

1 **WILTON-LYNDEBOROUGH COOPERATIVE**  
2 **SCHOOL BOARD MEETING**  
3 **Tuesday, May 14, 2019**  
4 **Lyndeborough Central School-Multipurpose Room**  
5 **6:30 p.m.**

6  
7 Present: *Matt Ballou, Miriam Lemire, Joyce Fisk, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, Alex*  
8 *LoVerme, Tiffany Cloutier-Cabral and John Clark (arrived 6:32pm)*

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10 *Superintendent Bryan Lane, Principal Tim O'Connell, Curriculum Coordinator Julie Heon, and Clerk Kristina*  
11 *Fowler*

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13 **I. CALL TO ORDER**

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

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

17 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to enter Non-Public Session to discuss*  
18 *personnel matters RSA 91-A: 3 II (A) (C) at 6:30pm.*

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

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21 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to exit the non-public session at 6:42pm.*

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

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24 **RETURN TO PUBLIC SESSION**

25 The Board entered public session at 6:42pm.

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

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

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30 **III. ADJUSTMENTS TO THE AGENDA**

31 Superintendent requested to add additional nominations.

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33 *A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to accept the adjustments to the agenda.*

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

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36 **IV. PUBLIC COMMENTS**

37 Ms. Karen Walker, Wilton spoke of an email she sent requesting to hear about the "ConVal suit" and to have this on  
38 the agenda. She noted she didn't see it made the agenda and questions if there will be opportunity to ask questions  
39 and wonders why it did not get on the agenda. She was informed this is addressed in the Superintendent's Report and  
40 he will speak to it.

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42 **V. BOARD CORRESPONDENCE**

43 **a. Reports**

44 **i. Superintendent's Report**

45 Superintendent reported working with Ms. Burk; a document has been providing regarding finances which will be  
46 discussed later. Interviews are ongoing for multiple positions; Director of Student Support Services and Technology  
47 Director will be addressed during non-public. Positions that remain to be filled are WLC school nurse (interviews  
48 almost complete), special education case manager at FRES, preschool teacher and food service director. In response  
49 to a concern regarding staff morale, he has reached out to the teacher and support staff associations to set up  
50 meetings however as they change over in officers the request will be brought forward. He hopes to be sure they get  
51 the information they need and be proactive to find positive ways to move forward. He spoke regarding the adequacy  
52 lawsuit and as it stands currently it is going through a process and we would not be able to get involved but he will  
53 hear back after May 17 and have additional information if the district can join. He spoke to Superintendent Saunders  
54 at ConVal. At this point it is a matter of the process they are in, there is a time you can join and if not, you have to

55 wait for the next step. He attended the Sustainability Fair and was pleased to be the chauffer to bring hikers back to  
56 the school from Garwin Falls. A question was raised regarding meeting with the associations if this is something the  
57 Negotiations Committee should look at. Superintendent responded there is a possibility to do it that way but this is a  
58 formal protocol to set up monthly meetings with them. A question was raised what happens when Superintendent  
59 Lane has completed his contract, will this continue. Superintendent responded it it's a protocol that exists it will  
60 continue. Chairman Ballou commented regarding the ConVal lawsuit, that ConVal did a presentation at Mascenic  
61 and he understands there will be a cost involved. Superintendent responded depending on where you come into the  
62 process will depend on the cost. He will obtain additional information and report back. A question was raised, if  
63 ConVal wins will it cost more to the towns or will they get money back? Superintendent responded the question is if  
64 the courts determine the current formula is inadequate; over the past 20 years they have been trying to readjust the  
65 formula and it has not had the effect that was desired. The issue at this point is, is there another revenue stream, and  
66 if not I don't know what would happen. The lawsuit would not say this is the result, it would say it is not OK and  
67 they have to come up with a result.

### 68 **ii. Principals' Reports**

69 Superintendent provided an overview in Principal Bagley's absence. The Sustainability Fair was on May 4. Mr.  
70 Finch, physical education teacher was inducted into the Westfield State Movement of Science Hall of Fame. The  
71 middle school teachers will come to the next meeting to present their challenge options program. A student applied  
72 and was accepted to the BAE Focus Program for a spring internship. The "Backyard BBQ" is May 17.

