

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD**  
**MEETING & WORKSHOP**  
**Tuesday, May 28, 2019**  
**Wilton-Lyndeborough Cooperative M/H School-Media Room**  
**6:30 p.m.**

- I. CALL TO ORDER-Matthew Ballou-Chair**
- II. PRESENTATION-Middle School Challenge Options**
- III. ADJUSTMENTS TO THE AGENDA**
  - a. Add Second Public Comment**
- IV. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to the Superintendent in accord with the processes set forth in School Board Policies KE and KEB. Must be at beginning of mtg. per policy
- V. RESIGNATIONS/APPOINTMENTS/LEAVES**
  - a. Appointments**
    - i. Melissa Levesque-LCS Preschool Teacher
  - b. Resignations**
    - i. Molly Moore Lazar-WLC MS Social Studies Teacher
- VI. ACTION ITEMS**
  - a. Approve Minutes of Previous Meetings**
  - b. Property & Liability Program**
  - c. Technology Audit Bid**
- VII. PUBLIC COMMENTS**
- VIII. ADJOURNMENT**
- IX. SCHOOL BOARD WORKSHOP**
  - i. Communication
  - ii. Strategic Planning-Assign Tasks/ Prioritize
  - iii. Committee Membership
  - iv. Live Recordings/Social Media-Presentation-John Clark
  - v. Goals and Objectives

**INFORMATION: Next School Board Meeting-June 11, 6:30 PM at FRES-Library**

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

A white rectangular sticky note is affixed to a light-colored wooden surface. The note has a small piece of clear adhesive tape at the top center. The text on the note is printed in a blue, sans-serif font and is centered. The bottom-left corner of the note is slightly curled up.

2019-2020  
Middle School  
Enhancement  
Plan

## Rationale

- We believe students should have the opportunity to stretch their learning.
- In the past, we have done different things to challenge students, but this plan is intended to enhance, **formalize**, and communicate challenge options designed to stretch student learning.



*Overview*

Challenge options are designed for students to acquire a deeper understanding of course material. These options are designed with more advanced expectations than grade-level expectations. *The challenges are intended to foster independence, self-motivation, and responsibility in students with stronger reading, writing, and critical thinking skills.* It is recommended that students attempt challenge options if interested in taking high school honors courses in order to be better prepared and because this is part of the criteria for teacher recommendations.

**CHALLENGE OPTIONS ARE OPEN TO ANY STUDENT WHO WISHES TO ATTEMPT THEM!**

This was sent home with report cards to parents on April 8, 2019.

*These skills are essential to success in the high school and beyond; it is important to build them in middle school.*

## Eligibility Criteria:

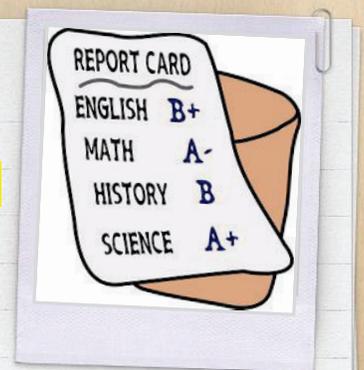
- All students are eligible to attempt challenge assignments.
- It is recommended that students who are failing or missing work should not attempt the challenge assignments.

This was also sent home with report cards to parents on April 8, 2019.

<p><b>Assignments/ Assessments</b></p> <p><i>Designed to explore topics in greater depth/detail</i></p>	<b>Type of challenge</b> (including but not limited to):	<b>Example</b> (including but not limited to):
	<ul style="list-style-type: none"> <li>Higher level reading when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Primary sources in place of or in addition to secondary source material</li> <li>Readings from different perspective to compare viewpoints</li> <li>Formal responses to readings</li> <li>Higher level vocabulary words to go along with readings/higher level vocabulary assignments (writing sentences vs. recording definitions)</li> <li>Extract information from text</li> </ul>
	<ul style="list-style-type: none"> <li>Advanced requirements and expectations on assessments and projects</li> </ul>	<ul style="list-style-type: none"> <li>Use direct quotes in an essay to support argument</li> <li>Represent multiple perspectives of event (rather than 1)</li> <li>Closed notes vs open notes when appropriate</li> <li>Use of a wider variety of resources (self explored when appropriate)</li> <li>Higher minimum number of supporting details, paragraphs, etc... where appropriate</li> <li>Leadership roles in groups</li> <li>Self-created project schedules, topics, etc...</li> <li>Modified assessments (no word bank, open response instead of multiple choice, etc...)</li> <li>Increased complexity of Claim, Evidence, Reasoning responses</li> <li>Extended research requirements</li> </ul>
<ul style="list-style-type: none"> <li>Higher level reasoning</li> </ul>	<ul style="list-style-type: none"> <li>Analysis questions as opposed to straightforward comprehension or computation questions</li> <li>Questions that provoke abstract and critical thinking on essays or in problem solving</li> <li>Analyze and interpret data to defend an argument</li> </ul>	

## Assessing Challenge Options:

- Report card grades reflect achievement of **grade-level** standards.
- Challenge options will be noted as 'attempted' (some but not all requirements met) or 'accomplished' (all requirements met).
- This plan will be an ONGOING process; feedback from administrators, parents, and students will be taken into account. Modifications will be made accordingly.



## Planning & Celebrating

### Cost:

- Teachers will need to develop units and design challenge assignments over the summer.

### Recognition & Celebration:

- Students who successfully attempt challenge options will be recognized at the end of each year

(certificates will be distributed...)





**Thank you!**

Please email the  
superintendent with any  
concerns or questions.

***Wilton-Lyndeborough Cooperative School District  
School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082  
603-732-9227

Bryan K. Lane  
Superintendent of Schools

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

Jennifer Burk  
Interim Business Administrator

TO: The WLC School Board  
FROM: Bryan Lane  
DATE: 5/20/19  
RE: Nomination for Preschool Teacher

Please accept this as the nomination for Melissa Levesque as the Preschool teacher at the Lyndeborough Central School. Melissa is completing her Bachelor of Arts Degree at Granite State College. Melissa was a para-educator for three years, took time off to raise her family and for the past three years has went back to a para-educators position in Nashua while she finished her degree. She has passed the Praxis exam and will be eligible for certification in June.

In her time as a para-educator, Mrs. Levesque has worked as a classroom aid as well as one-on-one with students. The pre-school is a required program mixing students with learning disabilities with students who are not identified in this educational environment. Having the background in working with special needs is essential in finding success in this position. This person will also act as the special education case manager for non-RISE students. The speech-pathologist and the special education teacher she works with are very complimentary of Mrs. Levesque. They focus their comments on her ability to build and keep productive and appropriate relationships with students, parents and staff.

Mr. O'Connell interviewed candidates out of a pool of eleven along with one of the Kindergarten teachers. I recommend a motion to nominate Melissa Levesque for the position of Pre-school teacher at the Lyndeborough Central School at Bachelor's step 1, a salary of \$37,000. The budgeted salary for this position was \$67,500.

# Melissa Levesque

Early Childhood Education / Early Childhood SPED Professional

## Objective

Highly motivated Special Education Preschool Teacher with 6 years of elementary school classroom practice, ready to apply my education, strengths, and experiences to provide a supportive environment developed for children of all developmental levels.

Dedicated to providing a research-based curriculum that encourages growth in all learning domains through the implementation of effective learning programs providing personalized attention in a safe supportive setting.

## contact



(603) 494-4985



mmlevesque@go.granite.edu



8 Glen Forest Drive  
Merrimack NH, 03054

My Professional Portfolio Site:  
<https://sites.google.com/view/melissa-levesque-eportfolio/home>

## EDUCATION

ANTICIPATED June 2019

Bachelor of Science

EARLY CHILDHOOD EDUCATION EARLY  
CHILDHOOD SPECIAL EDUCATION

*Granite State College*

*Concord, NH*

*2016-2019*

*GPA 3.93*

Associate Degree

EARLY CHILDHOOD EDUCATION

*NH COMMUNITY TECHNICAL*

*COLLEGE*

*Manchester, NH*

*2002 - 2004*

*GPA 3.76*

## SKILLS

Energetic

Flexible

Patient

Organized

Collaborator

Highly motivated

Creative Lesson Planning

Effective Classroom Management

## CERTIFICATIONS

ANTICIPATED June 2019

NH STATE DOE-CERTIFIED  
TEACHER EARLY CHILDHOOD  
EDUCATION (N-3)

ANTICIPATED June 2019

NH STATE DOE-CERTIFIED  
TEACHER EARLY CHILDHOOD  
SPECIAL EDUCATION  
(Birth- Age 8)

## professional experience

2016 - Present

PRESCHOOL PARAEDUCATOR / Mount Pleasant Elementary School *Nashua, NH*

- Assist the classroom teacher by supporting her highly structured research-based curriculum, following her classroom management style, and maintaining a safe and enriching classroom environment for the preschool students daily.
- Working with highly skilled professionals in the special education field implementing prescribed tools and strategies required for individual students. Building and refining my teaching capacity over time by implementing various individualized lesson plans in all learning domains along with collecting data and assessing each student's progress. Observe, collaborate, and be an active part of Preschool Evaluation and IEP meetings.

