarification was requested.

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to have #6 read "be informed of current educational issues" (deleting the rest of the sentence).

Voting: six ayes; one abstention from Ms. Fisk, one nay from Mr. Ballou, motion carried.

A MOTION was made by Mr. Ballou and SECONDED by Mr. Post to leave in #11 and #12 and add any references to other policies.

Voting: all aye; motion carried unanimously.

Superintendent Lane suggests having a 4th reading with the changes so it clear everyone knows what they are voting on.

Ms. LeBlanc suggests having the polices you are going to reference as well.

A MOTION was made by Mr. Legere and SECONDED by Mr. Vanderhoof to remove the first sentence on the policy "Each board member..."

Voting: seven ayes; one nay from Mr. Ballou, motion carried.

This policy will be brought for a 4th reading with changes.

iv. BCB-Board Member Conflict of Interest-1st Reading

This is the 1st reading of this policy.

Ms. Lemire reviewed the recommendations from the Policy Committee, a clarification was added to the second paragraph and gender specifics were made neutral. Discussion was had regarding the language of this policy. Chairman Dailey noted if the Board does not have a level of decorum that allows for productive conversation and discussion, it makes the Board ineffective. Anything that takes away from the efficiency of effectiveness from the Board is a conflict of interest in his opinion. Mr. Post raised concerns regarding language in the second paragraph.

A MOTION was made by Mr. Post and SECONDED by Mr. LoVerme to put a period at the of the word "interest" and to strike the rest of the sentence (in the last sentence of the second paragraph).

Voting: all aye; motion carried unanimously.

This policy will be brought back for a second reading with changes.

v. BHE-School Board Use of Email-1st Reading

This is the 1st reading of this policy.

Ms. Lemire reviewed the recommendations from the Policy Committee including the committee discussing the words "at and during" board meetings. A concern was raised this speaks to general terms. Mr. Vanderhoof suggested to add the words "after and during" after "for deliberations" in the first paragraph, second sentence. This policy will come back for a 2nd reading.

Discussion went back to BCA, the question was raised are members ok with it coming back adding the references, no objection heard.

X. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to approve the minutes of October 23 as amended.

Voting: all aye; motion carried unanimously.

b. Transfer

Superintendent Lane reviewed the requested transfer due to tuition increase.

A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to approve the transfer of \$24,971 from FRES SPED transportation to WLC HS public-in state tuition.

Voting: all aye; motion carried unanimously.

XI. COMMITTEE REPORTS

i. Budget Liaison

Mr. LoVerme reported there were questions about the \$10,000 for 6th grade camp as it seems high. Questions such as, how many students is this paying for, who picks who get the money. Superintendent responded he believes it was a reduction in cost but will find out. Chairman Dailey noted it was made part of the formal curriculum. It was

confirmed parents are not required to send the students. Superintendent will find out how it defrays cost and how it is distributed. Mr. LoVerme noted, he hopes the cost went down as the number of days at camp decreased.

Mr. LoVerme referred to Ms. Post, she spoke regarding her explanation to the Budget Committee of the MS model regarding the reduction of 2 teachers. She explained the Superintendent sent a memo to the Strategic Planning Committee saying it would not be his recommendation to reduce the 2 teachers due to conversations had around the school and bringing other opportunities to the school. She noted she read the first part of his memo to the Budget Committee so they would understand it. Mr. LoVerme noted they could have used more time at the meeting.

ii. Strategic Planning Committee

Mr. Vanderhoof provided information on the district calendar options with the Strategic Planning Committee recommending to move to a 178-day calendar starting on August 29. This would add 4 days to the calendar to provide additional teacher collaboration time each month except for December. There was an issue regarding the per diem rate and the committee is recommending to go with the current per diem rate as it is the last year of the contract. There is additional cost for the paraprofessionals of about \$10,000 and it was a unanimous decision to recommend that as an option. They expect the WLCTA to file a grievance but maybe not. Superintendent Lane noted, if there is a grievance filed, it would come to the School Board. Mr. Vanderhoof went on to say, they don't disagree (with the teachers) they just disagree that they are negotiable issues. He notes, we believe we are within the contract (CBA).