73  
74 Principal O'Connell provided an overview of his report which included parent kindergarten orientation at LCS on  
75 May 2. This is for parents of incoming kindergarten students to learn a little of what to expect. He thanked staff who  
76 spent the extra time to do this. Students in Grades 3,4, and 5 completed the NHSAS mathematics assessment. Time  
77 will be spent analyzing the data. Staff appreciation week was great; the PTO and parents put this on for the staff and  
78 food was provided which everyone enjoyed. May 22 is the Celebration of Learning at FRES. Some highlights  
79 include an art show, 5th grade students will present the Hallway of History Colonial America Timeline, 4<sup>th</sup> grade  
80 students will be "wheeling and dealing" during the Economics Fair. May 30 is the spring concert "Juke Box Time  
81 Machine", lots of field trips are happening. May 17 we will be honoring those who help the school at the "Thanks a  
82 Bunch Brunch". Working closely with the public library, the youth librarian puts on a great summer reading program  
83 and there will be an assembly for this. Kindergarten step up day is June 4, kindergarten welcome day for incoming  
84 students is May 24 and the 5<sup>th</sup> grade students will have step up day on June 5 where they will be touring WLC and  
85 meeting with their teachers.

### 86 **iii. Curriculum Coordinator's Report**

87 Dr. Heon reported she hoped to have news regarding the 3 complete grants she applied for but does not at this time.  
88 Several teachers from each of the schools have volunteered to do PD over the summer. She commends them for  
89 giving up their time and that they are willing to do this. FRES teachers will attend science training and WLC science  
90 teachers have agreed to work with our consultant for 2 more days and work on the units. She will meet with newly  
91 hired teachers in June and on the first day of orientation as well. A book about the first days of school will be  
92 provided and it also includes talks about curriculum and strong instructional practice. She reports working on our  
93 new curriculum for digital learning and computer science. Digital learning is the new term for "computers" and  
94 computer science refers to "coding".

### 95 **b. Letters/Information**

#### 96 **i. Enrollment**

97 Superintendent reported our enrollment throughout the school year maintains reasonably stable (district total for  
98 April was 554). There are currently 36 incoming kindergarten students at this time per Principal O'Connell.  
99 Superintendent confirmed we are at 55 students for 1<sup>st</sup> grade and at 60 we would look to add another teacher.

## 100 **VI. CONSENT AGENDA**

101 There was no consent agenda to report.  
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## 103 **VII. WORKSHOP PLANNING**

104 Superintendent reported previously the school board workshop day dealt with board goals and objectives and worked  
105 on the format and objectives of the Strategic Planning Committee. It has been brought up to have a joint session over  
106 the summer with the budget committee and NHSBA regarding roles and responsibilities; this can be discussed more  
107 and defined. The MS teachers will also present the Challenge Options plan. Chairman Ballou spoke regarding this  
108 workshop being (May 28) for school board members only and the Budget Committee would attend in the summer  
109

110 (probably August) for a joint meeting to discuss budget planning, roles and responsibilities. There may need to be  
111 two meetings. NHSBA would run the meeting onsite for us. The first two weeks of August is the earliest NHSBA  
112 can do it. Ms. LeBlanc questioned if the Strategic Planning Committee goals would be addressed during the May  
113 meeting. Superintendent responded if the Board wants to include this, yes. Mr. Clark added that he would like to  
114 show the live recording piece and social media options; ok per Chairman Ballou. Mr. Vanderhoof would inform the  
115 Budget Committee.

## 116 117 **VIII. SUBCOMMITTEES**

118 Superintendent reported one of the questions that has come up is in regard to the Wellness Committee. This  
119 committee was born from our insurance carrier for wellness of staff not necessarily for students. At one point a  
120 cookbook for staff was developed. The committee works to provide wellness awareness and get the word out to staff.  
121 Mr. Clark suggested we could perhaps talk more about the roles after the workshop. Mr. Vanderhoof conveyed that  
122 the Budget Committee wanted to know if the School Board wanted them on other committees like the Food Service  
123 Committee. Mr. Clark suggested the workshop would be a good time to talk about this. It was noted previously it  
124 was agreed to have one Budget Committee member represent on the Food Service Committee.

## 125 126 **IX. ACTION ITEMS**

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

128 Mr. Vanderhoof requested additional details of the discussion that was had regarding the recommendation for  
129 nomination of the position of the business administrator. Ms. Fowler to review notes to determine if any additional  
130 documentation can be added and bring back to the next meeting.