2005 - 2008

PARAEDUCATOR Grades 1-5 / Fairgrounds Elementary School *Nashua, NH*

- Assist classroom teachers, special educators, and behavior specialist by providing professional educational assistance to individual IEP qualified children.
- Worked with children with learning disabilities, ADHD, emotional disorders, cognitive challenges, autism, speech and language impairment, and developmental delay.

References available upon request

# Melissa Levesque

Early Childhood Education / Early Childhood SPED Professional

## REFERENCES

PAM BUE

Teacher/Special Educator

Mt. Pleasant Elementary School

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HOLLY BROSS

Field Placement Faculty

Granite State College

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RICHARD BOARDMAN

Principal

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JANICE DECARTERET

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603-966-2400 (work)

*Wilton-Lyndeborough Cooperative School District  
School Administrative Unit #63*

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

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Bryan K. Lane  
Superintendent of Schools

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

Jennifer Burk  
Business Administrator

TO: Molly Moore Lazar  
FROM: Bryan Lane  
DATE: May 21, 2019  
RE: Resignation

In accordance with Wilton-Lyndeborough Cooperative School District policy GCQC, this correspondence is to confirm the receipt of your resignation dated May 21, 2019. In your resignation letter you indicate that your last day of employment will be June 30, 2019. As agreed, if there are issues that we need some help with as we work through the hiring process I will reach out to you for assistance. I thank you for your service to the children and communities of Lyndeborough and Wilton. At your request, I have included the text below.

CC: School Board  
Personnel File

*"I wanted to let you know that I have accepted a job in the ConVal School District beginning school year 2019-2020. I am sending this attached letter of resignation (signed) to you via inter-office mail this afternoon, but I wanted to expand upon it...to emphasize what a difficult decision this is for me and to tell you how much I have valued my time in the WLC school district. This is truly an opportunity that I cannot pass up; I will be within minutes from my home and children, working in the elementary school that I attended, and will not have to drive white-knuckled along route 31 for 40 minutes on snowy mornings; this was a deciding factor, and thus the ONLY posting I applied for. Please pass on, if you can, my reasoning to the school board when you present my resignation to them. I want them to know what a wonderful little district they have here and how much it has meant to me to be a part of it...and that it isn't for any negative reasons that I have decided to leave, but because it is what is best for my family at this time."*

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**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, April 30, 2019  
Florence Rideout Elementary School-Library**

6 Present: *Alex LoVerme, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, Tiffany Cloutier-Cabral*  
7 *and John Clark*  
8 *Superintendent Bryan Lane, Principal Tim O'Connell, and Clerk Kristina Fowler*  
9

10 **I. CALL TO ORDER**

11 Vice Chairman LoVerme called the meeting to order at 6:30pm.

12  
13 **II. INTERVIEW BUSINESS ADMINISTRATOR**

14 Ms. Lizabeth Baker was present and introductions were done. A question and answer period was completed. She  
15 provided information regarding her experience. She is currently working in Mascenic school district as a business  
16 administrator. She is a certified business administrator through the DOE in NH and MA.

17  
18 **III. ADJUSTMENTS TO THE AGENDA**

19 Superintendent requested to add to the agenda 2 resignations and 1 appointment. Mr. Clark requested to add a  
20 discussion regarding social media accounts.

21  
22 *A MOTION was made by Mr. Legere and SECONDED by Ms. Cloutier-Cabral to accept the adjustments to the*  
23 *agenda.*

24 *Voting: six ayes; one abstention from Mr. LoVerme, motion carried.*  
25

26 **IV. PUBLIC COMMENTS**

27 Mr. LoVerme reviewed what is expected during public comment by reading what is posted on the board meeting  
28 agendas relating to public comment.

29  
30 Ms. Lisa Post, Lyndeborough requested members speak up as it can be difficult to hear them. She spoke regarding  
31 the \$10,000 service awards for retiring teachers who served over 20 years and notes that major corporations do not  
32 give those funds and questions how we can do this with tax payer money and justify it. Mr. LoVerme responded it is  
33 negotiated in their contract. Ms. Post commented maybe it needs to be renegotiated. Superintendent confirmed it is  
34 something that can be negotiated. Mr. Adam Lavallee adds how many teachers are getting that and notes with the rate  
35 of turnover it will be zero. Superintendent will provide him with the requested information. Mr. Clark called "*Point*  
36 *of Order*" as according to policy, there cannot be any "back and forth".  
37

38 **V. BOARD CORRESPONDENCE**

39 **a. Reports**

40 **i. Superintendent's Report**

41 Superintendent provided an overview including spending the last couple of weeks working with Ms. Burk, Interim  
42 Business Administrator finalizing the end of year expenditures. He expressed we are not stopping people from going  
43 to workshops or changing the student experience but are watching things very closely. Once the 2019-20 budget is  
44 finalized, he will work with Ms. Burk so that it can be rolled out to the buildings. Work will soon begin on the 2020-  
45 21 budget. Regarding hiring, interviews are ongoing for vacant positions. Teacher and staff contracts for next year  
46 have gone out. A health teacher position was looked at but due to the candidate pool the elementary school schedule  
47 will be modified instead to incorporate this piece. May 4 is the Sustainability Fair at WLC, he will be transporting  
48 hikers to and from the hike with the district van. He reviewed upcoming events.  
49

50 It was suggested for the 2020-21 budget, the notes field be filled out in all cases to obtain more clarity and to keep the  
51 CPI figures steady. Superintendent responded he will do a 3 year look back with pieces around electricity, fuel and  
52 propane gas. He will look at consumption and what was budgeted; this will be the best indicator. The CPI will be  
53 taken into consideration but the district's history will be the factor to solidify what is needed.  
54

55 It was noted the Superintendent will be discussing a shortfall but nothing has been cut. A question was raised if there  
56 is an interest to have members of the public sit in on employee interviews. Superintendent responded this will happen

57 for the food service position. He did reach out to parents for the SPED position and will reach out again. A request for  
58 parents to be on the food service committee will go out this week. Superintendent confirmed teacher contracts are due  
59 back May 1 and currently there is only 1 not returned. Paraprofessionals will need to return theirs within 15 days. He  
60 will speak to anyone who has not returned a contract by the due dates.

## 61 **ii. Director of Student Support Services Report**

62 Superintendent provided an overview of Ms. Moore's report in her absence. The report is a description of what the  
63 process is for WLC students who are referred. This will be Ms. Moore's final report to the Board. Superintendent  
64 responded to a question regarding if students grow out of the RISE program. He confirmed there are students who  
65 matriculated out of the program. Principal O'Connell noted it is different for each student and the program tries to  
66 meet the needs of each student. As they get older they may require less support. Superintendent added it is always the  
67 goal to move the students into the least restrictive environment; the classroom. While they may still be accessing  
68 some areas in life skills (for example). He confirmed long-range planning is on their radar and discussions have  
69 started with the BCBA in regard to this.

