

1 **WILTON-LYNDEBOROUGH COOPERATIVE**
2 **SCHOOL BOARD MEETING**
3 **Tuesday, October 23, 2018**
4 **Wilton-Lyndeborough Cooperative M/H School-Media Room**
5 **6:30 p.m.**
6

7 Present: *Harry Dailey, Matt Ballou, Mark Legere, Charlie Post, Joyce Fisk, Carol LeBlanc, Miriam*
8 *Lemire and Jonathan Vanderhoof.*
9

10 *Superintendent Bryan Lane, Principals Brian Bagley, Tim O'Connell, Director of Technology Kevin*
11 *Verratti and Clerk Kristina Fowler*
12

13 **I. CALL TO ORDER**

14 Chairman Dailey called the meeting to order at 6:30pm.
15

16 **II. ADJUSTMENTS TO THE AGENDA**

17 Superintendent Lane requested the following adjustments; information regarding impact fees (per
18 Chairman Dailey) and a breakdown of the facilities budget to be discussed on November 13.
19

20 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to accept the adjustments to the*
21 *agenda.*

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

24 **III. PUBLIC COMMENTS**

25 There was no public comment to report.
26

27 **IV. BOARD CORRESPONDENCE**

28 **a. Reports**

29 **i. Superintendent's Report**

30 Superintendent Lane gave an overview of his report which included providing responses to questions from
31 the last meeting. Regarding having two buses for the soccer game going to the same location, this was due
32 to no school that day and some students had to work and could not stay until the other bus was leaving. A
33 memo regarding increases in electricity and student device usage was provided separately.

34 He reported the HS as a whole, has an average parent participation rate of 40% for parent/teacher
35 conferences and the MS about 55%. Some parents only visit certain teachers and therefore classroom
36 visits can vary. The breakdown of the facilities budget will be discussed at the next meeting and he is
37 preparing the same for curriculum. He met with the WLCTA twice around the assessment system; the
38 meetings have been cordial and productive. The rubric has been updated so that it is agreeable to
39 everyone. The student data piece is pending until they have more data. There is a piece for non-tenured
40 and experienced staff and one for teachers in need of improvement. The final product will come to the
41 board for approval. He spoke in regard to the MS25 which was due September 1 and not completed on
42 time (submitted October 10). He accepted responsibility and apologized for this although he does not do
43 the work; he notes he should have followed up on it. A special calendar will be created to ensure all the
44 documents financial or not are submitted on time. He has spoken with the Lyndeborough Town
45 Administrator and was unable to connect with the Wilton Town Manager. The National Honor Society
46 inductions will be held on October 29 at WLC; board members are welcome to attend. October 30 is an
47 early release day for students.
48

49 Mr. Post questioned the Superintendent regarding the MS25 that he was asked on September 24 about it
50 and his response was it was with the state. Superintendent Lane responded he believed it had been done.
51 Mr. Post voiced concern regarding an increase in the tax rate for Lyndeborough of 3.75% in school taxes.
52 He stated this did not go over well. He referred back to a meeting when the Superintendent indicated

53 there would be a decrease in Lyndeborough’s tax rate, and that this did not happen; it went up. He noted
54 this is a severe impact which they received no notice of and that there will be more discussion on this
55 during the budget session. Chairman Dailey commented that he assumes it has to do with enrollment and
56 revenue. He added Wilton typically sends out their tax bills December 1. Superintendent Lane responded
57 he has not seen this document and will need to review it and cannot respond until he has. It was noted the
58 tax rate is not set by the school district.

59 **ii. Student Support Services Report**

60 Superintendent Lane reported in Ms. Moore’s absence. Her report included information regarding our
61 school psychologist Megan Sass who is doing a great deal of work. Any specific questions should be
62 brought back for Ms. Moore to respond. The only question raised was by Chairman Dailey who
63 questioned if this there has been an increase cost with this contracted service provider. Superintendent
64 Lane responded that there has not been a change in the contract provided but if there is any additional cost
65 he will make the board aware.

