

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING AND JOINT BUDGET COMMITTEE SESSION
Tuesday, October 9, 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 Alexander LoVerme (arrived after the budget committee mtg.)

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

I. CALL TO ORDER

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

II. ELEMENTARY STUDENTS OF THE MONTH

Principal O'Connell honored two 5th grade students from FRES as "Students of the Month".

III. ADJUSTMENTS TO THE AGENDA

Superintendent Lane requested to add a brief presentation for a student trip to NY City.

A MOTION was made by Ms. Lemire and SECONDED by Ms. Fisk to accept the adjustment to the agenda. Voting: all aye; motion carried unanimously.

IV. PUBLIC COMMENTS

There was no public comment to report.

• PRESENTATION-NY CITY TRIP-Marc Belanger

High school social studies teacher, Marc Belanger, gave a brief presentation regarding his request for a student trip (grades 9-12) to NY City. This is a three-day trip, with each grades' curriculum incorporated and staying two nights in NJ (lower cost). Sites to visit will be 9/11 Memorial and Museum, Natural History Museum, Ellis Island as well as attending a Broadway play. Cost which includes hotel accommodations, breakfast, dinner, coach bus, and admission fees is \$579 per student. Lunch is not included. The minimum number of students needed to run the trip is 33. The tour company is Son Tours and was approximately \$400 cheaper than any other he researched.

A MOTION was made by Ms. Lemire and SECONDED by Mr. Post to approve the WLC trip to NY City. Voting: all aye; motion carried unanimously.

V. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent Lane provided a brief overview of his report. Responses to questions from the previous meeting were provided. He reported Mr. Verratti followed up with the vendors regarding reducing cost for the building's main phone numbers and he is drafting a letter to the Public Utilities Commission for assistance. Regarding releasing reserve funds for other functions and purposes, he reported it doesn't appear we could release funds from one account to accommodate another account per the RSA. The release of funds is based on specific language of the warrant. Chairman Dailey questioned if it can be put into the general fund and then put into another account. Superintendent Lane responded it goes back to the language of the very first warrant article and we have not been able to find that. He has two scheduled meetings with representatives of the teachers' union regarding the evaluation system they are piloting and working on language for the rubric. He attended the "pie making factory" at FRES and the Bradley Kidder

53 Law Conference in Concord. He spoke of an opportunity he heard about while attending a session at the
54 law conference regarding policies that may be eliminated if we have the information in collective
55 bargaining agreements or student handbooks (which are approved by the Board), we don't need both. The
56 next Policy Committee meeting will be October 10.

57 **ii. Business Administrator's Report**

58 Superintendent Lane gave a brief overview of Ms. Tucker's report in her absence. Work has continued in a
59 positive direction on processes and procedures. The auditors are due to come in next month. Ms. Mary
60 Anne Labrie, Finance Assistant, will be attending an Infinite Visions (financial system) workshop. Ms.
61 Tucker will attend the Best Practices for School Operations conference. The third phase of the WLC roof
62 replacement has been completed. Fire inspections have just been completed and he is not aware of any
63 findings.

64 **iii. Principals' Reports**

65 Principal Bagley reported MS teachers have implemented the math action plan during period 5 with
66 students on Monday and Tuesday for 49 minutes and Wednesday and Thursday for 25 minutes.
67 Parent/teacher conferences were held on October 4 with roughly 50% of parents in attendance. Red ribbon
68 week is October 22-26. This is an alcohol, tobacco, drug and violence prevention awareness campaign held
69 annually in October. At the NHIAA annual meeting, WLC received the "Award of Excellence" for
70 exemplary display of sportsmanship, ethics and integrity. This is the 8th consecutive year receiving this.
71 The first monthly WLC Newsletter has been produced and edited by Ms. Sarah Edmunds. Chairman Dailey
72 requested to have a more defined number of parents attending the parent/teacher conference. Coffee and
73 conversation was held on October 4, going forward they will be the last Friday of each month. Attendance
74 was slim. To increase attendance, he spoke to members of the Coop Connection. He confirmed regarding
75 the math action plan that all students in grades 6, 7 and 8 are participating.