## 70 **b. Letters/Information**

### 71 **i. Concern Raised at School Board Meeting**

72 Superintendent spoke regarding at a board meeting, a citizen indicated a student had been trapped in the elevator at  
73 FRES (he believes the citizen reported the situation as it was reported to him). He wanted to have this clarified.  
74 Principal O'Connell clarified he was not in the building when it occurred, but did follow up and what occurred was  
75 very different than what was reported to the Board. Students are not allowed to ride the elevator unless accompanied  
76 by an adult. There was a student with an adult, who reached out and pushed all the buttons on the control panel of the  
77 elevator including the emergency call button which calls out to MACBASE (Milford Area Communications).  
78 MACBASE received a message the emergency button had been pushed. They tried to call the main office but were  
79 unable to get through. They sent an officer to investigate. When the student (who usually uses the elevator with an  
80 adult) got in the elevator and went down, the doors opened at the same time the police arrived and the child got out,  
81 was upset and apologized. There was no student trapped at any point in the elevator that day. There have been 3  
82 incidents where the elevator was stuck due to system malfunction and dust stuck in the door track. Protocol is to call  
83 the police/fire department; they have to open the doors as they have made it clear we are not authorized to do so  
84 (although he has the ability to). Superintendent added it was reported to him the police tried to call and didn't get  
85 through. Phone records were checked and there was no call that came through. Principal O'Connell informed him it  
86 was MACBASE who tried to call. Superintendent explains Mitel didn't have a record of the call; the 654 number goes  
87 to Mitel through an interface; he believes the interface did not work. TDS will not provide calling information without  
88 a subpoena. Emergency facilities in Wilton and Lyndeborough have been provided the direct dial 732 numbers. Mr.  
89 Vanderhoof noted this was brought to the Board previously but no change was made to use the 732 numbers. He is  
90 requesting an update on that process and would like it as an agenda item. Mr. Clark questioned if there is any signed  
91 service agreement which guarantees a level of service. Superintendent to check on this. A question was raised  
92 regarding chain of command when the Principal is out of the building. Principal O'Connell confirmed Ms. Jo Anne  
93 Dufour, School Counselor serves as the point person for any immediate issues; she was made aware of the situation.  
94 This happened at the end of the day during dismissal; there was not a lot of time to follow up and it came to the Board  
95 that same night. Principal O'Connell was not present during the discussion and believes he could have provided  
96 information that would have helped diffuse the situation. Discussion followed regarding the instructions from  
97 emergency personnel to not open the elevator doors. Discussion was had regarding the calls not coming through.  
98 Superintendent questioned if the Board wants to keep the 654 main phone numbers or change over to the 732 main  
99 phone numbers. Discussion was had regarding "landline vs. internet" and it was noted this may be something to ask a  
100 new IT Director to look into due to the complexity. It was suggested to have a "red (landline) phone" in each building  
101 designated for emergencies. Superintendent confirmed the buildings do have access to landlines in case of an  
102 emergency. It was confirmed the fax lines can be used if the main number is not working. All the buildings have this  
103 available. Ms. Cloutier-Cabral suggests having the "red phones" as it draws attention and the ringer can be louder to  
104 get everyone's attention.

### 105 **ii. Salary Savings**

106 Superintendent provided information as requested on what the salary savings would be with retiring staff. He  
107 provided a document showing the estimated total savings as \$77,993. Service awards are also listed. Service awards  
108 and "sick day buy back" are given to teachers as part of their collective bargaining agreement. He has also listed the  
109 FICA and NHRS associated with these costs (total expense \$52,248) and brings the net savings to the district as  
110 \$25,745. The savings is seen the following year not in the year they retire and the \$52,248 is paid out after July 1.

### 111 **iii. Line Item Budget 2019-2020**

112

113 Superintendent provided a line item budget for 2019-2020 as requested with the last column showing the difference  
114 from the SAU budget and the approved budget. He commented “if you move forward with this, budget transfers will  
115 be done if needed”. No objection heard.  
116

117 A question was raised as to how many students are enrolled in the after school program through the Nashua Adult  
118 Learning Center. Principal O’Connell confirmed 10 are enrolled with typically 8-9 students on any given day and 7 of  
119 the 10 are kindergarten students. Superintendent confirmed there is no cost to us to have this program available.  
120

121 **VI. CONSENT AGENDA**

122 **i. Treasurer’s Report-October 2018-December 2018**

123 *A MOTION was made by Ms. LeBlanc and SECONDED by Mr. Legere to approve the treasurer’s reports.*

124 *Voting: six ayes; one abstention from Mr. LoVerme, motion carried.*  
125

126 **VII. FUND BALANCE**

127 Superintendent provided documents describing the expense issues. The fund balance as of today is about the same at  
128 \$43,814 in the negative. Listed are unanticipated expenses which include ABA Therapists for the RISE program,  
129 Long-term substitutes, out of district tuition and decrease in revenue from food service; totaling \$247,412.45. He  
130 confirms the funds from the special education capital reserve are included in this and we originally asked for an  
131 additional \$80,000 which would even it out. He will have a better idea in the coming weeks. There is \$11,000  
132 encumbered for fuel and if this is not needed it will be released. The boilers have not been shut down yet due to a cold  
133 snap, there is an offset of \$20,000 for the business administrator and technology director who are not here. There is  
134 \$345 in software that will be closed out due to receiving a better price. He will ask if the additional funds from the  
135 special education capital reserve are needed. The funds left in the supply accounts we do not anticipate needing but  
136 will leave in case. He spoke with food service personnel; there is a decline in participation rates and is still trying to  
137 get the information if it is for FRES and WLC both or not. It didn’t appear to him there was a reduction in food  
138 supplies and is not sure why this was not looked into. There is \$15,000 in uncollected debt from students who have  
139 not paid. Principals have been making calls and parents have been contacted; they will continue to work the process.  
140 If more money is collected, it supplements the fund balance in a positive direction. He gave an overview of the  
141 process they use to attempt to collect payment. He noted the law changed about 4 years ago and you cannot deny a  
142 student a lunch and they can continue to build a debt. You can take them to small claims court, it was decided not to  
143 go this route prior but that can be looked into again. There are about 10 families owing more than \$500 to the district.  
144 He confirmed some of the \$15,000 is rolled over from the prior year. He confirmed regarding the special education  
145 capital reserve, the balance is approximately \$125,000. He confirmed for the ABA Therapists, the \$116,480 is in next  
146 year’s budget. It was noted there is \$157,561 in special education costs not in next year’s accounts and additional  
147 funds (\$80,000) may be requested for withdrawal from the capital reserve this year; this is concerning. Superintendent  
148 noted there is a possibility of a student who is receiving services who may not continue although an additional student  
149 moved in today. Discussion was had regarding the unpaid balances in food service. It was agreed to have the food  
150 service committee add this to their agenda.  
151

152 **VIII. ACTION ITEMS**

153 **a. Approve Minutes of Previous Meeting**

154 *A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. LeBlanc to approve the minutes of April 4, 2019*  
155 *as amended.*

156 *Voting: all aye; motion carried unanimously.*  
157

158 **b. Technology Bid**

159 Superintendent reported he is waiting for information which was requested by a board member. Once he has this he  
160 will bring this back.

161 **c. Policies**

162 **i. BEDH-Public Participation at Board Meetings-1<sup>st</sup> Read**

163 Superintendent reported this is the 1<sup>st</sup> reading for this policy. It was brought forward as written. Two typos will be  
164 fixed. This policy will be brought back for a 2<sup>nd</sup> reading.

165 **ii. BEDB-Agenda Preparation and Dissemination-1<sup>st</sup> Read**

166 Superintendent reported this is the 1<sup>st</sup> reading for this policy. No changes were made and this policy will be brought  
167 back for a 2<sup>nd</sup> reading.

168 **iii. DFA-Investment-Annual Re-Adoption**

169 Superintendent reported this is a 2<sup>nd</sup> reading and an annual re-adoption of this policy.

170

171 *A MOTION was made by Mr. Legere and SECONDED by Mr. Vanderhoof to re-adopt DFA-Investment Policy.*

172 *Voting: six ayes; one abstention from Mr. LoVerme, motion carried.*

173

174

## **IX. COMMITTEE REPORTS**

175

### **i. Budget Liaison**

176

177 Mr. Vanderhoof reported Ms. Jennifer Bernet was elected secretary, Ms. Leslie Browne was elected chair and Mr. Bill

178 Ryan was elected vice chair. The committee had questions about training and if they had access to NHSBA offerings.

179 School Board Chairman, Ballou was contacted to look into this and training for the school board and budget

180 committee together. Mr. Vanderhoof reports the committee had a general sense of wanting everyone to have a

181 consensus of who is in charge and responsible for what. A question was raised whether the school board wants to

182 have representation from the budget committee on all committees such as the new one formed for food service. Mr.