66 **b. Letters/Information**

67 **i. Enrollment**

68 Enrollment was reviewed. As of October 1 the district total is 559 and maintaining since the beginning of
69 school. As of today we have another kindergarten student bringing the kindergarten enrollment to 54.

70 **ii. Electricity Costs for 2019-2020**

71 Superintendent Lane reviewed the memo regarding increases in electric rates indicating the current budget
72 was estimated using 0.07280 kilowatt hours but what is being charged is 0.08475, an increase of 0.1195
73 (16.4%). This increase will cause a deficit in the current budget of about \$20,000. Based on this we
74 needed to use the new rate of 0.08475. Additionally based on the consumer price index we anticipate an
75 increase in the current rate of 4% therefore we have budgeted kilowatt hours as 0.08814. This is a 21%
76 increase over this years approved budget number. He further explained that at LCS the SAU portion is
77 heated with heat pumps which are electric. Last year was a very cold year and it is believed the heat
78 pumps are doing extra work. Chairman Dailey commented when it is extremely cold, the heat pumps
79 become less efficient. Mr. Vanderhoof questioned if the heat pumps can be turned off during lower
80 temperatures. Mr. Erb, Facilities Manager responded no and explained that there is only one boiler now as
81 the other one was removed (recommended by the engineers during renovations) and the classrooms have
82 to be satisfied before it will force hot water to the SAU. Superintendent Lane also noted the SAU rooms
83 were once classrooms with about 15 people in them which helped with heat; this is not the case anymore.
84 It was confirmed it does provide air conditioning.

85 **iii. Student Device Usage**

86 The requested information is provided in a memo from Principal O’Connell. Overall the approximate
87 instructional time usage for kindergarten-5th grade is an average of 160 minutes per week.

88
89 **V. CONSENT AGENDA**

90 There was no consent agenda to report.

91
92 **VI. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**

93 Present: *Leslie Browne, Christine Tiedemann, Dennis Golding, Lisa Post, Kevin Boette, Bill Ryan and*
94 *Edwina Hastings*

95
96 The Budget Committee was already in session, they met prior at 6:30pm.

97 **a. FY 2019-2020**

98 **i. Middle School**

99 **ii. High School**

100 Superintendent Lane provided a copy of the facilities budget for 2019-20 as requested. He asked that all
101 members provide their Chairs with specific questions and he will respond to everyone and include the
102 questions. This will be reviewed at the next meeting.

104 Principal Bagley gave an overview of his budget including briefly explaining the process and highlighting
105 increases and decreases. He reported the budget is inclusive of the costs for WLC MS and HS operations,
106 special education and maintenance. The 2019-20 proposed budget, is \$1,615,322 compared to 18-19
107 adopted budget of \$1,593,449, an increase of less than a 1%. Areas of decrease include \$5,408 in general
108 education software due to a new direction for the business department, \$1,965 in general education
109 replacement equipment, and \$11,151 in general education replacement furniture.
110 Areas of increase include \$9,331 in general education books (four AP classes, Algebra 1 books and MS
111 transitioning to Perma-Bound novels for better quality and longer lasting), \$9,758 in contracted services
112 for the NEASC Centennial visit (for accreditation), \$6,380 in principal travel/conferences for training (3
113 new AP teachers-math, language arts and social studies), \$12,000 in new library equipment for air
114 conditioning. Most other areas show a decrease or are leveled. He spoke of last year's additional period to
115 both MS and HS schedules. In HS advanced placement classes were added and continue to be added
116 giving the students the ability to earn college credit. Hands on project based classes and "tech ed" classes
117 have also been added and at the MS. The additional class has allowed students to receive math
118 intervention and enrichment opportunities. He reported the special education decreases have helped the
119 bottom line in both budgets; a decrease in HS of \$48,725 and MS a decrease of \$4,762 for an overall
120 decrease of \$53,487. Questions and answers regarding the budget included:
121 Is NEASC visit an annual cost, Principal Bagley responded, it is every 10 years.

122
123 If the air conditioning was in the budget last year, why were the funds not encumbered, Superintendent
124 Lane answered, the Budget Committee recommended a decrease in the budget and that was one of the
125 things we removed and not brought forward to the voters.