Mr. Vanderhoof reported regarding food service, the committee reviewed policy DIG-Food Service Payment Policy. He reported emails go out every 2 weeks if no payment arrangements are made, students are not allowed ala carte items if there have not been any payment arrangements, no phone calls are being made or letters going out since June 2017. He noted they cannot make any recommendations for change without knowing if the policy is effective.

Mr. Vanderhoof reported asking for input from the committee in an effort to see what the agenda might be and received back, a school within a school and alternative education. The committee had a 20-minute discussion about what he would consider regular education and not alternative education. He provided information on the MS recommendation and there is the potential for the committee to come forth with a 4th option or potentially make changes without teacher reductions. He suggests having another committee meeting prior to the board meeting as teachers and the principal want to talk regarding the committee's recommendation. He is unsure if it would or wouldn't change the vote but this trickled out after the committee's meeting and would like to meet to discuss. The committee next scheduled meeting is December 5. Discussion was had regarding the situation, if depending on the committee recommendation is it necessary to have the teachers come or when should they. Mr. Vanderhoof was clear the committee recommendation stands at this point. He also was clear that he would like the opportunity for the committee to meet to discuss the information and if the outcome no longer involves a reduction in staff what the teachers want to present may be different. Chairman Dailey noted the Board can choose any option, and can be different than the committee recommends. He questioned Mr. Vanderhoof what information will the committee have that they didn't have prior. Mr. Vanderhoof responded information was received after the meeting and there has not been the opportunity to discuss it. The information was brought about while creating the agenda.

Mr. LoVerme, speaking about the calendar, questioned how many more days were added to the calendar, response from Mr. Vanderhoof was 2 full days of education and 2 professional development days broken out into half days. Discussion was had regarding this. Mr. Vanderhoof noted he has done a lot of research into this regarding the hours in the day, the length of the day etc. and one consistent thing he found was the need for teacher collaboration. Ms. Lemire questioned if the district looked into late arrivals, where students would arrive late one day a month and the teachers would use that for planning and collaboration. Mr. Vanderhoof confirmed this was not looked at and he believes getting the collaboration time in is the most important thing. Superintendent Lane added, some districts flip flop that (early release and late arrival).

Discussion went back to the question of when should the teachers be invited to a board meeting and do they want to include the Budget Committee in the presentation. Mr. Vanderhoof reiterated he would like the committee to meet prior to the next board meeting to review information and determine if they want to change their recommendation. Chairman Dailey commented, as long as the WLCTA is able to present before the Board makes a decision. Mr. Vanderhoof will communicate with the Superintendent and what meeting the teachers should come to.

iii. Policy Committee

Ms. Lemire reported the next meeting is November 28.