183 Vanderhoof suggests an agenda item to discuss and figure out what the processes should be. He notes over the last

184 couple years he was going off what he was told and “some of that seems a little off”. He suggests a joint meeting with

185 the budget committee but doesn’t need to be the next meeting. The budget committee will meet on 5/21/19 and Mr.

186 Vanderhoof can ask if they would like to have a joint meeting to discuss the “ins and outs”. He noted a slide show

187 about how things are supposed to work regarding the basics of school budgeting is available from NHSBA. Mr.

188 LoVerme agrees with all the new members on both boards it would be a good idea.

189

### **ii. Policy Committee**

190 Mr. Clark reported the committee focused on trying to get policies BEHD and BEDB regarding board meeting ready

191 for a 1<sup>st</sup> read. Specifically allowing public comment at the beginning and focus on agenda items. The committee spent

192 some time discussing communications and potentially television and archiving meetings; the consensus was to bring it

193 back before putting it into a policy.

194

### **• SOCIAL MEDIA DISCUSSION**

195 Mr. Clark spoke of YouTube and Facebook allowing streaming and archiving of events at a high level and at no cost

196 which is something we can potentially look into. He reports a school board is required to archive any recording per

197 state law. This is one concept to consider and we would need a policy including what happens when someone no

198 longer adheres to policy, what happens to recording, some districts have it edited, what is the official record, the

199 minutes or the recording. Another area for consideration is social media accounts. Dates and locations for board

200 meetings and links to our website is a way for information to be provided and there is a way for information to come

201 in which would be considered board correspondence. There is also the option to have information that comes in be

202 discarded. These are some options to broadcast our reach at a very low cost. If you televise it, you need the

203 equipment. It was suggested a demo be provided and he can work with the Superintendent on this. A brief discussion

204 was had regarding possible scenarios with video recordings and the possibility of having students get involved from

205 the media club. There was also a brief discussion about the concerns of the video being tampered with and the level of

206 ownership and validity. It was noted any member of the public can record the meeting without having to ask for

207 permission. Discussion was had that it seems to be a lot of work that would be created and a significant cost; how

208 many would utilize this. There has not been a lot of discussion from the public with a desire or drive for this although

209 it doesn’t mean it is not there. No objection was heard to have a presentation given to the strategic planning

210 committee by Mr. Clark.

211

### **iii. Negotiations Committee**

212 Mr. LoVerme reported the committee met, this is his 3<sup>rd</sup> time on the negotiations committee and the 1<sup>st</sup> time they

213 have met this early in the year. They went over most of the CBA but not all. They will bring information to the

214 school board and seek input as they get further along. A question was raised since most of the discussions at the

215 school board level surrounding negotiations are in non-public, does the committee do any updates in public format.

216 Superintendent confirmed normally the school board would have their conversation in non-public so if there is

217 language in the contract school board members have concerns they can bring those to the committee then the

218 committee has a charge to move forward with. Mr. Vanderhoof noted, we can request a non-public session if needed

219 during the summary.

220

221

## **X. RESIGNATIONS / APPOINTMENTS / LEAVES**

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**a. Appointments**

Superintendent recommended appointments for the following teachers and staff. He confirmed he hires the best candidate; it's not based on the salary. He confirmed there is opportunity for summer PD for new teachers as well as a mentor program.

**i. Margaret Dwyer-English Teacher WLC**

*A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to accept the recommendation and appoint Ms. Margaret Dwyer, HS English teacher.*

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

**ii. Andrea Petrone-Elementary Teacher FRES**

*A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the recommendation and appoint Ms. Andrea Petrone, elementary teacher (3<sup>rd</sup> grade).*

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

**iii. Emily Hall-Art Teacher WLC**

*A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the recommendation and appoint Ms. Emily Hall, WLC art teacher.*

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

**iv. Allison Blondin-MS Math Teacher WLC**

*A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the recommendation and appoint Ms. Allison Blondin, WLC MS math teacher.*

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

**v. Lizabeth Baker-Business Administrator**

A discussion was had regarding the salary for this position, the recommended salary for this candidate is more than was budgeted and only 1 out of 12 candidates was brought to the Board. Superintendent reviewed that this position requires background and knowledge in schools plus DOE certification and this is not a high salary for this position. He confirmed the position for a part-time person in the business office would still be needed. Mr. Vanderhoof raised concern as he believes we could get someone in this position for less money. "To start someone out at \$87,000, which is over our budgeted salary and there is no step/scale for this specific position, to go over budget is not looking out for the tax payers in the community and we don't get opportunities like this. I think it's a really bad idea, its just economics, you can get someone in here at a lower salary who will do a good job." Mr. Clark questioned if the salary range for all 12 candidates was roughly even or was there a wide variance. Mr. Vanderhoof had a document to show the salaries of all the business administrators in NH. It was noted the salaries vary, different sized districts and some part time positions. Superintendent responded this is not a high salary for this position, you need to be certified by the DOE, have the background and knowledge around schools. He added the other candidates were making more than we budgeted for and in speaking to candidates who were qualified this was about as low as people would go. Mr. Clark questioned if there is data backing up that people would do this job for a lower rate; is there is data showing comparable rates to our districts and noted that this needs data to back it up otherwise it is just an opinion. Ms. Lemire commented she think it is splitting hairs. Discussion continued briefly. Mr. Vanderhoof commented "we had 12 people apply, I only got to talk to one."

*A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the recommendation and appoint Ms. Lizabeth Baker, Business Administrator.*

*Voting: five ayes; one nay from Mr. Vanderhoof, one abstention from Mr. LoVerme, motion carried.*

**vi. Megan Sass-School Psychologist SAU**

Superintendent spoke regarding the need for a school psychologist on staff; we currently contract out for these services at 35 hours a week. He would like to add this position. Some of the duties performed are individual work with students and testing for SPED through the IEP process. They must be licensed and have background knowledge. The need for services has increased and at times the psychologist is working over 40 hours per week. We've had over 40 referrals this year. This position wouldn't be in a CBA and would be school year. It's a service we are paying for anyway but would allow us some flexibility during the year as a salaried position. Currently as a contracted service provider the psychologist can negotiate their contract each year and also contract with other school districts. Forty hours a week would be the normal schedule but if some weeks require more as a salaried position it would not be at additional cost. Financially it evens out but for the employee being part of NHRS allows them to do some things

279 long-term and those costs are already imbedded. Discussion was had including if it is enough of a financial savings to  
280 add a position if we can get the same services, is everyone getting the services they need now, there would be no other  
281 school districts the psychologist would be working with (just ours), there is no anticipated savings at this time, it is  
282 cost effective as the needs increase, having someone on staff would be a benefit.

283  
284 Superintendent informed the Board we are approaching the point we may need to consider adding a 4<sup>th</sup> first grade  
285 teacher. Principal O'Connell informed the Board we have 37 registrations at this time.

286  
287 *A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to add a school psychologist staff position.*  
288 *Voting: five ayes; one nay from Mr. Vanderhoof, one abstention from Mr. LoVerme, motion carried.*

289  
290 *A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to accept the recommendation and*  
291 *nominate/appoint Ms. Megan Sass, School Psychologist.*

292 *Voting: five ayes; one nay from Mr. Vanderhoof, one abstention from Mr. LoVerme, motion carried.*

293  
294 Mr. Vanderhoof voiced concern that a position was created, filled and advertising was not done.

295  
296 

- **Karis Roper-MS Science Teacher WLC**

297 *A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the recommendation and*  
298 *appoint Ms. Karis Roper, WLC MS science teacher.*

299 *Voting: six ayes; one abstention from Mr. LoVerme, motion carried.*

300

301 **b. Resignations**

302 

- i. **Kimberly Plourde-Preschool Teacher LCS**

303 

- **Kathy Lefebvre-School Nurse WLC**

304 

- **Jennifer Natusch-MS English Teacher WLC**

305 Superintendent reported 3 resignations, 2 teachers, 1 school nurse (2 are moving). No motion is needed.

306

## 307 **XI. SCHOOL BOARD MEMBER COMMENTS**

308 Ms. Lemire questioned when the school board workshop would be. Superintendent responded the 2<sup>nd</sup> meeting in May  
309 (28<sup>th</sup>) the MS teachers will present their challenge options, if the Board wanted to include this it would be appropriate  
310 on the same day.

311

312 Mr. Clark commented that Chairman Ballou was interested in adding an agenda item "agenda building" to the next  
313 meeting; it would be nice to add this to the 14<sup>th</sup>.