126
127 Chairman Browne questioned how much we will continue to use text books as her experience is that
128 everything is done online and with worksheets. Principal Bagley answered one teacher requested
129 paperback text books which is a little cheaper and the others wanted text books. Superintendent Lane
130 added (for what we need) the text book companies focus their efforts on hard copies with supplemental
131 material online as opposed to many college text books that are more readily available online.

132
133 It was requested Ms. Moore bring back an explanation for the increase in the proposed budget over 2018-
134 19 adopted budget, under HS and MS associate psychologist-contracted.

135
136 Questions were raised regarding the decreases in special education on the summary sheet and how this
137 links back to the budget sheets. Superintendent Lane responded it may not be updated, we will provide a
138 separate special education budget and this may be a better way of presenting it going forward.

139
140 A question was raised regarding what is being purchased for "tech ed" applications. Principal Bagley
141 responded one is a virtual reality station and there are plans to use the curriculum for digital media with
142 educational titles such as exploring the human anatomy, Chernobyl and dinosaurs. The new MS science
143 teacher also has new equipment for the classroom.

144
145 A question was raised regarding what the \$10,000 is used for under dues and fees. Principal Bagley
146 confirmed the \$10,000 goes to reduce fees for students going to the 6th grade Maine ecology trip. The
147 comment for this line should only have science camp listed.

148
149 A question was raised regarding the increase in speaker fees at the MS. Principal Bagley responded it is
150 difficult to find good speakers and costly. They do not know who the speakers will be for next year.

151
152 Questions were raised regarding the life skills program. Superintendent Lane gave a brief overview of the
153 program (part of the RISE program). It is for students to become more independent when they leave us
154 and is located in the MS with equipment that was all grant funded. It saves on out of district costs.

155
156 Superintendent Lane confirmed the MS repairs and maintenance line contains replacement stair treads.
157
158 Regarding café tables under furniture and fixtures, it was confirmed 3 tables had been replaced last year
159 instead of 5 due to budget reductions; it's part of a three year cycle. This budget includes five tables. Mr.
160 Vanderhoof raised concerns of having a 3 year plan and not following it.
161
162 It was confirmed this budget includes supply costs for MS regular education-summer school which they
163 have not had in the past.
164
165 Questions were raised regarding the budget for the athletic trainer; since this has remained unfilled this
166 year should it be removed from the budget for next year. Superintendent Lane spoke in favor of keeping
167 this in the budget and suggests if it remains unfilled for two years the funds should be placed in a holding
168 account and sent back to the tax payers. He gave a brief explanation of why the trainer is important to
169 have and what their role is and that the liability coverage for the trainer is not paid for by the district.
170
171 It was questioned if the PTO still did a book fair fund raiser. Principal O'Connell confirmed they hold two
172 and the funds primarily go back to the PTO. He noted the PTO gives hundreds of dollars back to the
173 school for books plus defraying the cost to ensure every child has a book.
174
175 Ms. Post spoke of her attendance to the emergency meeting in Lyndeborough to settle the tax rate. She
176 stated they were very concerned and expected to see a tax decrease not increase. Superintendent Lane
177 responded he does not have this information and will need to review it. Mr. Ballou noted it is not
178 published on the state website at this time. Chairman Dailey noted this will be on the next agenda. Ms.
179 Post reiterated information (regarding a decrease) had been presented to Lyndeborough. Chairman Dailey
180 noted that information is based on current enrollment and apportionment. Ms. Post commented perhaps
181 we shouldn't address things in a way that brings the expectation of a decrease, we put that out there and in
182 fact it's not regardless of what the driver is. She further commented that the town of Lyndeborough
183 probably has the same problems as you have here with food service and want to take care of their people
184 that can't afford their school taxes and write off thousands of dollars. We asked the selectman to come to
185 the meeting but they were very disappointed and figuratively upset. Chairman Dailey spoke of the
186 warrant article discussed last year to change from an annual ADM to a 3 year rolling average. This would
187 help to level it out for both towns; he hopes everyone is still on board with this. Ms. Post questioned why
188 this wasn't done before. Chairman Dailey responded that the funding part of the Articles of Agreement
189 need to stay in place for 5 years (before any changes); and we now can have a warrant article for this.
190
191 Mr. Post spoke of the tax increase noting Lyndeborough had a big increase two years ago and now it is
192 3.75%; the expectation was that it would drop. He states "it just not sustainable, the staff remains the
193 same even though the student numbers drop, we have reached the tipping point in Lyndeborough in terms
194 of cost". The discussion continued briefly. Mr. Boette noted we should have this as a section on the
195 agenda. Chairman Dailey responded it will be an agenda item.
196

