

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, March 5, 2019
Florence Rideout Elementary School-Library
6:30 p.m.**

Present: *Harry Dailey, Matt Ballou, Miriam Lemire, Joyce Fisk, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, and Alex LoVerme, (7:17pm)*

Superintendent Bryan Lane, Director of Student Support Services Betty Moore, Technology Director Kevin Verratti, Curriculum Coordinator Julie Heon and Clerk Kristina Fowler

I. CALL TO ORDER

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

II. ELEMENTARY STUDENTS OF THE MONTH

Teachers, Ms. Dane and Ms. MacPherson honored three kindergarten students from Lyndeborough Central School as students of the month.

III. PRESENTATION

i. Narcan-FRES Nurse Kim Sheridan

School nurse, Kim Sheridan gave a presentation regarding Narcan requesting the Board's approval for it to be stocked in each of the 3 school health offices. She spoke of the changing face of addiction and although Narcan is not needed for students in the elementary schools, situations could arise with visitors and parents. She spoke of no liability for the district and no cost as she applied for and received a grant. Training was coordinated and completed for school nurses and done by LeeAnn Moore, Chairperson of "Be the Change" during the last professional development day. She reviewed how the Narcan injectable and nasal spray works. Monadnock Community Hospital has guaranteed the district replacement product if it expires or is dispensed in the future. A standing order has been provided by a NH state appointed physician for Narcan which makes this available for distribution without a prescription. Furthermore, Convenient MD is willing to provide a standing order to be dispensed to overdose victims. Superintendent noted Primex was contacted and indicated as long as staff has been trained they don't have a concern and there is no liability. Questions were raised regarding substitute nurses and Ms. Sheridan agreed to train any substitute nurses or have training available through "Be the Change". Discussion was had regarding certain staff members being trained if a nurse was unavailable. Ms. Sheridan confirmed a nurse is qualified to do more of an assessment but a responsible adult should be able to administer it and she is willing to help with training. Ms. Sheridan confirmed there is no contraindication to Narcan as it only has one job which is focused and targeted; there are no ill effects to a person.

A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Fisk to approve the implementation of stocking Narcan.

Voting: all aye; motion carried unanimously.

A question was raised if a written policy is needed. Superintendent to research current policies to see if any can be amended to include this or a new one is needed. Chairman Dailey questioned if there was any objection to passing this along to the Policy Committee; no objection was heard.

IV. ADJUSTMENTS TO THE AGENDA

Superintendent informed members he provided an updated draft presentation and script for district meeting.

V. PUBLIC COMMENTS

There were no public comments to report.

VI. BOARD CORRESPONDENCE

a. Reports

55 **i. Superintendent's Report**

56 Superintendent reported working on the draft materials for district meeting. He has responded to the WLCTA. A
57 meeting is scheduled with the moderator for tomorrow to go over logistics for the district meeting. He had a good
58 conversation with the industrial arts teacher regarding moving toward engineering and away from woodworking. He
59 attended the emergency management meeting today; FRES is an evacuation center for Wilton. If a shelter opens it is
60 run by the Red Cross, is at their expense and is their responsibility. They would pay for electricity during the time it
61 was in use and they would come with a van equipped with needed items such as cots, blankets and food. No onsite
62 storage will be needed as previously thought. We would determine the logistics of things such as what rooms are
63 used and where pets can go. We completed a tour of FRES today and no adjustments are needed. He will work with
64 Mr. Erb to determine how much of the building is powered by the generator and update the plan which will be
65 provided to the Board for approval. He confirmed the annual maintenance for the generator is about \$1,200 and is
66 paid by the town. A question was raised if there was a plan in place for the industrial arts department regarding
67 engineering prior to purchasing the equipment. Superintendent responded that we have been moving toward this for
68 a long time. Woodworking is not recognized on a federal or state level for career and technology education,
69 although it is important. As we move toward sciences and Project Lead the Way, this is a "stair step" and has been
70 a plan since the beginning of the year to move in this direction. Superintendent reported meeting with MS teachers
71 and a proposal will come to the Board in May. He acknowledged the boys' basketball team worked hard, played
72 with class and never gave up.

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

74 In Ms. Tucker's absence the Superintendent provided an overview of her report which included Ms. LaBrie,
75 Finance Assistant will attend a labor law training session. The treasurer's reports will be forthcoming and thanking
76 Mr. Erb and the custodians for all the work they did over break. The legal documents such as MS-27 and warrant
77 articles have been sent to the DRA. He reports reviewing the 2018-19 expense report and that no purchases orders
78 will go out without his approval. He is going through this report, line by line, open or closed purchased orders to be
79 sure all encumbrances are in the right place. He notes a deficit in spending regarding ABA therapists; 4 students
80 moved in unanticipated and there have been tuition increases. A request may be made to look into withdrawing
81 from the special education capital reserve. His goal is to complete this review after the leadership team meeting this
82 week. He notes anything that involves student safety, specific or special education needs or things that we are
83 required to do will not be on hold and will be taken care of.