314

315 Mr. Vanderhoof requested clarity on public participation on interviews and committees as soon as possible.

316

## 317 **XII. PUBLIC COMMENTS**

318 Mr. Adam Lavallee questioned if the appointed business administrator is going to be capable of giving the type of  
319 detail the budget committee wants. He spoke regarding the "elevator and phone thing"; it was not clear. "The problem  
320 was not a big problem but sounds like it's worse." He thinks the Mitel contract would have something to make sure  
321 the calls get through or you should have been told emergency numbers wouldn't get through. Regarding the public  
322 comment and sticking to the agenda, it is his opinion it's a bad idea to keep people from speaking and if you try to  
323 silence people you are hiding something. He further states "I would look at what a defamatory remark is because you  
324 don't want to silence people from making legitimate complaints; these questions still need to be answered. If the  
325 complaint is about the Superintendent the Board is the overseer. It's not defamatory if it's a legitimate concern". Mr.  
326 LoVerme responded, when it has to do with the person's character it needs to be done in non-public. Mr. Lavallee  
327 states "when I asked, could this be true I was told it went against a person's character, I am fully within my rights and  
328 the information came to us, the truth is we have a right to know by your only employee if its true or not". He suggests  
329 researching what is a defamatory remark.

330

331 Ms. Susan Ciatto raised concern if the public can only comment on agenda items and if, as she has experienced, when  
332 she emails the Board, they do not email back; how does she ask how her concern is being addressed. Mr. LoVerme  
333 responded, you can email the Superintendent to get it put on the agenda; if it has to do with the Superintendent you  
334 can email the Board. She asks her concern be placed on the agenda. She suggested the process be put on the website

335 how to get topics discussed. She will send an email to have it placed on the agenda. She notes she did not receive an  
336 email regarding the 732 numbers and has heard an email was sent to parents on two separate occasions. She spoke  
337 regarding having the board meetings videotaped and comments 6 more people watching is a good thing. As a PTO  
338 member, she would be happy to help get the word out. She believes people would want to watch at home. Mr. Clark  
339 spoke regarding the complaint process that there is a 3 tier process similar to a corporate structure, 1<sup>st</sup> is the teacher,  
340 then principal, Superintendent and then the school board and lastly the DOE. Ms. Ciatto finds the policy is different  
341 depending on who it is related to. Mr. Clark confirmed part of the policy committee's job is to streamline the process  
342 If there is a concern about a complaint not being addressed it moves up the process. She requests procedures be clear.  
343 Mr. Clark responds there is discussion in creating some sort of pamphlet or cheat sheet of what to expect but it's just a  
344 discussion; the hope is to increase communication abilities.

345  
346 Ms. Laura Gifford spoke noting if you want to be transparent, by prohibiting people to speak is strangling or gagging.  
347 She notes "as a school board, consider that usually people come to hear or do a little dialog or have some sort of input  
348 and sometimes they can't get on the agenda or want to bring information as sometimes things don't get to you when  
349 they should.

350  
351 Mr. Lavallee questioned if the school board was aware of Mr. Dailey's email he forwarded back to them. "Mr. Ballou  
352 and Mr. Dailey were only ones on the reply and his response did not follow guidelines of KEB and no one realizes".  
353 He does not believe anyone knew we were on step 1 until he spelled it out. His lawyers told him "they can do stuff  
354 like this with the Department of Education" and if he keeps getting no answers... He noted there is no amount of  
355 money he will spend for the safety and education of his kids.

356  
357 Ms. Lisa Post spoke indicating she thinks utilizing Facebook is great. She says if needed, it can be filed on Facebook;  
358 it doesn't have to be official. The town already does this and doing it with a private person is great for transparency.  
359 She comments there is a shortfall this year and you are employing people above salary and hiring two teachers and a  
360 gym teacher at a higher salary than a science teacher. "If we need to spend our money somewhere it is in science and  
361 English". Regarding the deficit for food service, since 2014, nothing has ever been done. There are a lot of schools  
362 and PTO's that are raising funds to cover this through fund raisers. She suggests the Board along with the PTO reach  
363 out to help those students who cannot afford it. Ms. Ciatto questioned how is doing a fundraiser different than raising  
364 it through taxation? Mr. Lavallee responded it is voluntary. Ms. Post asks the Board to be cognizant of all ends as  
365 some cannot afford their taxes now.

366  
367 Mr. Lavallee questioned if people would pay a little more for better food. Restaurants are in the market to make  
368 money and is there a way to quantify that in a town this small. Mr. LoVerme responded, the food service committee  
369 will look at the whole lunch program at FRES and WLC once the committee is formed. Superintendent confirmed the  
370 committee should be formed in a week.

371  
372 **XIII. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

373 *A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to enter Non-Public Session to*  
374 *discuss personnel matters RSA 91-A: 3 II (A) (C) at 9:25pm.*

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

376  
377 *MOTION to hear resident complaint in non-public with council by Mr. Legere and SECONDED by Mr. Clark.*  
378 *Voting: four ayes; two nays by Mr. Vanderhoof and Ms. Lemire and one abstention from Mr. LoVerme. motion*  
379 *carried.*

380  
381 A non-public session to be scheduled for next meeting regarding personnel matters.

382  
383 *A MOTION was made by Mr. Legere and SECONDED by Ms. Cloutier-Cabral to exit Non-Public Session*  
384 *at 10:39pm.*

385 *Voting: six ayes via roll call vote; one abstention from Mr. LoVerme motion carried.*

386

387 **RETURN TO PUBLIC SESSION**

388 The Board entered public session at 10:39pm.

389

390 *A MOTION was made by Mr. Legere and SECONDED by Ms. Cloutier-Cabral to seal the minutes of the non-public*  
391 *session.*

392 *Voting: six ayes; one nay from Mr. Vanderhoof motion carried.*

393

394 **XIV. ADJOURNMENT**

395 *A MOTION was made by Mr. Legere and SECONDED by Ms. Cloutier-Cabral to adjourn the Board meeting at*  
396 *10:39pm.*

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

398

399 *Respectfully submitted,*

400 *Kristina Fowler*

401

DRAFT

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)*  
9

10 *Superintendent Bryan Lane, Principal Tim O'Connell, Curriculum Coordinator Julie Heon, and Clerk Kristina*  
11 *Fowler*  
12

13 **I. CALL TO ORDER**

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

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.*  
20

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.*  
23

24 **RETURN TO PUBLIC SESSION**

25 The Board entered public session at 6:42pm.  
26

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.*  
29

30 **III. ADJUSTMENTS TO THE AGENDA**

31 Superintendent requested to add additional nominations.  
32

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.*  
35

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.  
41

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 exits 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.  
102  
103

## 104 **VII. WORKSHOP PLANNING**

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

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. \**  
154

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.*

217  
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 Lavallee 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.*  
316

#### 317 • **RETURN TO PUBLIC SESSION**

318 The Board entered public session at 8:28pm.  
319

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*

**Property & Liability Program  
Contribution Assurance Program (CAP) Agreement  
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT  
PLEASE READ CAREFULLY**

Primex<sup>3</sup> is offering members in our **Property & Liability Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex<sup>3</sup> agrees to guarantee that your annual contribution increase will not exceed seven percent (7%) of the prior year's contribution. Because performance matters with Primex<sup>3</sup>, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex<sup>3</sup> Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex<sup>3</sup> programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex<sup>3</sup> Property & Liability Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

**FY 2021 July 1, 2020 through June 30, 2021**  
(maximum 7% increase over July 1, 2019 through June 30, 2020 contribution)

**FY 2022 July 1, 2021 through June 30, 2022**  
(maximum 7% increase over July 1, 2020 through June 30, 2021 contribution)

**FY 2023 July 1, 2022 through June 30, 2023**  
(maximum 7% increase over July 1, 2021 through June 30, 2022 contribution)

By signing this Agreement, the **Wilton-Lyndeborough Cooperative School District** agrees to extend its risk pool membership and participation in the Primex<sup>3</sup> **Property & Liability Program** for three coverage period years, through **June 30, 2023**. The **Wilton-Lyndeborough Cooperative School District** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Wilton-Lyndeborough Cooperative School District** agrees that the seven percent (7%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex<sup>3</sup> **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Wilton-Lyndeborough Cooperative School District** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and

**Wilton-Lyndeborough Cooperative School District**  
March 1, 2019  
PL-2023-07-3

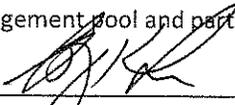
year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

The **Wilton-Lyndeborough Cooperative School District** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex<sup>3</sup> Property & Liability Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex<sup>3</sup> acknowledges that the **Wilton-Lyndeborough Cooperative School District** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Wilton-Lyndeborough Cooperative School District** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Wilton-Lyndeborough Cooperative School District** by notice to Primex<sup>3</sup> made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Wilton-Lyndeborough Cooperative School District**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Wilton-Lyndeborough Cooperative School District** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Wilton-Lyndeborough Cooperative School District** with legal authority to contractually bind the **Wilton-Lyndeborough Cooperative School District** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex<sup>3</sup> risk management pool and participation in the Property & Liability Program.