197 • **IMPACT FEES**

198 Chairman Dailey spoke (for informational purposes) of discussion at the Wilton select board meeting
199 regarding impact fees which are assigned when new homes are built. Wilton passed a warrant article for
200 this prior to 2014. Lyndeborough doesn't have impact fees. An outside consultant had been hired to
201 determine what the impact fees should be; a little over \$5,000 per home and of that \$3,200 is for "impact
202 to the schools" and should be coming to the school district. Superintendent Lane provided some basic
203 information in regard to the process for impact fees including that the impact fee is paid for by the
204 contactor who is building the home not the home owner. He noted that any funds from an impact fee
205 would be put into the revenue stream. It is not known if any fees have been collected at this time.
206 However if the money is not spent within six years the money goes back to the contractor not the home

259 Vanderhoof commented he thinks this is something that needs more discussion and more agreement in the
260 spirit of not having the majority force their views on the minority and perhaps look at other schools'
261 policies. He adds it will be hard to “hash this out” without the additional information. He requested the
262 conflict of interest and email policies. Superintendent Lane will provide these in the next school board
263 packet. Mr. Post again requested an explanation regarding #6. Ms. Lemire responded the committee felt
264 it was sufficient to keep the wording of #6 as it was and there was not a need to add any additional
265 associations etc. Mr. Ballou added that it reflects our practice now which has been in place for many
266 years. Mr. Post noted #10 (previously in the policy) was illegal. Mr. Vanderhoof commented that there
267 was a lot of discussion around that particular item in this district and others. Discussion continued
268 regarding this policy including “state” vs. “State of NH” and National School Board Association vs. New
269 Hampshire School Board Association (NHSBA) and that policy points to national although they are
270 members of NHSBA.

271

272 **Voting: five ayes; two nay from Mr. Legere and Mr. Ballou; motion carried.*

273

274

v. **BEA-Regular Board Meetings**

275 Representing the Policy Committee, Ms. Lemire informed members they would like to table this policy as
276 the minutes indicate the legality of “shall” and “should” will be researched.

277

278 *A MOTION was made by Ms. Lemire and SECONDED by Mr. Ballou to table policy BEA-Regular Board*
279 *Meetings.*

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

281

282 Chairman Dailey noted to put this on the agenda for the next meeting.

283

b. **1st Reading**

284

i. **JICI-Weapons on School Property**

285 Superintendent Lane reviewed the RSA related to this policy and HB 1749. He reported that basically it
286 says school boards cannot create a policy that says something different than the state law in regard to
287 carrying a gun and because RSA 159:6 says you can carry one it doesn't say you can't carry one on school
288 grounds. The attorney general says police can't enforce federal regulations. The recommendation is that
289 we create a policy regarding students. The reason to change this policy (JICI) is that students are not
290 permitted to be in possession of weapons on school property. A question came up earlier today regarding
291 staff being in possession at school which he indicated you could simply include staff in this policy or
292 make it a condition of employment. Regarding students, we are required by law to expel students for one
293 calendar year unless the school board has a reason to think otherwise. He acknowledges it is complicated
294 issue and creates a lot of angst. It was suggested the Superintendent seek clarification or guidance from
295 legal counsel or NHSBA regarding staff in possession. Some members voiced they are not in favor of
296 adding staff to this policy. Superintendent Lane confirmed the parents/students are informed of the policy
297 through the student handbook. Superintendent Lane confirmed regarding the last paragraph, this is the
298 protocol we have to follow and does not recommend changing any wording. This policy will be brought
299 back for a second reading.