Mr. Post spoke regarding his attendance to the last Policy Committee meeting and that he was “sorely disappointed with the group”. He spoke of the committee not having elected officers per the policy BDE and ‘that tactic has been used to avoid responsibility of not publishing minutes’. Mr. Ballou noted that the Policy Committee is a special committee and not a standing committee (that can be changed). It was also noted the Facilities Committee has not had a chairman since Mr. Button left. Mr. Ballou added the Policy Committee is not part of policy BDE and reiterated they are not a “standing committee” as the policy reads but notes that this can be changed. Chairman Dailey believes in order to be compliant with best practice, all subcommittees should have chairs. It was noted there has not always been a Policy Committee and there is no public comment during the facilities meetings. Chairman Dailey reiterates he thinks all committees should follow the policy and if means editing the policy then that is ok. He believes the best practice is all the committees should have chairs and agendas should be posted. Mr. Post reported when he arrived at the meeting that Mr. Ballou “threatened” to adjourn the meeting because a school board member attended. Mr. Post reported he identified himself as a member of the public. Mr. Ballou disagreed with Mr. Post and reported that he asked the Superintendent if Mr. Vanderhoof was to come, as he heard he may, he didn’t know if this constitutes a quorum and doesn’t know if we have to recuse. Superintendent Lane agreed this was accurate. Superintendent Lane did obtain clarification on this since and his understanding from NHSBA is that if there are members of the Board that come to a meeting and identify themselves as public and sit in the gallery and are there to listen, it doesn’t constitute a quorum as long as that is their understanding they are not there as a member of the board. He confirmed at the time, he did not know one way or the other and thought if there was a quorum there may be a problem. He added, as long as they identify themselves as a member of the public and follow rules that is ok. Ms. LeBlanc commented that she is uncomfortable as Mr. Post is here seated as a school board member presenting this issue and questioned if he is representing as a member of the public or a school board member. Mr. Post got up and moved seats. He continued to voice his concerns and notes they did not take public comment from him, and they have in past minutes mentioned no public present. Mr. Legere comments that Mr. Post left before the end of the meeting and states there was no intent to not allow public comment. Mr. Post responds, “you should have taken public comment at the beginning of the meeting”. Mr. Ballou clarifies if something needs adjusting we will adjust it, there was no malice. Mr. Post comments the practice has always been and outlined in the beginning of the meeting and it felt it was intentional. Ms. LeBlanc notes Mr. Post’s issue has been taken and thinks probably changes will be made. Mr. Post spoke regarding the draft minutes and stated “the draft minutes were changed”. He reports a comment about a board member present was there and then removed. Superintendent Lane responded to him stating he cannot respond to that concern. Ms. Lemire has the minutes from the meeting that she printed today and reviewed a couple sentences. Superintendent Lane stated, “I didn’t change a thing” and noted he doesn’t have access to make changes to the website. Mr. Post again reiterates it was removed. He states he will give the Superintendent the opportunity to look at it and questions the committee, “were you happy with your behavior at the meeting, you don’t publish an agenda, you don’t take public comments”. Chairman Dailey spoke that his feeling is that all committees have an agenda, publish minutes and take public comment and this is his expectation that this is happening. He confirms knowledge of the Facilities Committee not having a chair and Ms. Fisk noted not all the board members were showing up for the facilities meetings. Chairman Dailey reiterates that is his expectation at the early convenience of both of the committees. He also said the expectation is the chairman is the one responsible for producing the agenda with the support from the Superintendent. He added unless someone wants to rewrite the policy or change it and Mr. Ballou noted it needs to be changed. Chairman Dailey further adds “negotiations” is not a standing committee and would like to refer policy BDE to the Policy Committee to reflect past and current practice. Mr. Legere had checked the websites for the properties of the posted draft minutes from the last Policy Committee meeting and noted they were posted on November 8, 2018 by Kristina Fowler and no changes have been made since. Chairman Dailey asked if this resolved that issue for Mr. Post and Mr. Post requested to have the Superintendent look into the changes on the Policy Committee minutes.

XII. RESIGNATIONS / APPOINTMENTS / LEAVES

There were none to report.

XIII. BOARD BUDGET DISCUSSION

Appreciation was noted for seeing the facilities budget broken out.

XIV. PUBLIC COMMENTS

Ms. Lisa Post commented she thinks it's important that the Strategic Planning Committee has a meeting to discuss the MS reorganization because if things change it changes the dynamics of everything. In light of Superintendent Lane's recommendation to not reduce the teachers, because last year it was presented so late it caused upset for everyone. She thinks if we can unify to get something done it would be better to have the teachers respond to our recommendation, especially hearing the public comment this evening. There is a lot of good thing going on there. She would like to have a meeting (she is on the committee) before the teacher's present. She also spoke regarding voting members of subcommittees, and only voting members are school board members. She questioned if there are other committees like that. It was noted the Facilities Committee is one. She understood that there are people on the committee that vote. Ms. Fisk noted they never vote. Minutes are available. Ms. Post noted it was discussed at a Budget Committee meeting and she wants to be sure if the Strategic Planning Committee is doing this that all committees follow suit. Mr. Vanderhoof added, regarding the Strategic Planning Committee votes, this would not have changed the recommendations based on how the votes were broken out.