  
\_\_\_\_\_  
Authorized Representative  
of the Governing Body

*Superintendent*  
\_\_\_\_\_  
Title

*5/15/19*  
\_\_\_\_\_  
Date

*Bryan K. Lane*  
\_\_\_\_\_  
Print Name

**RESOLUTION TO ENTER PRIMEX<sup>3</sup>  
Property & Liability Contribution Assurance Program (CAP)**

**RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex<sup>3</sup> in each year of membership shall be as then set forth in the Coverage Documents of Primex<sup>3</sup>.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Wilton-Lyndeborough Cooperative School District** adopted on \_\_\_\_\_.

Board: \_\_\_\_\_

Title of Board

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ duly authorized

Date: \_\_\_\_\_

**Wilton-Lyndeborough Cooperative School District**

March 1, 2019

PL-2023-07-3

**Wilton-Lyndeborough Cooperative School District**  
**School Administrative Unit #63**

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

Bryan K. Lane  
Superintendent of Schools

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

Lise Tucker  
Business Administrator

To: WLC School Board  
From: Bryan Lane  
Subject: Technology Audit Bid  
Date: May 20, 2019

A request for proposal (RFP) – bid went out for the purpose of providing services for a technology audit for the district. We received communication from four bidders and received two bids in return. The request for proposal included the following:

Adhering to NIST SP 800 standards including:

171:3.1.1	171:3.6.1	171:3.12.2
171:3.1.2	171:3.6.2	171:3.12.3
171:3.1.5	171:3.7.1	171:3.13.1
171:3.1.8	171:3.7.2	171:3.13.6
171:3.1.13	171:3.7.3	171:3.13.16
171:3.1.16	171:3.8.1	171:3.14.1
171:3.1.18	171:3.8.2	171:3.14.2
171:3.2.1	171:3.8.3	171:3.14.3
171:3.2.2	171:3.8.5	171:3.14.4
171:3.3.1	171:3.9.1	171:3.2.7
171:3.3.2	171:3.9.2	171:3.12.1
171:3.4.1	171:3.10.1	171:3.5.2
171:3.4.2	171:3.10.2	171:3.11.3
171:3.4.7	171:3.11.1	
171:3.5.1	171:3.11.2	

In addition to audit systems to determine:

Auditing history for telephone system including if recording of conversations took place, who did the auditing, under whose approval and the documentation for such auditing. Determine that if recording took place, were monitored recordings in violation of FERPA or HIPPA protected information. Information to come from vendor.

Auditing history for email systems including if monitoring of email took place, who did the monitoring, under whose approval and the documentation for such monitoring. Determine that if monitoring took place, were monitored emails in violation of FERPA or HIPPA protected information. This is to include internal and external systems.

Auditing history for internet monitoring (screen mirroring) including if monitoring took place, who did the monitoring, under whose approval and the documentation for such monitoring. Determine that if monitoring took place, were monitored recordings in violation of FERPA or HIPPA protected information. If such monitoring took place, was there any monitoring of personal email.

Proposals should include:

- The ability to do the entire scope of work
- If portions of the scope of work cannot be accomplished, what, if any, regulations would restrict the ability to those portions of the scope of work
- The estimated time to complete the scope of work
- The requirements of the vendor to access resources from within SAU 63
- The requirements of the vendor to access resources outside SAU 63

Focal Point

\$45,880

Corporate Data and Voice Solutions

\$18,225

The specifics of the bid are included in this document.

To that purpose I recommend a:

Motion that the Wilton-Lyndeborough Cooperative School Board award the Technology Audit Bid to Corporate Data and Voice Solutions in the amount of \$18,225. Furthermore, for the school board to authorize to the sum of \$18,225 be withdrawn from the Wilton-Lyndeborough Cooperative Technology Advancement Capital Reserve Fund for the purpose of funding the technology audit.

# **RFI response – for Phone System Technology Audit**

**RFI ID:**

**Wilton School District – Technology Audit - 02262019**

**Phone System Technology Audit**

## **Proposed Solution: ATOM Technology Audit**

**Submitted To:**

**Bryan Lane**

**Phone (603) 732-9170**

**E-mail: [b.lane@sau63.org](mailto:b.lane@sau63.org)**

**Lise Tucker, Business Administrator**

**Phone (603) 732-9174**

**E-mail: [l.tucker@sau62.org](mailto:l.tucker@sau62.org)**

**Submitted By:**

**Kristi Sturgeon, Client Specialist**

**Phone (603) 458-6229**

**E-mail: [ksturgeon@corpdvs.com](mailto:ksturgeon@corpdvs.com)**



**Corporate Data & Voice Solutions**

**Wilton-Lyndeborough Cooperative School District  
School Administrative Unit #63**

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

Bryan K. Lane  
Superintendent of Schools

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

Lise Tucker  
Business Administrator

**REQUEST FOR PROPOSAL**

January 31, 2019

**BID FOR:** Technology Audit for SAU 63

Proposals for the following will be received until **February 26, 2019**. Please ensure that the proposal is sent to the attention of Lise Tucker, Business Administrator via email at [l.tucker@sau63.org](mailto:l.tucker@sau63.org) or to the Office of the Superintendent of Schools, located at the address above.

*The Wilton-Lyndeborough Cooperative School District reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The District reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The District also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.*

Any questions, please contact Bryan Lane at (603) 732-9170 or via email at [b.lane@sau63.org](mailto:b.lane@sau63.org) and/or Lise Tucker at (603) 732-9174 or via email at [l.tucker@sau63.org](mailto:l.tucker@sau63.org).

---

**Please Complete and return full invite with Submission:**

Bidding Company Name: Corporate Data and Voice Solutions

Address: 59 Stiles Rd, Suite 201, Salem, NH 03079

Authorized Rep.: Kristi Sturgeon Signature: Kristi Sturgeon

Telephone: 603-458-6229 Date: 02/26/2019



Corporate Data & Voice Solutions

Corporate Data & Voice Solutions, Inc.  
59 Stiles Road  
Salem, NH 03079  
www.corpdvs.com

## Statement of Work

<b>Project:</b> HB1612 <b>Project ID:</b> CDVS 100250 <b>Date:</b> February 25, 2019	<b>Prepared for:</b> Bryan Lane Wilton-Lyndeborough Cooperative School District 192 Forest Road Lyndeborough, NH 03082
--	---

Thank you for engaging Corporate Data & Voice Solutions (CDVS) to provide technical services to SAU 63 (Customer) through our partner, The Atom Group. This statement of Work specifies deliverables and associated services with service duration estimates and corresponding charges. Upon mutual signature, this Statement of Work shall constitute an agreement and shall incorporate and be part of the terms and conditions stated herein.

### ○ Project Overview and Scope

#### *EXECUTIVE SUMMARY*

In partnership with CDVS, The ATOM Group will perform a comprehensive IT Risk Assessment, including External and Internal Vulnerability Scans to identify any risks to the security, availability and confidentiality of the external IT systems of SAU 63. By taking this proactive approach to penetration testing, it will allow SAU 63 to efficiently remediate any known vulnerabilities - Ultimately creating a more secure network.

At ATOM, Risk Assessments are delivered as a combination of process and environmental audits, automated software information gathering and manual engineering analysis, as well as an in-depth discussion of best practices for risk assessment. Our subject matter experts use this holistic approach to provide a thorough assessment of the system landscape and rank risks in accordance with best practices.