84 **iii. Principals' Reports**

85 Superintendent gave a brief overview of Principal Bagley's report in his absence. The top 10 have been announced
86 as well as the winner of the Daughters of the American Revolution competition. The industrial arts teacher received
87 a grant to create signs and work with the new machinery. Samples will be brought to the Board before they go out.
88 The spring concert was moved to May 23 to avoid conflict with a school board meeting. Senior projects will be
89 presented the week of April 1-5 if any Board members are interested in attending a schedule can be provided. The
90 Sustainability Fair is Saturday May 4. A brief discussion was had regarding the announcing of the top 10 at this
91 time in the school year and concerns were raised regarding the incentive to excel at this point. Superintendent
92 confirmed there are consequences if they don't keep up their grades and typically it is determined at the end of the
93 7th semester as that is when GPA points change. Some schools don't have top 10 instead have academic excellence.
94 Chairman Dailey notes he does not believe it has ever been announced this early. Superintendent will check with
95 Principal Bagley.

96
97 Superintendent provided an overview of Principal O'Connell's report in his absence which included Odyssey
98 (school wide enrichment program) begins the week of March 4. Several courses were created such as "Do Lego
99 Robotics" and "Stop-Motion Movie Making". The "artist in residence" is coming this month; it's more of a musical
100 piece. It's fun for students as well as a learning experience. He thanked Ms. Sheridan for working to coordinate a
101 pilot in-school dental program this May bringing free dental treatment to students at FRES. March 18-22 is "Read
102 Across America" week and if anyone is interested in reading to the students let us know. Ms. Hawkes will be on
103 maternity leave and Ms. Farina will be replacing her until the end of the year.

104 **b. Letters/Information**

105 **i. Adequacy Funding**

106 Superintendent provided a document with information on adequacy funding noting he has no agenda here, just
107 providing information. He had not known until last year that school nurses were not included in the formula for
108 adequacy funding. "The current formula does not pay for an adequate education in this state; all Superintendents
109 will tell you this." He suggested speaking with your state representative for further information. He confirmed we
110 receive Title I, special education funds and Medicaid and CAT (catastrophic) aid. Medicaid fluctuates based on the
111 students and you can apply for CAT aid if the special education student costs are over \$47,000 (approx.). He used

approximate numbers on the document and again just wanted to provide basic information as he would have assumed if something is required, it would be part of the formula.

ii. Expenditure Report 2018-19

Superintendent reports, as discussed before he is “diving” into this with both feet and hands. He will have an accurate report on what we need and how we will get it for the next meeting. The tuition alone for a special education student is \$115,000.

VII. CONSENT AGENDA

There was no consent agenda to report.