XV. SCHOOL BOARD MEMBER COMMENTS

Chairman Dailey informed members to never "reply to all" to an email.

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

A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to enter Non-Public Session to discuss staffing and personnel matters RSA 91-A: 3 II (A) (C) at 10:07pm.

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

RETURN TO PUBLIC SESSION

The Board entered public session at 10:17pm.

A MOTION was made to seal the non-public session minutes by Mr. LoVerme and

SECONDED by Ms. LeBlanc.

Voting: all aye; motion carried unanimously.

XVII. ADJOURNMENT

A MOTION was made by Mr. LoVerme and SECONDED by Mr. Ballou to adjourn the Board meeting at 10:18pm.

Voting: all aye; motion carried unanimously.

Respectfully submitted,

Kristina Fowler

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

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

Bryan K. Lane
Superintendent of Schools

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

Lise Tucker
Business Administrator

TO: The WLC School Board
FROM: Bryan Lane
DATE: 11/20/18
RE: Strategic Planning Recommendation

The Strategic Planning Committee has been discussing the possibility of changing the middle school structure to allow greater flexibility for students in the eighth grade to earn high school while still in grade 8.

The four options discussed were:

1. To make no changes
2. To create the change in the schedule with the reduction of two teachers.
3. To create the change in the schedule with no reduction in staff
4. To create the change in schedule with no reduction in staff and create a program for grades 6 and 7 for enhancement or remediation within the scheduled day.

The Strategic Planning Committee has voted to recommend consideration of changing the middle school model we are currently using and reducing staff by two teachers by a vote of 3 to 2.

Using enrollment numbers as of today next year the class size by grades are as follows:

Grade 1	54	Grade 7	44
Grade 2	40	Grade 8	30
Grade 3	44	Grade 9	49
Grade 4	41	Grade 10	46
Grade 5	44	Grade 11	46
Grade 6	41	Grade 12	33

This plan maintains the concept of middle school for grade 6 and 7. One teacher from each major discipline will teach 2 sections of 6th grade and 2 sections of 7th grade. They will have a fifth period in which they can plan remediation, homework catch up, and accelerated topics 5 days per week.

Eighth grade would be blended in to the high school schedule where appropriate.

- The eighth grade would share classes in math and foreign language as they do now. This would expand into physical education, technical education, computers, art, band and chorus.
- We would look to hire a dual certified English/Social Studies teacher to handle the two sections of 8th grade English and Social Studies. The fifth period would be blended in with the middle school teachers to help with remediation and accelerated activities.
- The second math teacher from the middle school would teach 8th and 9th grade math and help with remediation and accelerated activities with the middle school or high school students.
- We would have a reduction in force of two middle school teachers.
- Depending on retirements and a teacher returning from a leave of absence teachers who are currently on our staff and meet the needs of the district could be retained.

The effect on students would be:

- Sixth grade classes in the four major subject areas physical education, health, world languages and music would be 22. Lab unified arts classes in art, family and consumer science, technical education, and computer education will have a class size of 14.
- Seventh grade classes in the four major subject areas physical education, health, world languages and music would be 22. Lab unified arts classes in art, family and consumer science, technical education, and computer education will have a class size of 15.
- Eighth grade class sizes in all subject areas will be 15 or less. Eighth grade students will be able to integrate into Algebra 1, French, Spanish, Band, Chorus and some electives with high school students and be eligible to earn high school credit with the potential of earning up to 3 credits toward graduation while still in grade 8. By earning high school credit and meeting graduation requirements, student will have more flexibility in their high school schedule to take different or more advanced classes.
- For high school students, there would be a lessening of flexibility in the schedule for science in particular.