This work will be overseen by **Jason Sgro, Partner and Security Practice Manager at ATOM**. Formerly, Jason was Head of Corporate Information Systems and Chief Security Officer for Health Data Compliance at Agamatrix, a global company which manufactured medical devices, HIPAA-compliant cloud services and white label products for Sanofi, CVS, Target, Kroger, and Walgreens. In addition, Jason also oversaw data center operations for the 3 global data centers and Amazon Web Services cloud products. Before that Jason was a Site Security Focal and Business Information Security Manager for Hewlett-Packard Company.

#### *SCOPE OF WORK*

ATOM's Comprehensive SAU HB1612 Readiness Audit offering is made up of the following services:

1. Software-based Pen Test of all external network endpoints.
2. Software-based security vulnerability scan full internal subnets (up to 4 sites).
3. Software-based credentialed patch scan of internal subnets (up to 4 sites).
4. Engineer-based review of any insecure/unsupported software/hardware
5. Engineer-based analysis of reported security issues.
6. Engineer-based IT Vendor & Support Contracts Evaluation

Tel (603) 890-3421

E-Mail us: [info@corpdvs.com](mailto:info@corpdvs.com)

Fax (603) 890-3471



Corporate Data & Voice Solutions

Corporate Data & Voice Solutions, Inc.  
59 Stiles Road  
Salem, NH 03079  
www.corpdvs.com

7. Engineer-based IT Documentation Review (up to 8 hours).
8. Engineer-based Infrastructure Architectural Evaluation.
9. Onsite Interviews with critical stakeholders (up to 6 interviews).

Deliverables:

1. Formal report of HB1612 Readiness & Information Security Plan.
2. Onsite presentation to discuss findings and recommendation for remediations.
3. Custom written HB1612 Data Security Plan.

*Custom-tailored, itemized pricing for any of the above listed services or deliverables is available upon request.*

**○ Project Completion Criteria**

This project shall be accepted as complete upon Customer written acceptance of all deliverables specified above plus any mutually executed Change Orders associated with this Statement of Work. Such acceptance shall include successful testing of all Customer IT environment components affected by Axis-delivered services.

**○ Change Order Process**

1. In the event it is necessary to change this Statement of Work the following procedure will be used:
2. A change order document will be executed by the parties describing the nature of the change and any changes to the original work products that may occur as a result of the change order. The change order shall identify extended charges to the original statement of work estimate, if any. All change order work will be billed at a rate of \$225.00.
3. Either party may initiate a change order request. Upon mutual execution, the change order document will be incorporated into and made part of this original statement of work.

**○ Budget**

(Not including authorized after-hour services unless otherwise noted below)

<b>Project Assessment and Deliverable</b>		<b>\$18,225.00</b>
	<b>Project Total</b>	<b>\$18,225.00</b>

**○ Location of Work Facilities**

All services related to this Statement of Work will be performed at the Customer location of 1 Chalet Drive, Wilton, NH 03086 and remote locations.

**○ Customer Responsibilities**

Tel (603) 890-3421

E-Mail us: [info@corpdvs.com](mailto:info@corpdvs.com)

Fax (603) 890-3471



Corporate Data & Voice Solutions

Corporate Data & Voice Solutions, Inc.  
59 Stiles Road  
Salem, NH 03079  
www.corpdvs.com

1. Customer's Engagement Manager for this Statement of work will have the authority to make project decisions and represent Customer in all matters relating to this SOW.
2. Customer will provide access to relevant staff, facilities and computer systems as required for CDVS to deliver services outlined in this SOW.
3. Customer will offer reasonable facility accommodations for the CDVS project team when on-site at Customer location.
4. Customer will be responsible for, and assume the risks of any problems resulting from the content, completeness, accuracy and consistency of any data, materials and information supplied by Customer.
5. Customer shall acknowledge the completion of this Statement of Work in writing including acceptance of all deliverables.

### ○ Post Project Support

Upon completion of this Statement of Work, a variety of support options are available. These include:

1. An CDVS Managed Services contract
2. A vendor and/or manufacturer support contract
3. On-site and/or remote CDVS technical services available on a time and materials basis

Please contact your CDVS Account Manager to determine which options best suit your support requirements.

### ○ Authorization

Client's signature and acceptance of this Statement of Work shall be deemed an agreement that all terms and conditions contained herein are acceptable.

Wilton School District Authorization	CDVS Authorization
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

Tel (603) 890-3421

E-Mail us: [info@corpdvs.com](mailto:info@corpdvs.com)

Fax (603) 890-3471



Corporate Data & Voice Solutions

Corporate Data & Voice Solutions, Inc.  
59 Stiles Road  
Salem, NH 03079  
www.corpdvs.com

## Terms and Conditions

- 1. CONFIDENTIALITY:** Both Parties agree that all business and technical information shared between them in performance of this SOW shall be regarded as confidential and proprietary and shall be protected accordingly and not disclosed to any third party without mutual consent.
- 2. COMPENSATION:** Customer agrees that it shall compensate CDVS for services rendered including reasonable and documented expenses incurred solely and directly with the provision of services such as travel or 3<sup>rd</sup> party services contracted by CDVS with Customer consent.
- 3. EMPLOYEE SOLICITATION:** Both Parties agree that while this Agreement is in effect and for a period of twelve (12) months thereafter, neither party, directly or indirectly, shall hire, engage, solicit or take away, or attempt to hire, engage, solicit or take away, any employee of the other Party.
- 4. WARRANTIES:** CDVS represents and warrants that all Services performed under this Agreement shall be performed in a professional and workmanlike manner, consistent with industry standards for similarly situated companies. However, CDVS disclaims all CDVS warranties with respect to work products or deliverables of its services, manufactured devices or software code, either expressed or implied, including but not limited to, the implied warranties of title, merchantability and fitness for a particular purpose.
- 5. LIMITATION OF LIABILITY:** CDVS and its agents will not be liable for any loss or damage claimed to have resulted from the use, operation or performance of the products, work products or deliverables it provides to Customer. In no event will either party be liable to the other party or its affiliates for (A) any special, indirect, incidental, punitive, or consequential damages, even if such first party has been advised of the possibility thereof, (B) any damages resulting from latent defects, loss of data, revenue or profits, or (C) any claim whether in contract or tort, that arose more than one (1) year prior to institution of suit therein, except for damages resulting from personal injury or tangible property damages proximately resulting from negligence. CDVS' aggregate liability hereunder, if any, shall be strictly limited to the amount paid or payable by Customer pursuant to this Statement of Work.
- 6. AFTER-HOUR CHARGES:** Upon written mutual consent, CDVS may provide services to Customer after normal business hours (8AM-5PM, Monday through Friday). In that event, Customer agrees to compensate CDVS one and a half times its normal T&M hourly rate for services provided after hours or over 40 hours per week per resource, Monday through Friday; and twice its normal T&M hourly rate for services provided on week-ends and holidays.
- 7. TERMINATION:** Either party may terminate this Statement of Work with or without cause upon ten (10) days prior written notice. Except if the Customer terminates this Statement of Work as a result of CDVS gross negligence or willful misconduct, upon such termination Customer shall remain responsible for any fees for applicable services that remain unpaid which were performed by CDVS prior to the effective date of such termination.
- 8. DISPUTES:** In the event of any dispute, controversy or claim between the Parties arising out of or relating to the Agreement, or the breach, termination or invalidity thereof (collectively, a "Dispute"), the Parties shall attempt in the first instance to resolve such Dispute through friendly consultations between the Parties. If such consultations do not result in a resolution of the Dispute within thirty (30) days after notice of a Dispute is delivered by either Party, then either Party may pursue all of its remedies available pursuant to the Agreement. The Parties agree to attempt to resolve all Disputes arising hereunder promptly, equitably and in a good faith manner. In the event any Dispute hereunder results in litigation, the parties agree that the venue for such litigation shall be conducted in the courts of the State of New Hampshire.

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9. **FORCE MAJEURE:** In the event either party shall be delayed or hindered in or prevented from the performance of any act required in this Statement of Work by reasons beyond such party's control, then performance of such act shall be excused for the period of such delay.
10. **TERM:** This Statement of Work shall be deemed complete and closed upon Customer acceptance and payment in full to CDVS for services rendered. However, these Terms and Conditions associated with this Statement of Work shall remain in force for one (1) year following SOW completion.