131  
132 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Clark to table the approval of the minutes for*  
133 *April 30, 2019.*

134 *Voting: eight ayes; one abstention from Chairman Ballou, motion carried.*  
135

### 136 **b. Request Funds from Educating Educationally Disabled Children Capital Reserve**

137 Superintendent reported at an earlier meeting it was requested to release \$125,000 (\$80,000 was approved) from the  
138 capital reserve and it was decided to wait and see if there was a need for an additional request. He has been working  
139 with Ms. Burk to determine the remaining expenditures for this year. It was determined there were some positions  
140 that were not encumbered for co-curricular athletics and non-athletics. Also, a student has moved in during the past  
141 few weeks who needs services. There was a miscalculation between special education and the business administrator  
142 for out of district expenditures. It appears there was a miscalculation of funds for us to cover this. We are anticipating  
143 a negative \$46,000. He requests \$50,000 from the Educating Educationally Disabled Children Capital Reserve Fund.  
144 The current balance in the capital reserve fund is \$141,046 (this includes interest) and if the \$50,000 is approved for  
145 withdrawal the balance would be \$91,046. In looking at next year's expenditures, we have a salary savings of about  
146 \$45,000-\$50,000. There is a student who will no longer be in the district next year; offsetting cost of the new student  
147 with budgeted cost is \$40,000. There has been almost \$200,000 in unplanned cost between maternity leaves and  
148 special education costs. The only way to avoid withdrawing from the capital reserve is to have a buffer of some kind  
149 put into the budget, that is what the fund balance was and we have exhausted the buffer.

150  
151 *A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to recommend the release of \$50,000 from*  
152 *the Educating Educationally Disabled Children Capital Reserve Fund for the purpose of funding unanticipated costs*  
153 *for special education services in the 2018-2019 school year. \**  
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155 A question was raised if there is any process to make sure this doesn't happen again. Superintendent explained the  
156 reason we have this capital reserve fund is in case something like this happens. Some districts put in buffers for  
157 health insurance for example, things we cannot determine ahead of time. This fund exists for this reason and we have  
158 not had to do this before he added. He suggests putting in a warrant article next time. A question was raised  
159 regarding what process has been put into place regarding the miscalculation. Superintendent explained a student  
160 came in mid-year and a figure from a prior student was used without discussing it with the facility; this will not  
161 happen again. A question was raised if 3 teachers out a day is conservative. Principal O'Connell reports that's a little  
162 high. Chairman Ballou believes this is conservative. Superintendent is hoping it is less and noted if teachers do not  
163 use their personal days, they are paid \$300. Concern was raised that the capital reserve would be low at \$91,000.  
164 Question was raised if the \$250,000 is a "safe cap" or should the cap be higher for this fund especially given one  
165 student could cost \$150,000 on top of what we are spending. This was briefly discussed. The fund has been in place  
166 since 2003 and not used prior to this year. Superintendent agrees it is a low number although it worked for many

167 years. It was noted if this was known in October there would have been time to add a warrant article. Superintendent  
168 will be working with the new business administrator and special education director to know the costs starting day 1  
169 and so on and we can find issues as they come up. He doesn't disagree that it is lower than he would like but if we do  
170 not do this we will not be able to manage the district.

171  
172 *\*Voting: all aye; motion carried unanimously.*

### 173 174 **c. Policies**

#### 175 **i. BEDH-Public Participation at Board Meetings-2<sup>nd</sup> Reading**

176 A suggestion was made to discuss the policy but send it back to the Policy Committee. It was noted there was public  
177 displeasure around public comment only covering agenda items rather than items of concern. In the NHSBA  
178 template there is an option to allow public concern to be included and Mr. Clark believes it should be discussed. The  
179 current format has gone off policy (we do something like an open meeting or back and forth). Whatever we do, it  
180 needs to be evenly handed across the board. Discussion was had regarding adding language to include this as it has  
181 always been allowed in the past, and at times this is how the Board is informed of things. It was suggested no detail  
182 response should be expected (as at times this is the first the Board is hearing of the matter) and perhaps it be added to  
183 the agenda for a future meeting. It was also noted if negative comments are made toward a person, it should be  
184 squashed as such discussion should be done in non-public; the person would be directed to the complaint policy. A  
185 concern was raised that at times response is given to the public by one board member and not all may agree with the  
186 response (it has not been discussed by the Board). Non-board members, such as administration, have been asked  
187 direct questions in this forum and this is not covered in the policy, it was questioned if this is something that should  
188 be tolerated. The public should directly address the Board and not the public; private conversations should be taken  
189 out of the room. A suggestion was made to add an agenda item, Board Response to Public Comment if there is not to  
190 be any response and it can be discussed and followed up on at a future meeting. Chairman Ballou noted the answer is  
191 we will discuss it and then respond. A question was raised if the Board can have a uniform answer to the public when  
192 they request agenda items or bring things up. It was suggested this policy be returned to the Policy Committee to  
193 incorporate suggestions.

