

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

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

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

I. CALL TO ORDER

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

II. ADJUSTMENTS TO THE AGENDA

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

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

Voting: all aye; motion carried unanimously.

III. PUBLIC COMMENTS

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

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

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

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

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

ii. Business Administrator's Report

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

iii. Principals' Reports

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

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

iv. Director of Student Support Services Report

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

v. Director of Technology's Report

• Recycle List

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

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

Voting: all aye; motion carried unanimously.

vi. Curriculum Coordinator's Report

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

b. Letters/Information

i. NHDOE-NAEP Testing

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

ii. Enrollment

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

iii. Food Service Upgrades

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

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

iv. District Van Accounting

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

V. CONSENT AGENDA

i. Treasurer's Report-March 2018

The report has been reviewed by the Board.

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

VI. ACTION ITEMS

a. Approve Minutes of Previous Meeting

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

b. Bus Contract

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

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

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

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

Chairman Dailey noted the contract will reflect the decrease.

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

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

Voting: all aye; motion carried unanimously.

c. WLC Parking Lot Proposals

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

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

A MOTION was made by Ms. Fisk and SECONDED by Mr. Legere to award the project to Champion Paving to address sections C, E and F for \$19,120 and to withdraw the funds from the Building/Equipment Capital Reserve Fund.
Voting: all aye; motion carried unanimously.

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

d. Appoint School Board Representative for Nominations

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

A MOTION was made by Ms. LeBlanc and SECONDED by Mr. LoVerme to grant Mr. Ballou and the authority to appoint/sign teacher contracts.
Voting: all aye; motion carried unanimously.

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

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

A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to accept the recommendation of the Superintendent and amend policy IHCD-Advanced Course Work/Advanced Placement Courses.
Voting: all aye; motion carried unanimously.

f. Board Procedure

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

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Fisk to implement Robert’s Rules of Order for this narrow definition (move the question).
Voting: all aye; motion carried unanimously.

• AFTER SCHOOL PROGRAM

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

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

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

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

VII. COMMITTEE REPORTS

i. Policy Committee

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

ii. Budget Liaison

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

VIII. RESIGNATIONS / APPOINTMENTS / LEAVES

a. Resignations

Superintendent Lane reviewed the resignations and one appointment.

i. Kathleen Wilson-WLC Special Education Teacher

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

Voting: all aye; motion carried unanimously.

ii. Ashley Power-WLC MS English Teacher

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

Voting: all aye; motion carried unanimously.

• Appointment-Jennifer Natusch-WLC MS English Teacher

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

Voting: all aye; motion carried unanimously.

IX. PUBLIC COMMENTS

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

Mr. Fran Bujak, Lyndeborough, (member of the Facilities Committee) spoke regarding the paving. He is recommending that Ms. Tucker be allowed to have leeway to withdraw more funds from the capital

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

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

X. SCHOOL BOARD MEMBER COMMENTS

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

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

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

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

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

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

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

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

i. Staff Matter

• Parent Request

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

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

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

Mr. Post nay Mr. Ballou aye

Ms. LeBlanc nay Ms. Lemire aye

Ms. Fisk nay Mr. LoVerme aye

Mr. Legere nay

Mr. Vanderhoof nay

Discussion was held in public session.

Superintendent Lane requested consideration to approve the addition to “building administrator” (principals and assistant principals) contracts to include the following clause: “Service awards will be given to the “administrator” upon their retirement or voluntary termination employed by the district as recognition of their service: 10 years \$5,000, 11-15 years \$7,000, 15+ years \$10,000. Teachers have a similar scenario in the CBA. It would be paid by July (of the end of that school year) so it can be part of

the operating budget. Notice must be given by November 1 of the previous school year and cannot be rescinded after January 1. Discussion was had including defining “administrator” as principal and assistant principal and whether it should be all years to the district or years as a principal or assistant principal. Discussion was also had whether this should be part of the Superintendent’s contract and Superintendent Lane was clear, he was not asking for this and was not in support of adding it.

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

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

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

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

- ii. **Staff Matter**

- **Parent Request**

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

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

RETURN TO PUBLIC SESSION

The Board entered public session at 10:51pm.

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.

XII. ADJOURNMENT

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

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

Respectfully submitted,

Kristina Fowler