300

301

IX. **ACTION ITEMS**

302

a. **Approve Minutes of Previous Meeting**

303 *A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Fisk to approve the minutes from*
304 *October 9, 2018 as amended.*

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

306

307

b. **Transfer**

308 Superintendent Lane requested a transfer of \$44,503 from HS transportation to HS private in and out of
309 state tuition due to a student leaving and another coming in.

310

311 *A MOTION was made by Mr. Ballou and SECONDED by Ms. LeBlanc to approve the transfer of \$44,503.*
312 *Voting: all aye; motion carried unanimously.*

313

314 **X. COMMITTEE REPORTS**

315 **i. Facilities**

316 Superintendent Lane reported the Facilities Committee met prior and went over all projects. Regarding the
317 paving a drain was discovered going to the girls' locker room which may have collapsed and the decision
318 was made to wait until spring to do the repairs. A camera will be needed to further look at this. A
319 recommendation was made to reduce two lines in the CIP due to replacing some of the bathroom stalls in
320 the 2019-20 budget. Cost is about \$1,000 per stall. One line was reduced by \$4,000, the other by \$8,000
321 (if budget approved). Asterisks will be used on the CIP for explanation on those two lines. The partitions
322 in the stalls have been there since the 1970's. Regarding the parking lot, he agreed there is a potential the
323 quote could change. He confirmed the funds stay in the CIP until such time it is expended.

324 **ii. Budget Liaison**

325 There was no report provided.

326 **iii. Policy**

327 Ms. Lemire reported the committee will meet again but currently does not have a scheduled date. There
328 are a few corrections to be done and they have an agenda planned for the meeting.

329 **iv. Strategic Planning**

330 Mr. Vanderhoof reported the committee met on October 17; a good discussion was had regarding the
331 calendar. They hope to wrap this up and come forward with recommendations and options. They had a
332 discussion regarding food service and are still gathering information. They are trying to get a hold on
333 what is happening and what is not. They asked the Superintendent to look into potentially finding a
334 consultant who knows the regulations and processes to come in and look at our program and come back
335 with recommendations. It was confirmed for Ms. LeBlanc that teachers would be invited when the MS
336 configuration is on school board agenda.

337

338 **XI. RESIGNATIONS / APPOINTMENTS / LEAVES**

339 There were none to report.

340

341 **XII. BOARD BUDGET DISCUSSION**

342 Mr. Vanderhoof spoke commenting that he thinks it's important to be clear on the budget regarding
343 multiple year plans and his expectation is that number would not change. He suggests the air conditioning
344 be rolled into the CIP.

345

346 Superintendent Lane confirmed contracted service providers for reading services revolve around students
347 who have special needs and are IEP specific. He did some research regarding employing a person for 40
348 hours a week instead of contracting with them. Currently there are two people who are contracted for
349 reading service. There is the benefit of flexibility regarding hours with a contracted person. We will look
350 down the road to save in this area and as we get further along with kindergarten we will have a better idea.

351

352 Ms. Lemire spoke in regard to the inclusion of transportation and out of district placements in the
353 Principals' budgets; that it gives the appearance that depending on the special education needs, general
354 education is "squeezed" to make it work. In the summaries, one Principal list's a \$50,000 decrease for
355 special education and in another a \$50,000 increase and this could give the perception that one is not
356 doing enough for the general education population due to special education expenditures. Mr. Ballou
357 added it appears he may have had some sort of control over it and he doesn't. Superintendent Lane
358 confirmed the budgets are truly created separately. It was noted this is good information to share. There
359 was a brief discussion on this topic. Superintendent Lane informed them there is a potential for a change
360 in the elementary budget to reduce it by \$50,000 pending the need of an out of district placement.

361

362 Ms. LeBlanc spoke regarding the air conditioning that it's not a cost she can justify and it would increase
363 electric rates. Chairman Dailey commented even if it is removed from the budget it can go into the CIP.
364 Mr. Ballou agrees with Ms. LeBlanc; by definition it belongs in the CIP (improvement in infrastructure)
365 however it doesn't reach the threshold of the dollar amount. Superintendent Lane added the board can
366 vote regarding the air conditioning at any time as long as it's on the agenda.