The effect on teachers would be:

- A reduction of two teachers.
- Middle school team structure would maintain its' integrity in grades 6 and 7.
- Grade 8 teachers could be part of overall team meeting but the continuity of 8th grade teaming would be lost.
- There would restriction in the high school schedule with two sections of science being covered by a high school teacher or a middle school teacher only being able to teach 3 high school sections.
- IF we used this year's schedule as a model, most likely there would be a reduced section of high school chemistry and one section of biology. These teachers would pick up engineering and environmental science electives currently taught by the integrated science teacher. While sections would still be less than 18 this would lessen the flexibility in the master schedule.
- Elective teachers currently fully scheduled during the last two periods of the day would be able to teach additional sections of high school electives.

The Strategic Planning Committee also considered changing the opportunities for eighth grade students without reducing staff If that were the case:

The effect on students would be:

- Sixth grade classes in the four major subject areas physical education, health, world languages and music would be 14. Lab unified arts classes in art, family and consumer science, technical education, and computer education will have a class size of 14.
- Seventh grade classes in the four major subject areas physical education, health, world languages and music would be 15. Lab unified arts classes in art, family and consumer science, technical education, and computer education will have a class size of 15.
- Eighth grade class sizes in all subject areas will be 15 or less. Eighth grade students will be able to integrate into Algebra 1, French, Spanish, Band, Chorus and some electives with high school students and be eligible to earn high school credit with the potential of earning up to 3 credits toward graduation while still in grade 8. By earning high school credit and meeting graduation requirements, student will have more flexibility in their high school schedule to take different or more advanced classes.

- For high school students, there would be a lessening of flexibility in the schedule for science in particular.

The effect on teachers would be:

- Middle school team structure would maintain its' integrity in all three grades with the exception of two teachers not being able to have common planning time with the other six.
- Elective teachers currently fully scheduled during the last two periods of the day would be able to teach additional sections of high school electives.

The Strategic Planning Committee also heard a proposal without reducing staff that created the ability to create enhancement and remediation for grades 6 and 7 while allowing 8th grade students the ability to earn high school credit for electives and math.

There are two scenarios:

Two sections in each middle school grade.

- Sixth grade classes in the four major subject areas physical education, health, world languages and music would be 21. Lab unified arts classes in art, family and consumer science, technical education, and computer education will have a class size of 14.
- Seventh grade classes in the four major subject areas physical education, health, world languages and music would be 22. Lab unified arts classes in art, family and consumer science, technical education, and computer education will have a class size of 15.
- Eighth grade class sizes in all subject areas will be 15 or less. Eighth grade students will be able to integrate into Algebra 1, French, Spanish, Band, Chorus and some electives with high school students and be eligible to earn high school credit with the potential of earning up to 3 credits toward graduation while still in grade 8. By earning high school credit and meeting graduation requirements student will have more flexibility in their high school schedule to take different or more advanced classes.

In this scenario, a teacher in each discipline would have a period for both sixth and seventh grade to co-teach, push in, or pull out students who are ready for more intense curriculum or help to remediate students who are struggling. This would take some planning and time to create the advanced curriculum over the summer months. This concept addresses the concern that we do not have a curricular program available to challenge students with strong academic capability in the middle school grades.

Three sections of sixth grade, two sections of seventh and eighth grade.