77 Principal O'Connell reported they have been focusing on the STAR 360 assessment and using the data;
78 Grades K-5 were assessed September 17-21. Students below benchmark or not making grade level progress
79 are targeted for intervention or support. Thursday the W.I.N (What I Need) program will be hosting an
80 open house for parents. September 26, FRES kicked off the C.A.R.E.S. program which focuses on five
81 learning qualities, Cooperate-Assert-Responsible-Empathetic and Self Control. The PTO sponsored a
82 workshop for parents titled "Helping the Worried Child". This event was well attended with parents and
83 staff from our district as well as other districts (Milford, Mascenic and Conval). On September 8 he
84 attended the UDL (Universal Design for Learning) along with other district staff in Concord. The Odyssey
85 program started this week and FRES will have their annual visit from T.I.G.E.R (Theater Integrating
86 Guidance, Education and Responsibility) on October 19. This year the focus will be on resiliency and being
87 assertive. The math consultant is coming for the early release day on October 30 to work with teachers.
88 The tradition of the Halloween parade continues this year at both FRES and LCS on October 31.

89 **iv. Curriculum Coordinator's Report**

90 Dr. Heon reported attending the annual Curriculum, Instruction and Assessment Conference (CIA) in
91 September. Information is brought back to the district; there have been some changes within the STEM
92 areas which she will address along with information on digital learning and digital footprint. The SAT will
93 be given online this year. With regard to state testing, they released what is known as the "performance
94 descriptors". This will help in analyzing the state test, know what the alignment is, and look more
95 specifically at what our students are stronger or weaker at. The math consultant will be here on all the
96 early release days and a full day in February to explore various topics of math instruction. Baseline
97 assessments for September can be found with her report. She will investigate further now that the
98 descriptors have been released as to why the STAR 360 and State results do not align and noted many other
99 districts experience the same sort of thing. Chairman Dailey cautioned her on spending a lot of time on this.
100 He added that September's results seem to align more with the state testing and shows many are behind
101 already.

102 **b. Letters/Information**

103 **i. Touch Pad Devices**

104 **ii. Distribution of Capital Reserve Funds**

105 **iii. School Boards/Select Boards-Other District Information**

106 Memos were provided in the School Board Packet for review.

107 Mr. Vanderhoof questioned how many hours per week (face time) are they using the touch pad devices.
108 This information will be brought back.

109
110 Mr. Legere commented regarding the School Board/Select Board information, that there may be ideas other
111 districts shared that could be useful. Discussion was had which included suggestions such as, add this to
112 the next agenda and invite the Select Board, create a policy around this, take no action, appoint a
113 representative (liaison as done on Budget Committee), or have the Strategic Planning Committee review
114 this. Questions were raised if they are looking for a remedy to a problem that doesn't really exist. It was
115 noted there is a need for communication especially regarding plowing and financial matters. Mr. Post noted
116 it is part of the member's role to reach out to the community and the select boards. Chairman Dailey
117 commented that none of us can represent the School Board. Mr. Post responded that you can provide
118 perspective and information. He added, Lyndeborough generally wants to know where the budget is
119 heading, attendance in terms of division of school and where the MS25 was. Superintendent Lane
120 confirmed he dropped off a letter to the Wilton Town Administrator and they would be speaking. It was
121 suggested to make this an agenda item for a future meeting. Chairman Dailey ended the discussion
122 commenting that the Superintendent sent letters to both towns administrators and they will have an
123 opportunity to meet/talk before our next meeting and see what they want to do.

124
125 **VI. CONSENT AGENDA**

126 There was no consent agenda to report.

127
128 **VII. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**

129 **a. FY 2019 Budget**

130 **i. FRES**

131 **ii. LCS**

132 Present: *Leslie Browne, Jenifer Bernet, Dennis Golding, Kevin Boette, Lisa Post, Bill Ryan, Edwina*
133 *Hastings*

134
135 The Budget Committee was already in session as they met prior at 6:30pm.

136 Principal O'Connell gave an overview of budgets for pre-k-5 (LCS/FRES) with a total overall combined
137 increase of \$89,064, 5.5% over the adopted budget of 2018-19. The areas of increase include electricity,
138 fuel, water and sewage of \$34,183, regular education supplies, printed materials and professional
139 development of \$18,655 which includes newly proposed K-5 STEM program (Project Lead the Way).
140 FRES shows increases in special education, out of district for private tuition and transportation of \$52,647.
141 Most other areas he reports are level funded or show a decrease. He reported they are asking for an
142 additional \$12,000 over a three-year period to bring the school library collection to a more appropriate
143 reading level and replacement of damaged books. The average cost of a book is \$24 with approximately
144 500 titles needed. He confirmed the majority of the need is in nonfiction and in areas of technology,
145 geography, medicine and social problems. Purchasing is done by Ms. Loiselle, Library Media Generalist
146 and Principal O'Connell. Chairman Dailey suggested at some point a serious look and broader discussion
147 regarding what libraries will look like in the future needs to be had. Principal O'Connell confirmed they
148 do have technology resources which provide leveled reading and are assigned based on their grade level
149 which allows teachers to analyze reading comprehension. Principal Bagley confirmed a similar plan was
150 done over a three-year period. Principal O'Connell confirmed they have a strong relationship with the
151 town library and youth librarian. He confirmed the teachers do have involvement in titles ordered. It was
152 suggested to also involve parents. Currently money has been donated from the PTO and Box Tops which
153 went to replace older books and some of the collections. It was noted the out of district tuition has doubled