367
368 Mr. Vanderhoof questioned if there is additional feedback on the phone number changes. Superintendent
369 Lane responded he heard from Mr. Verratti today. In regard to his complaint to the Public Utilities
370 Commission, they directed him back to the carriers however there is no agreement in place between the
371 carriers. Mr. Verratti reminds us that we are saving overall when we switched carriers. He is
372 recommending waiting until the contract is up when there might be more opportunity. (The options are to
373 continue to pay the \$5,700 and keep the long standing phone numbers or change them (to a Milford
374 exchange-732) regardless of community impact which is unknown). Mr. Vanderhoof suggests perhaps
375 sending a letter of disappointment. Superintendent Lane will find out when the contract expires. It was
376 noted that some parents have expressed it is weird that the calls are coming from a Milford number and
377 sometimes they are not answered. Mr. Ballou asked for the Superintendent to obtain clarification whether
378 having a Milford number would be an issue in regard to emergency services.

379
380 Mr. Legere suggested adding a column of line numbers in the budgets which would make it clearer during
381 discussions. He mentioned on the WLC budget summary sheet, (doing the math) he was not coming up
382 with the same numbers. Superintendent Lane responded if there is anything that needs clarification we
383 will provide that. Chairman Dailey requested the numbers are checked prior to the budget presentation.

384

385 **XIII. PUBLIC COMMENTS**

386 There were none to report.

387

388 **XIV. SCHOOL BOARD MEMBER COMMENTS**

389 Chairman Dailey questioned who should look into the impact fees, it was confirmed that Superintendent
390 Lane will do this and bring the information back.

391

392 Mr. Post spoke of how frustrated Lyndeborough is and stated that we could be looking at an exit.
393 Chairman Dailey responded that it would be expensive. Mr. Post added it is expensive to stay in the
394 cooperative and it is not sustainable. Discussion continued regarding the tax rate in Lyndeborough
395 increasing and the expectation that it was to go down. Mr. Post was clear that Lyndeborough is upset by
396 this. Superintendent Lane noted that the previous year we had a fund balance from the building project
397 and he made a public statement that this wouldn't be there next year and that could be a reason for this but
398 again he does not have all the information. He is more than happy to meet with the select board to discuss.
399 Chairman Dailey added if there are concerns they should come to the board. Mr. Vanderhoof suggested
400 sending a formal letter to the select board inviting them to be on the agenda. Chairman Dailey noted he
401 just saw a webinar on communications which indicated telling one board member does not constitute a
402 formal notification. Mr. Post stated the superintendent has the information as we signed it (MS25).
403 Chairman Dailey speaking to Mr. Post, asked for confirmation that the Superintendent has the information
404 that the select board has, Mr. Post said yes. Superintendent Lane confirmed he has not seen anything that
405 says this is how the tax rate was set. This normally goes to the town first. He will check with Ms. Tucker
406 tomorrow and will follow up with Mr. Boland, Town Administrator. Ms. LeBlanc commented that if Mr.
407 Post presents to us, a clear point that there is dissatisfaction, it would be reasonable to send them an invite
408 to be on the agenda. It is reasonable to let them know we have been informed. Superintendent Lane asked
409 for clarification if this is to be an agenda item for the next meeting and suggest that it would be most
410 appropriate for the Chair to contact the Chair to extend that invitation. It was confirmed invites should be
411 for both Wilton and Lyndeborough. It was suggested to have the select boards attend different nights.
412 Discussions of concern continued further between Chairman Dailey and Mr. Post. Superintendent Lane

413 again voiced once he gets the information he can review it to determine why there is a discrepancy and
414 provide an explanation; is it a school issue or is it around the fund balance that didn't exist anymore.

415

416 **XV. ADJOURNMENT**

417 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to adjourn the Board meeting at*
418 *9:12pm.*

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

420

421 *Respectfully submitted,*

422 *Kristina Fowler*

423