#### 194 **ii. BEDB-Agenda Preparation and Dissemination-2<sup>nd</sup> Reading**

195 It was suggested the agenda should come to members a day or two prior to the board packet going out to allow  
196 members to add items to the agenda. A question was raised if agenda items from staff, citizens and students shall be  
197 at the discretion of the Chairman. It was noted that there is merit in having this role delegated to the Chairman as  
198 someone needs to have this responsibility. A suggestion was made to perhaps add language regarding addressing  
199 something that is asked outside of a board meeting. It was noted the way it is written any suggestion goes through the  
200 Chairman and he decides and then the request is sent to the Superintendent to have it added. A motion can be made  
201 to table an agenda item if it is added and not all want to discuss it. Superintendent noted sometimes agenda items  
202 may be answered and responded to and may not need to be an agenda item. We give the agenda to the Chairman and  
203 Vice Chairman the Friday or Monday prior to the packet going out to allow for any adjustments. The language as it  
204 exists takes care of board members, staff, students; the Chairman may not feel it is appropriate at that time. There  
205 may not be time to gather the information or outside resources may be needed. If someone from the public asks for  
206 an agenda item the Chairman or myself need to respond to them and say we will do this, get the information and look  
207 to have it as a future agenda item. Mr. Legere noted if a board member asks for an agenda item it gets on the agenda  
208 and if the Board doesn't want to discuss it, it can be tabled. If a request goes to the Chairman and it is denied, he  
209 would like to know this. He added it would depend on the content if it is a public response. Superintendent  
210 suggested it could be part of his board report and would indicate it was brought forth by a citizen and this is a public  
211 document. It was suggested this be added to the policy.

212  
213 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to send both policies BEDH-Public*  
214 *Participation at Board Meetings and BEDB-Agenda Preparation and Dissemination to the Policy Committee for*  
215 *modifications.*

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

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218 Superintendent suggested at this time, because it has been brought up but not policy, he will begin this process of  
219 including information in his board report regarding public requests with the Board's permission. No objection heard.

## 220 221 **X. COMMITTEE REPORTS**

222 Negotiations Committee will meet on May 20 at LCS. The Policy Committee needs to set a meeting date. The  
223 Budget Committee is meeting May 21 at WLC.

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**XI. RESIGNATIONS / APPOINTMENTS / LEAVES**

**a. Appointments**

**i. Pending**

Superintendent reviewed the recommended nominations.

*A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the recommendation and appoint Mr. Malin Segal, physical education/health teacher at WLC.*

*Voting: all aye; motion carried unanimously.*

*A MOTION was made by Ms. Lemire and SECONDED by Mr. Vanderhoof to accept the recommendation and appoint Ms. Amy Clark Canty, MS English teacher at WLC.*

*Voting: all aye; motion carried unanimously.*

**XII. SCHOOL BOARD MEMBER COMMENTS**

Mr. Vanderhoof commented he would be interested in discussing a policy around job postings, to address things such as a minimum posting time and creating a new position and having it filled immediately. He questioned the status of the school board group email. Response was that it is still being worked on and it progressed to the workshop with along with other things.

Ms. LeBlanc questioned who the students were in the audience. Response was they are from WLC government class.

Mr. Clark questioned receiving correspondence that was not on the agenda. Response was it will be discussed in non-public.

Mr. LoVerme commented the foundation for the dugout has not been poured they were told it would be done in 2 weeks, he questioned the status. Response from Superintendent is he will find out and report back. Mr. LoVerme questioned when the Food Service Committee will be formed. Superintendent will send Mr. LoVerme the list of members at this point and if he would like schedule a meeting we can move forward.

Chairman Ballou commented that there is a lot of discussion regarding grades and performance of students and sometimes we don't know the follow up of the students. He was informed one of our students was the Valedictorian at St. Michaels College and we've had students in the top 10 at Plymouth. He noted sometimes we focus on the negative but there is a lot of positive!

Ms. Lemire commented that parking can be an issue at LCS with the kindergarten events that parents want to attend and questioned if there is a way to allow for more parking so that all parents can participate if they want. Superintendent responded he will have staff park by the store.

Ms. Cloutier-Cabral commented she is impressed with the 2 newly appointed teachers and is looking forward to seeing what they will bring.

Chairman Ballou informed the members he volunteered for the Backyard BBQ and it is kind of a tradition for the School Board to help out and if members can help, let Ms. Cloutier-Cabral know or Ms. Kristen Schwab. Ms. Cloutier-Cabral noted they will take help of any kind although pending the weather, there is a chance it will be cancelled or rescheduled.