154 which is a huge driver in this budget. Superintendent Lane confirmed that the facilities and special
155 education portions will be pulled out for further discussion at some point after the WLC budget has been
156 presented. He added that Principal O'Connell had previously requested a full additional math program and
157 decided to obtain more data and after his analysis, he may decide to bring this forward. Questions were
158 answered regarding the new STEM program (Project Lead the Way) confirming it does align with the HS,
159 cost to implement this (includes staff training K-5) at \$23,152 then after the annual cost is \$2,604. There is
160 a one-time cost of \$20,548 for student kits and teacher resources with the robotics kits being the most
161 expensive at \$5,000. The difference with the current program (Mystery Science) is that this is a more
162 hands-on program and integrates math and peaks student interest to explore and discover key scientific
163 concepts on their own. Dr. Heon confirmed students can continue this at the MS, however they have not
164 been able to implement this but are having those discussions. The idea is that it is a progressive program
165 starting in grades 4 and 5. They hope to add robotics or engineering as a separate course at the HS.
166 Superintendent Lane confirmed they would take advantage of grant money if it were available.

167
168 Mr. Erb confirmed for Chairman Dailey, the replacement cost of the stage curtains is about \$8,000 and
169 does meet the fire code requirements.

170
171 Chairman Dailey noted the Consumer Price Index doesn't apply to water and sewage for FRES as it is set
172 by the towns water commissioner and we should have the information.

173
174 Discussion moved back to the library books and Principal O'Connell confirmed he purchases books from
175 Amazon, Toadstool and Follett. He confirmed they have been spending money to replace old books and
176 damaged books and that half of the funds are spent on award winning books when they come out (17-18
177 cost was \$1,800). Mr. Vanderhoof questioned why this is not rotated constantly and why would it be on a
178 three-year cycle. He added since we are putting money into it every year, they should be getting updates
179 already. Principal O'Connell confirmed it isn't enough to replace or address the current need. Mr.
180 Vanderhoof voiced concern that we should be doing this annually, staying on top of it and not getting
181 behind. Principal O'Connell gave a breakdown when questioned how many titles we have. There are
182 12,722 titles, some titles are from 1980 and earlier, going back to 1960. He added some older books are
183 still appropriate but may have wear and tear just like a newer book that is checked out often has wear and
184 tear. Mr. Vanderhoof voiced concern regarding the cost and being so behind. He would be interested in
185 what Principal O'Connell thinks the number should be as "it seems to be a little off". Principal O'Connell
186 responded he feels that number was sufficient for what they had been doing and this request is to address
187 those new titles and the nonfiction books. Ms. Lemire noted many teachers have libraries in their
188 classrooms as well. Principal O'Connell spoke of promoting early literacy and having a rich diverse
189 library and the importance of developing a classroom library as well as a school library. Superintendent
190 Lane noted there was a previous time when replacement funds were eliminated. Principal Bagley was
191 questioned what the WLC's yearly cost for their replacement plan was; Superintendent Lane will provide
192 that. Mr. Legere (did a quick look up later) and reported it was about \$4,000. Principal O'Connell
193 confirmed as far as theft or damage, most of the books are reclaimed simply by calling parents although
194 there are some exceptions, this is not a big issue.

195
196 Ms. Post spoke regarding the Strategic Planning Committee had discussed adding days to the calendar for
197 training but this was rejected. Superintendent Lane responded that the training (for Project Lead the Way)
198 occurs over the summer. Per the collective bargaining agreement there is professional development costs

at \$250 per day for teachers. Superintendent Lane confirmed last year Dr. Heon worked to obtain close to \$70,000 in grant funds and she is always looking for additional grants. Principal O'Connell shared the model of train the trainer. By having five teachers attend the full training, it's more extensive and they can then train and help their colleagues with implementation. He does not believe all the staff need to attend the full training as long as one teacher from each grade level has the full training.

Superintendent Lane confirmed an average for the utilities will be provided when we break out the facilities budget and will be broken out in separate line items building by building. This will also be done for the special education budget.

Ms. Post questioned if the math program was being instituted. Principal O'Connell responded we are working with a math consultant examining our current practices and instructional strategies. Superintendent Lane confirmed there was not a proposal for any other math program however they did implement the Readers Workshop and this year the Writers Workshop. This budget currently does not include a new math program but we are exploring that.