- Sixth grade classes in the four major subject areas physical education, health, world languages and music would be 14. Lab unified arts classes in art, family and consumer science, technical education, and computer education will have a class size of 14.
- Seventh grade classes in the four major subject areas physical education, health, world languages and music would be 22. Lab unified arts classes in art, family and consumer science, technical education, and computer education will have a class size of 15.
- Eighth grade class sizes in all subject areas will be 15 or less. Eighth grade students will be able to integrate into Algebra 1, French, Spanish, Band, Chorus and some electives with high school students and be eligible to earn high school credit with the potential of earning up to 3 credits toward graduation while still in grade 8. By earning high school credit and meeting graduation requirements student will have more flexibility in their high school schedule to take different or more advanced classes.

In this scenario, a teacher in each discipline would have one period to split between sixth and seventh grade to co-teach, push in, or pull out students who are ready for more intense curriculum or help to remediate students who are struggling. This would take some planning and time to create the advanced curriculum over the summer months. This concept addresses the concern that we do not have a curricular program available to challenge students with strong academic capability in the middle school grades but not as efficiently as in scenario 1.

A concern was raised by the public in discussing this that high school students would be able to graduate early. The majority of students would be able to earn a maximum of two elective credits. Two credits would not push students over the required credits. For those student who are advanced, they could earn three credits but these students will need the flexibility in their schedules in their junior and senior year to take AP classes, dual enrollment classes or internships. By earning credits early, those students who fail a class will not be burdened with the need to take a full load of seven classes as a senior which jeopardizes their ability to graduate on time.

MIDDLE SCHOOL REORGANIZATION WITH 2 SECTIONS OF GRADE 6 TWO PUSH IN /PULL OUT PERIODS NO REDUCTION IN STAFF							
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Bujak- English	PUSH IN/PULL OUT GRADE 6 ENGLISH	PREP	PUSH IN/PULL OUT GRADE 7 ENGLISH	PREP	Remediation/ Enhancement	Eighth Grade Team A – 15 students	Eighth Grade Team B- 15 students
Natusch- English	Sixth Grade Team A- 21 students	Sixth grade Team B- 21 students	Seventh Grade Team A- 22 students	Seventh Grade Team B- 22 students	Remediation/ Enhancement	COMMON PLANNING TIME	PREP
Lhotsky- Social Studies	Sixth Grade Team B- 21 students	Sixth grade Team A- 21 students	Seventh Grade Team B- 22 students	Seventh Grade Team A- 22 students	Remediation/ Enhancement	COMMON PLANNING TIME	PREP
Moore- Social Studies	PREP	PUSH IN/PULL OUT GRADE 6 SOC STUDIES	PREP	PUSH IN/PULL OUT GRADE 7 SOC STUDIES	Remediation/ Enhancement	Eighth Grade Team B- 15 students	Eighth Grade Team A- 15 students
Blais Science	PUSH N/PULL OUT GRADE 7 SCIENCE	Eight Grade Team A- 15 students	Eighth Grade Team B- 15 students	PUSH IN PULL OUT GRADE 6 SCIENCE	Remediation/ Enhancement	COMMON PLANNING TIME	PREP
Fox- Science	Seventh Grade Team A- 22 students	Seventh Grade Team B- 22 students	Sixth Grade Team A- 21 students	Sixth grade Team B- 21 students	Remediation/ Enhancement	COMMON PLANNING TIME	PREP
Withee- Math	Sixth Grade Team B- 21 students	Seventh Grade Team A- 22 students	Sixth Grade Team B- 21 students	Seventh grade Team B- 22 students	Remediation/ Enhancement	COMMON PLANNING TIME	PREP
Miller - Math	PUSH IN PULL OUT GRADE SIX MATH	Eighth Grade Team B- 15 students	Eighth Grade Team A-15 students	PUSH IN/PULL OUT GRADE 7 MATH	Remediation/ Enhancement	COMMON PLANNING TIME	PREP
	8 TH GRADE ELECTIVES			8 TH GRADE ELECTIVES	8 TH GRADE ONLY GOES TO PERIOD 5- 4 DAYS	GRADE 6 AND 7 UNIFIED ARTS	GRADE 6 AND 7 UNIFIED ARTS