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## I. Specifications – Scope of Work

To determine if SAU 63 is:

Adhering to NIST SP 800 standards including:

171:3.1.1	171:3.6.1	171:3.12.2
171:3.1.2	171:3.6.2	171:3.12.3
171:3.1.5	171:3.7.1	171:3.13.1
171:3.1.8	171:3.7.2	171:3.13.6
171:3.1.13	171:3.7.3	171:3.13.16
171:3.1.16	171:3.8.1	171:3.14.1
171:3.1.18	171:3.8.2	171:3.14.2
171:3.2.1	171:3.8.3	171:3.14.3
171:3.2.2	171:3.8.5	171:3.14.4
171:3.3.1	171:3.9.1	
171:3.3.2	171:3.9.2	
171:3.4.1	171:3.10.1	
171:3.4.2	171:3.10.2	
171:3.4.7	171:3.11.1	
171:3.5.1	171:3.11.2	
171:3.5.2	171:3.11.3	
171:3.2.7	171:3.12.1	

In addition to audit systems to determine:

Auditing history for telephone system including if recording of conversations took place, who did the auditing, under whose approval and the documentation for such auditing. Determine that if recording took place, were monitored recordings in violation of FERPA or HIPPA protected information. Information to come from vendor.

Auditing history for email systems including if monitoring of email took place, who did the monitoring, under whose approval and the documentation for such monitoring. Determine that if monitoring took place, were monitored emails in violation of FERPA or HIPPA protected information. This is to include internal and external systems.

Auditing history for internet monitoring (screen mirroring) including if monitoring took place, who did the monitoring, under whose approval and the documentation for such monitoring. Determine that if monitoring took place, were monitored recordings in violation of FERPA or HIPPA protected information. If such monitoring took place, was there any monitoring of personal email.

Proposals should include:

- The ability to do the entire scope of work
- If portions of the scope of work cannot be accomplished, what, if any, regulations would restrict the ability to those portions of the scope of work
- The estimated time to complete the scope of work
- The requirements of the vendor to access resources from within SAU 63
- The requirements of the vendor to access resources outside SAU 63
- Cost to produce the audit

## **II. Terms of Contract**

### **1. Duration**

The contract made pursuant to this bid will be in effect between **March 15, 2019 and May 24, 2019.**

### **2. Delivery of Services**

The contractor will be responsible for all the personnel and equipment needed to perform the work as outlined above. Access to SAU resources must be requested in writing.

### **3. Invoices**

Pre-numbered MONTHLY itemized invoices are required for payment. The invoices must include the contractor's name, address, work performed and materials purchased., and terms of payment.

Invoices shall be addressed to the Wilton-Lyndeborough Cooperative School District, c/o Business Administrator, Lise Tucker 192 Forest Road, Lyndeborough, NH 03082.

### **4. Certificate of Insurance**

Such policy will name the School District as a co-insured. A certificate of such insurance must be received by the Business Administrator at the time of the proposal. The bidder will immediately notify the School District if it receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intend to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the School District as an additional insured.

### **5. Assignment**

The successful bidder shall not assign the contract without receiving prior expressed written agreement by the School District. Item 4 will apply to this reassignment as well.

### **6. Breach of Contract**

Failure to adhere to and comply with any of the conditions and specifications of this bid and the contract, will subject the contract to cancellation forthwith upon written notice of the School District. In the event of cancellation of the contract and the necessity to bid or otherwise negotiate a new contract with another bidder,

the original successful bidder will be responsible for indemnifying the district for costs incurred in obtaining a new contract.

### **III. Award**

#### **1. Date**

The awarding of this proposal, if it is in the best interest of the district and contingent upon approval by the School Board and Superintendent, will be made on March 5, 2019. The Business Administrator will contact the awarded bidder by either phone or email within seven days of this date.

#### **2. Purchase Order Commitment**

A purchase order from the School District will be made available to the contractor once all obligations of this proposal and contract are met by either phone or email.



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## Addendum

05/01/2019

Auditing history for telephone system including if recording of conversations took place, who did the auditing, under whose approval and the documentation for such auditing. Determine that if recording took place, were monitored recordings in violation of FERPA or HIPPA protected information. Information to come from vendor.

Auditing history for email systems including if monitoring of email took place, who did the monitoring, under whose approval and the documentation for such monitoring. Determine that if monitoring took place, were monitored emails in violation of FERPA or HIPPA protected information. This is to include internal and external systems.

Auditing history for internet monitoring (screen mirroring) including if monitoring took place, who did the monitoring, under whose approval and the documentation for such monitoring. Determine that if monitoring took place, were monitored recordings in violation of FERPA or HIPPA protected information. If such monitoring took place, was there any monitoring of personal email.

***ATOM to perform auditing of logging from phone systems, windows desktops, servers, network infrastructure and any other logging available to us. Their process is to aggregate the logs through our SPLUNK system which is developed to painstakingly go through record my record to produce and automated, accurate analysis of what happened and when. In the cases where there is suspicious activity, we have a trained engineer investigate the records to determine if unauthorized behavior occurred. If it did not, we will assert that at the conclusion of our investigation.***

Wilton-Lyndeborough Cooperative School District  
Strategic Planning Committee

*Develop information for the School Board.*

<b>Investigate possibility of rolling average funding formula</b> <ul style="list-style-type: none"><li>• <i>Investigated</i></li><li>• <b>Outcome</b>-District cannot adjusted apportionment agreement until March 2019</li></ul>
<b>School Calendar</b> <ul style="list-style-type: none"><li>• Consider alternatives</li><li>• <b>Outcome</b>-Pending</li></ul>
<b>Food Service Options</b> <ul style="list-style-type: none"><li>• <b>Outcome</b>-Created a separate food service committee</li></ul>
<b>School Administrative Structure</b>
<b>Building Utilization &amp; Planning /Review SAU Configuration/Adding Towns</b> <ul style="list-style-type: none"><li>• Demographic study</li></ul>

Wilton-Lyndeborough Cooperative School District  
Goals and Objectives

0-12 Months	1-2 Years	3-5 Years
<p><b>Evaluate/improve/track student achievement</b></p> <ul style="list-style-type: none"> <li>• <i>Determine best assessment tool</i></li> <li>• <i>Define process for surveying students out of school</i></li> <li>• <i>Start/continue discussions with grades 6-10 on where they are going</i></li> </ul>	<p><b>Consider developing a program such as trade/career school or working with other districts</b></p> <ul style="list-style-type: none"> <li>• <i>Bring in outside people to talk about career choices students may not be aware of</i></li> <li>• <i>Tap into community resources</i></li> <li>• <i>Explore several options to enhance non college bound student opportunities</i></li> </ul>	<p><b>School within a school-charter or gifted program</b></p>
<p><b>Increase student and staff pride and morale</b></p> <ul style="list-style-type: none"> <li>• <i>Move toward recognizing excellence throughout the district by engaging staff and students with expanding opportunities for participation.</i></li> </ul>	<p><b>Develop a system to follow up to determine level of preparedness for career/college</b></p> <ul style="list-style-type: none"> <li>• <i>Start with 2017 graduates and follow up in 18-19</i></li> </ul>	
<p><b>Look for opportunities for Interscholastic Academic Competition</b></p> <ul style="list-style-type: none"> <li>• <i>Granite State Challenge-Determine when WLC is eligible to enter</i></li> <li>• <i>Math League</i></li> <li>• <i>Model UN</i></li> <li>• <i>Quiz Bowl</i></li> <li>• <i>Lego League</i></li> <li>• <i>Calculus League</i></li> </ul>	<p><b>Increased communication with town leadership</b></p> <ul style="list-style-type: none"> <li>• <i>Attend quarterly selectmen meetings</i></li> </ul>	
<p><b>More student involvement in district</b></p> <ul style="list-style-type: none"> <li>• <i>Explore student leadership role at board meetings (non-voting member)</i></li> </ul>	<p><b>Expand and monetize the RISE program</b></p> <ul style="list-style-type: none"> <li>• <i>Determine the amount maximum of tuition per state regulation</i></li> </ul>	
<p><b>Explore ways students can navigate the graduation process</b></p> <ul style="list-style-type: none"> <li>• <i>Provide additional guidance support</i></li> <li>• <i>Provide in house college representation</i></li> <li>• <i>Affiliation with 2 &amp; 4 year colleges</i></li> <li>• <i>Provide extra support to those students who may not have a support system</i></li> </ul>		