Regarding year books, Principal O'Connell confirmed we are partially paying for the 5th graders. They are building their own yearbooks including designing, layout, and bios. The PTO designated a fund raiser specifically for this which 5th graders participated in and part of that money will go to purchase the year books. Since it is part of the curriculum he believes funds should be contributed. Printer repair and management was reviewed. At LCS this was increased to bring it in alignment with expenditures. The lease for the copier per Principal O'Connell has expired, this line was brought to zero however, we are now responsible for repairs to the machine.

Superintendent Lane reviewed the running totals which show so far an overall increase of \$85,168, 4.52%.

Ms. Post questioned Superintendent Lane regarding the MS25 which was due on September 1 and asked why it was done at this late date. (It was signed this evening.) He responded he would address that with the School Board (during nonpublic).

VIII. PUBLIC COMMENT

There was none to report.

A MOTION was made by Ms. Post and SECONDED by Ms. Hastings to adjourn the Budget Committee session at 8:50pm.

Voting: all aye; motion carried unanimously.

IX. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Legere to approve the minutes of September 25 as amended.

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

X. POLICIES

It was noted that this is the first reading with no motions unless second reading is waived. Past history has been a change would be made only by majority. It was also noted the first reading is usually a discussion of how the changes came about.

i. AD-Philosophy of the District

The policy with revisions was reviewed. Mr. Legere reported a paragraph was added to the policy to bring us into compliance. No changes were recommended.

ii. BCA-School Board Member Ethics

The policy with revisions was reviewed. Mr. Ballou reported this was a reorganization of the numbering to remove number 10 which was left blank while we waited for guidance from the NHSBA. Discussion was had regarding whether or not it was necessary to list the agencies on number 6. A suggestion was made to add a number 11, "Avoid conflicts of interest real or perceived. Members should disclose all conflicts of interest prior to discussion in public or nonpublic". A discussion was had regarding this and if it was necessary in this policy as there is a conflict of interest policy. It was suggested members familiarize themselves with the "Board Member Conflict of Interest" policy. Chairman Dailey asked members to do so and decide if they want to add this to BCA, keep both policies or eliminate one. It was suggested to add number 12, "Members will not communicate electronically with other members during the meetings". It was noted this would fall under the right to know law, this is against the law with a significant fine. A brief discussion was had regarding "shall" vs. "should" and "may". It was suggested to change "shall" comply to "should" comply on the first sentence. Members shared their views on the suggested changes.

Requested changes for review:

In first sentence change "shall" to "should" comply.

Number 6, add a period after the word information and delete the rest of the sentence.

Add number 11, "Avoid conflicts of interest real or perceived. Members should disclose all conflicts of interest prior to discussion in public or nonpublic sessions".

Add number 12, "Members will not communicate electronically with other members during the meetings".

As presented in this draft reorganize numbers with the elimination of number 10.

iii. BEA-Regular Board Meeting

The policy with revisions was reviewed. It was reported, the calendar is set each year but changes do/can occur. The recommended changes to this policy eliminate the need to continually update the policy. It was requested to change the "shall" to "should" and Superintendent Lane confirmed the Board is required to meet quarterly so "shall" is correct and Superintendent Lane will double check the RSA regarding "shall" and "should". The last paragraph was discussed regarding board member attendance and how this would be reinforced. Suggestions were made to leave it in the policy but a make it a grey area. It was also suggested if you remove this section you would need to remove the one prior also. It was noted questioning a board member for missing many meetings would be part of what a chair would do regardless. Discussion was also had regarding public comment and it is up to the Board to have public comment or not or limit public comment or have a totally open meeting (as long as it is consistent). Opinions were shared of leaving it in and removing it. It was also noted that other districts have used our model as an example of how it should be done.

Changes for review:

Change "shall" to "should" in the first sentence (meet in accordance with a calendar created annually....)

iv. IK-Earning of Credit

The policy with revisions was reviewed. These changes were made due to changes in the law (HB 1781 and SB 349) that students have options to earn credit in math other than traditional math class.

v. JICA-Student Dress Code

The policy with revisions was reviewed. It was reported these changes were brought because the student handbook addresses the dress code and consequences; handbooks are approved by the School Board and it is not necessary to also outline it in a policy. This eliminates the need to change the policy each time the dress code is changed. Superintendent Lane commented policies should not include operational scenarios. Superintendent Lane explained unsuitable school wear, the teachers are required to have a safe environment in accordance with their evaluation system. An example would be wearing safety gear during a chemistry lab. Mr. LoVerme questioned if coverage was being provided in FACS (Family and Consumer Science) class as he does not believe it is. Superintendent Lane responded we should and it will be addressed.