VIII. DISTRICT MTG. FINAL PREP.

Superintendent provided options for the presentation along with a script. At the last meeting it was determined who would make the first motion but not the second. He listed Mr. LoVerme to motion second for article #04 (budget) as he is the budget committee liaison. He listed Mr. Legere to #05 (capital reserve) as he is a member of the facilities committee. These can be changed. Discussion was had regarding whether or not the budget reduction slides should be included. Mr. Vanderhoof suggested to strike on slide 8 the second and fourth bullet (this slide indicates the budget as presented allows for these items and slide 10 lists them in areas of reduction that could be considered); no objection heard. Mr. Vanderhoof voiced concerns that the SAU presented number includes “all the stuff” and we are not presenting that number, we are presenting a number that will need reductions. “No votes have been taken on any reductions”. He feels this is confusing to have it presented. Discussion was had regarding this and the heading of “Budget Reductions” and should be changed or not. Some of the ideas shared were, adding “potential” or “areas of consideration”. It was noted when it says “budget reductions”, it should be clarified it refers to reductions from SAU proposed budget not from the supported budget. Mr. Legere spoke to clarify the intent of presenting the reduction information is to bridge the gap between the SAU presented budget number and the number on the warrant article. It was noted that it was requested by the public if someone wanted to make a motion to add money back in the budget the public wanted options of things that may be considered for reduction. Superintendent clarified it shows more than \$163,000 in order to provide options. Mr. Vanderhoof questioned if there was a way to put this information out without it being on a slide. He raised concerns again regarding presenting a recommended number (number on warrant) and also presenting the reductions to get from another number (the SAU proposed). “There has been nothing voted on to approve this. We are not taking anything we have away.” He understands the public’s input but as far as a presentation that includes reductions, he believes is strange. Some members explained that the information is on the website, has been discussed at the previous meeting and should be available to all members of the public, (not all will go to the website to review) and not to provide the same information is a mistake. Mr. Vanderhoof suggests instead the decisions and votes on what the reductions will be should be done this evening. Chairman Dailey voiced concern with the heading “Budget Reductions” and not the information on the slide, these are potential reductions between the variance from the SAU presented number and the supported number. Chairman Dailey spoke of the importance based on last year’s vote to give a presentation on full day kindergarten and what the results are. It was noted the data on slide 7 is confusing in particular the “probable and transitional readers” piece. The slide will be adjusted for clarification. Adjustments will be made to the script which the presenter can use or not. The following suggestions were made to change slide 10 in the first bullet to say “areas of reduction from the initial proposed SAU presented budget” or “areas of consideration”, or just have slide 10 with bullets listed and slide 9 include the “areas of” piece. Slide 9 will be amended to include “SAU requested budget” and change “approved” to “recommended”. It is also suggested the language be consistent. Mr. Vanderhoof continued to voice concern regarding the reduction piece. Mr. Ballou is not in favor of providing information to one set of voters and not providing the same to everyone. Mr. Legere explains the Board recommended a budget number but never provided a level of detail of what was in it or not in it; the budget that provided detail was the SAU presented budget. He believes this slide is to meant to provide information and it was a clear and a loud request from the public. Consensus was to remove the header of slide 10 and replace it with “Areas for school board to consider in meeting the recommended budget of \$12,598,674 and increase the font. Superintendent confirmed once the budget is approved it needs to be submitted to the DOE. The budget will have line reductions; we can make transfers but will have to produce a line item budget showing areas of reduction. Transfers over \$5,000 are approved by the School Board and are a public document. Discussion continued regarding the slides referring to reductions. Superintendent spoke that there had always been a defined line item but because of the timing we didn’t get a chance to do it; we have timelines and deadlines and went passed them. That is why we have things completed based on the timeline and the process didn’t avail itself. Chairman Dailey voiced the voters are the ones who make the decision and he thinks the more information we can get out there the better as long as we clarify (if you vote the budget we recommend), we are not saying these are the things that will be cut, we are saying these are potential areas we could look at, because it is out there and the public requested it many times.

170
171 *A MOTION was made by Mr. Ballou and SECONDED by Mr. LoVerme to accept the slides as amended by*
172 *Superintendent Lane.*
173 *Voting: six ayes; one nay from Mr. Vanderhoof, motion carried.*
174

175 Superintendent noted one thing left out in the things to consider is adjusting the CPI index to lower utility increases
176 (approximately \$20,000) and asked if anyone was opposed to adding that to slide 10. No objection was heard. It
177 was confirmed there are no handouts except the annual report. A slide was not added to show the Capital
178 Improvement Plan because of the small print. It is in the annual report on page 40. Chairman Dailey requests
179 members arrive to district meeting a half hour early.
180

181 **IX. ACTION ITEMS**

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

183 *A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Lemire to approve the minutes of February 19,*
184 *2019 as amended.*

185 *Voting: all aye; motion carried unanimously.*
186

187 **b. Policies-1st Reading**

188 **i. EB-Safety Program**

189 Mr. Ballou reviewed that this is the first reading of these policies. Changes to some of the policies were
190 recommended by the Joint Loss Management Committee. He reviewed changes in red to policy EB. He pointed out
191 a sign off sheet for acknowledgement of the safety plan will be signed by employees and placed in their personnel
192 file. This policy will be brought back for a second reading.

193 **ii. EBBB-Accident Report**

194 Mr. Ballou reviewed this policy had a lot of language changes for clarification on accident reports. The reports are
195 being reviewed by the Joint Loss Management Committee instead of the Principal. This policy will be brought back
196 for a second reading.

197 **iii. GBEBA-Staff Dress Code**

198 Mr. Ballou reviewed the focus of jeans in this policy has been removed; more general language has been used.
199 Themed clothing may be worn with the Superintendent's approval (example Pajama Day, or St. Patrick's Day or for
200 fund raising). Chairman Dailey questioned if the members are comfortable that this policy covers "Jeans Friday".
201 No objection was heard. Superintendent confirms for fund raising, the request needs to be in writing to him, include
202 the purpose, who keeps the funds and how can we have an accounting of it. This policy will be brought for a second
203 reading.