**XIII. PUBLIC COMMENTS**

Mr. Adam Lavallee spoke regarding the NHSBA joint workshop with the Budget Committee in August and questioned if it is smart to wait until August with all the committees they may or may not be a part of. Chairman Ballou responded, we will get back to you. Mr. Lavallee questioned if he heard correctly that there was a miscalculation by the business administrator that caused a \$40,000 shortage. Response was the information is all available in a document from the Superintendent and posted on the website (included board packet). Mr. Lavallee questioned if the costs for substitutes includes nursing subs as an unexpected cost (referring to another document in the board packet). Response from the Superintendent is there is a separate line for this. Mr. Lavallee commented he believes Chairman Ballou is "basically a good guy and doesn't think he would but he has the final say and power to be a dictator if he wanted to" (referring to policy discussion prior). Chairman Ballou responded he believes there will

281 be further discussion and he is always thinking of the next Chairman; it will be on the agenda soon enough. Mr.  
282 Lavalley spoke of being very happy that health education will be starting earlier and he thinks this will be more  
283 effective than vape detectors.  
284

285 Ms. Karen Walker, Wilton spoke of the adequacy lawsuit filed by ConVal noting it was filed in middle of March and  
286 it says \$3,600 per student in each district that everyone more or less gets is willfully insufficient. Other districts have  
287 joined this suit. She reports based on the formula the state has, it is willfully insufficient. ConVal says it should be  
288 over \$10,000 and the court should find that is the amount for an adequate pupil education. It would be up to the state  
289 to do this and make up the difference between \$3,600 and \$10,000 and the localities would be up to the tax payers.  
290 She notes this is a very significant case as it is the first significant challenge on how the state comes up with the  
291 formula. She notes she was an attorney and it behooves the Board to look at this seriously and find out what the  
292 status is. It may be all the districts benefit. It seems to be, if we don't join the suit that is ultimately successful we  
293 may not be able to make a claim. This is why ConVal started in March; they wanted a determination before April.  
294 She adds the Judge decided against the motion and would act before June 30. The only way this case could be moot  
295 by May 17 is if they say it will be fully funded and that won't happen. This is a significant issue of millions of  
296 dollars. She comments she is not saying you shouldn't look at the potential cost of the attorneys, you would have to  
297 bear that, but it is important to watch this and maybe participate in it. Chairman Ballou thanks her for comments. Ms.  
298 Walker states, "it has been brought up in public comment and if the Board had focused on it and done some of the  
299 homework you could've joined the suit". Chairman Ballou notes there is not a Board response at this point.  
300

301 Students from Mr. Belanger's Honors Civil Engagement class were present. One student addressed the Board noting  
302 for their attendance to this meeting they will receive 2 points. They also do community service and the goal is to get  
303 involved.  
304

305 Ms. Laura Gifford, LCS school nurse spoke to thank the Board for bringing up the policy on the communication  
306 piece and notes perhaps you can put on a future agenda to provide a survey to staff to get the  
307 "pulse of morale". She states you may get more information from the staff and get a better pulse on how they feel.  
308

#### 309 **XIV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

310 *A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to enter Non-Public Session to discuss*  
311 *personnel matters RSA 91-A: 3 II (A) (C) at 8:06pm.*

312 *Voting: all aye via roll call vote; motion carried unanimously.*  
313

314 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to exit the non-public session at 8:28pm.*

315 *Voting: all aye; motion carried unanimously.*  
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#### 317 **• RETURN TO PUBLIC SESSION**

318 The Board entered public session at 8:28pm.  
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320 *A MOTION was made to seal the non-public session minutes by Mr. LoVerme and SECONDED by Ms. Lemire.*

321 *Voting: all aye; motion carried unanimously.*  
322

323 *A MOTION was made by Ms. Lemire and SECONDED by Mr. Clark to accept the recommendation and appoint Mr.*  
324 *Ned Pratt, Director of Student Support Services.*

325 *Voting: eight ayes; one nay from Mr. Vanderhoof, motion carried.*  
326

327 *A MOTION was made by Ms. Lemire and SECONDED by Mr. Clark to accept the recommendation and appoint Mr.*  
328 *Mark Kline, Technology Director.*

329 *Voting: all aye; motion carried unanimously.*  
330

#### 331 **XV. ADJOURNMENT**

332 *A MOTION was made by Ms. Lemire and SECONDED by Mr. Legere to adjourn the Board meeting at 8:30pm.*

333 *Voting: all aye; motion carried unanimously.*  
334

335 *Respectfully submitted,*

336 *Kristina Fowler*