The Policy Committee will meet October 10 and may review additional policies. The above policies will be brought to the next meeting for a 2nd reading. Suggested changes will be added in blue or green.

Mr. Post referring to the committee minutes (line 104), asked what the recommendation was from the visiting team (NEASC) regarding policies for transgendered students. Superintendent Lane responded the guidance provided is to use the policies you have (such as discrimination policy). He noted some districts have incorporated things into or around discrimination.

XI. COMMITTEE REPORTS

i. Budget Liaison

Mr. LoVerme reported the committee went over everything today and the biggest concerns were around the MS25 and increases in fuel and electricity. He noted they would like to know who we are using for the electricity contracts. Regarding dues and fees for the SAU, they questioned if the tax payers should be paying for this (NHSBA for example) and concerns regarding the increases for training because the teachers refused the extra day for training. They are very concerned about the increases at FRES. A brief discussion was had regarding out of district tuition which has increased (doubled for three consecutive years) and likely will follow the student through high school. It was questioned if there is something that can be done like the RISE (Reaching Independence through Structured Environments) program. Chairman Dailey asked to see how much the district is saving with the RISE program vs. expense. Superintendent Lane explained if a student doesn't fall within the RISE program (an autism program) we would need to have 5-6 students (to break even) with a similar scenario to create a program for them and depending on the situation it would increase staffing as one student could require 3-4 staff with additional other services depending on their needs. Mr. Post added, it may also require facility enhancements; Superintendent Lane agreed and added we are not equipped for it. Superintendent Lane confirmed we are in line with NH percentages of 23%-24% (for special education students) within a couple of percentage points.

XII. RESIGNATIONS / APPOINTMENTS / LEAVES

There were none to report.

XIII. BOARD BUDGET DISCUSSION

Mr. Post voiced concern and there being a feeling in the community that teachers are not willing to participate. They do the bare minimum of days/minutes and we have poor performance scores. The Budget Committee doesn't want to pay for anything the teachers are not going to buy into. He suggests the Board address the issues. The calendar was discussed in relation to teachers working hours, the days paid vs. worked and the contract obligations (CBA), district training vs. out of district training, summer training and building more days into the calendar for faculty. Discussion continued including this past Friday being a non-work day for teaching staff and Superintendent Lane provided some history behind this. The Strategic Planning Committee will be coming forward with a proposal.

Mr. Vanderhoof wanted to clarify in regard to the library books, his concern is the "fix" as he doesn't think a three-year cycle is appropriate and would rather see the line (cost) double from last year with an explanation and make sure they have the appropriate titles in the library every year. He commented we need a better replacement cycle as this one is not working.

Some concern was voiced regarding the cost of an Ecolab cleaning caddy and what it is used for specifically. Superintendent Lane confirmed it was removed from the budget last year and added it will be reviewed when the facilities portion is presented.

XIV. PUBLIC COMMENTS

There was none to report.

XV. SCHOOL BOARD MEMBER COMMENTS

Mr. LoVerme brought up the following concerns, why were their two buses for soccer at a cost of approximately \$300, the condition of the bathrooms at WLC, mice in the building, and the status of an athletic trainer and current liability of coaches (allowing an injured student back in the game). Superintendent Lane voiced he will look into the busing, regarding mice in the building, pest control is coming in. He also addressed this with Principal Bagley to ensure we are being diligent to not do things to attract them such as food in the classrooms and the facilities staff is aware and working the issue. Mr. LoVerme suggests moving the stoves daily to clean behind them. Regarding the athletic trainer, Superintendent Lane reported Mr. Miller, Athletic Director has been making contacts to try to find someone however it is difficult and so far unsuccessful although Mr. Miller continues to work on it. He explained an athletic trainer has a certificate and specific training that an EMT would not have. Regarding liability, he reported the coaches go through the coaching clinic from NHIAA and parents are informed about the potential injury of playing sports.

Mr. Ballou noted a Dunkin Donuts gift card was given out as an award of some type to students which is not the best option for promoting student nutrition and in the past a school lunch credit or school store items have been used. Superintendent Lane will look into this.

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 student and personnel matters RSA 91-A: 3 II (A) (C) at 9:23pm.

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

RETURN TO PUBLIC SESSION

The Board entered public session at 9:50pm.

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 Ms. LeBlanc to adjourn the Board meeting at 9:50pm.

Voting: all aye; motion carried unanimously.

Respectfully submitted,

Kristina Fowler