204 **iv. BZZZ-School Board Member Stipends**

205 Mr. Ballou reported a stipend policy was created as requested by the Board and the committee feels this addresses
206 the concerns. Superintendent confirmed the stipends would be paid out in the first pay period of March and the
207 form is requested in advance because it is easier for the business office to have it earlier in September. Mr.
208 Vanderhoof noted it seems odd that we wouldn't make sure each member would sign it and would just assume if
209 you don't sign it you don't want to the stipend. He is in favor of having a signature for each member. This policy
210 will be brought back for a second reading.
211

212 **X. COMMITTEE REPORTS**

213 **i. Policy Committee**

214 Mr. Ballou reported the committee discussed the policies brought this evening. The February 12 meeting was
215 moved to February 20 due to the weather. The next meeting will be determined by the next Board.
216

217 **XI. RESIGNATIONS / APPOINTMENTS / LEAVES**

218 Superintendent reiterated a long term substitute, Mrs. Farina is coming in for Ms. Hawkes (2nd grade).
219

220 **XII. PUBLIC COMMENTS**

221 Ms. Becky Sours, resident, informed the group that there is a "Destination Imagination" competition on March 16 in
222 Swanzey. There are 3 elementary teams this year. Girl Scouts will be selling cookies at the district meeting.
223

224 Mr. Matthew Black, resident, questioned if the Board and Budget Committee were more polarized than usual. "It
225 seemed the process was a bit different than before regarding voting with a prepared line item or not". Chairman
226 Dailey responded, yes, we had some time constraints. Normally we would have a line item that met what we are
227 recommending. He believes it took more time due to the split votes. The timing of the process created some of the

confusion and doesn't believe we had ever gone through the process of looking through reductions to meet the SAU budget. It may be discussed but not a published document but this was done at the public's request. Mr. Black questioned if the different process would be discussed at district meeting. Chairman Dailey would be shocked if someone didn't ask the question. Mr. Ballou added perhaps it could be explained that it was a bit unusual this year and is why it's being presented the way it is. Chairman Dailey commented it is important people attend and vote; there are about 4,000 registered voters between the two towns.

Ms. Tiffany Cloutier-Cabral, resident, spoke regarding transparency being important and she is happy the Board is clear and distributing the information. The more you can in as many ways you can especially at district meeting; that's when people come and vote.

Ms. Lisa Post, resident, questioned Chairman Dailey if he will talk about the potential reductions from retirements as areas of savings. "I think it's important that there are other areas that can be found. It will be more of a savings and not a reduction. Also when the bond comes off that is not savings, that belongs to the tax payers; to say we will we will have a savings is not correct." She notes it's not a reduction either as it's not going to be in the budget. Chairman Dailey responded, it's a reduction on next year's budget. Some of that money is allocated in the Capital Improvement Plan for improvements going forward to make up for what we have been cutting all along. Ms. Post commented it is not in the operating budget, that is a separate warrant article. Chairman Dailey agreed but notes you are taxed on everything.

Ms. Kelly Gibson, resident, thanked the Board for acknowledging the importance of having Narcan. She comments it is probably more prevalent than you are aware of. "It is easy for a child to bring "a bag in" and affect another child in the building and having that available is important; it's a good decision and nice to see you all agree". Chairman Dailey responded that like vaping, it is part of a broader discussion. Ms. Gibson added she knows the focus is on vaping but encourages them to go beyond vaping as it is far greater than vaping.

XIII. SCHOOL BOARD MEMBER COMMENTS

Mr. Legere thanked the public for coming.

Mr. Ballou thanked the public and hopes to see them at district meeting.

Ms. LeBlanc hopes the public will continue to attend after district meeting.

Mr. LoVerme apologized for being late.

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

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to enter Non-Public Session to discuss student and personnel matters RSA 91-A: 3 II (A) (C) at 8:35pm.

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

A MOTION was made by Mr. Ballou and SECONDED by Ms. Lemire to approve the parent request.

Voting: all aye; motion carried unanimously.

A MOTION was made by Mr. Ballou and SECONDED by Ms. Lemire to leave the non-public session at 8:57 p.m.

Voting: all aye; motion carried unanimously.

RETURN TO PUBLIC SESSION

The Board entered public session at 8:57pm.

A MOTION was made by Mr. LoVerme and SECONDED by Mr. Legere to seal the minutes of this non-public session.

Voting: all aye; motion carried unanimously.

XV. ADJOURNMENT

A MOTION was made by Mr. Ballou SECONDED by Ms. Fisk to adjourn the Board meeting at 8:57pm.

Voting: all aye; motion carried unanimously.

Respectfully submitted,

Kristina Fowler