

1 **WILTON-LYNDEBOROUGH COOPERATIVE**  
2 **SCHOOL BOARD MEETING**  
3 **Tuesday, December 11, 2018**  
4 **Wilton-Lyndeborough Cooperative M/H School-Media Room**  
5 **6:30 p.m.**

6  
7 Present: *Harry Dailey, Matt Ballou, Jonathan Vanderhoof, Mark Legere, Charlie Post, Joyce Fisk, Carol*  
8 *LeBlanc, Miriam Lemire and Alex LoVerme (after Budget Co. Mtg.)*  
9

10 *Superintendent Bryan Lane, Business Administrator Lise Tucker, Principal, Tim O'Connell, Curriculum*  
11 *Coordinator Julie Heon, Technology Director Kevin Verratti and Clerk Kristina Fowler*  
12

13 **I. CALL TO ORDER**

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

15  
16 **II. ELEMENTARY STUDENTS OF THE MONTH**

17 Principal O'Connell honored two students of the month from FRES.  
18

19 **III. ADJUSTMENTS TO THE AGENDA**

20 Superintendent requested to add policy BDE-Committees and Delegates as the Policy Committee is requesting  
21 guidance; this policy is not up for 1<sup>st</sup> reading.  
22

23 *A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to accept the adjustment in the agenda.*  
24 *Voting: all aye; motion carried unanimously.*  
25

26 **IV. PUBLIC COMMENTS**

27 There were no public comments to report.  
28

29 **V. BOARD CORRESPONDENCE**

30 **a. Reports**

31 **i. Superintendent's Report**

32 Superintendent Lane provided an overview of his report. The personnel budget (discussing this evening) shows  
33 an increase of \$230,956. Regarding impact fees, he checked with the Wilton town manager who referred him to  
34 a finance person at the town who indicated there are over \$20,000 in impact fees available to the school district  
35 with no restriction specifically on how they are to be spent. If the Board wished to access the funds in any  
36 budget season, it becomes part of the budget (through revenue). A letter would need to be submitted to the Town  
37 of Wilton to release the funds as of July 1, 2019. It is up to the Board to decide to tap into the entire \$20,000 or a  
38 portion over time. These funds go to the cooperative school district (not individual towns) toward the budget as a  
39 whole. Superintendent provided responses to previous questions which he outlined. Regarding the amount of  
40 time spent on testing at FRES he reported they have had two rounds of testing taking 1-1.5 hours per round and  
41 doesn't believe it is "overly done". Regarding curriculum, there will be a math program update and he agrees it  
42 would be appropriate to create a document similar to the CIP as discussed at last meeting. Regarding Keno  
43 funding, we received \$13,200 more than anticipated. There is a conversation out there (state level) to move Keno  
44 funding to building aid. He doesn't see this happening any time during this legislative session until after this  
45 budget season. The \$1,100 per student he believes will be consistent. Regarding the requested information for  
46 food service, the meal counts are provided collectively by month. It is down slightly for all three months this  
47 year and the Strategic Planning Committee are looking at this. Regarding WLC trips, funding was increased in  
48 2017-2018 and all trips need to be supported and approved by the School Board. Regarding free and reduced, the  
49 percentage is up a little, slightly each year. During the statewide Superintendent's meeting, a liaison from  
50 Portsmouth Naval Shipyard presented regarding resources for military families. As part of the ESS Act (Every  
51 Student Succeed), we gather information on families in the community who are in the military. It is estimated we  
52 have 2. There can be transition issues that occur around transcripts and SPED issues for example. So far this has  
53 been a voluntary piece and it has been suggested we solicit the information as there are resources available to  
54 families in the Guard and active duty. The first week of February he is going to the legislative review session and  
55 will bring back any pertinent information. There are bills in the Senate now that are non-defined such as the  
56 "savings account for students" from SB193 in particular for SPED students, one regarding what our state song

57 should be and a bill to reconsider whether guns should be allowed on school property. The Governor has been  
58 invited to their session.

#### 59 **ii. Business Administrator's Report**

60 Ms. Tucker reported having the first Wellness Committee meeting where they discussed doing another 30-  
61 minute seminar and sending emails to staff for awareness. They are putting together a community wellness page  
62 for the website. They will be initiating a six-week yoga program where participants will pay to participate and  
63 the vendor will pay for the use of the facility. The auditors were in doing field work. There were minor findings  
64 with student activities funds and missing back up for gift cards. Regarding fiscal policies, one finding that will be  
65 in the Governness Letter refers to the fiscal policies in section D, some of these had not been looked at in the last  
66 year and they recommend this be done. The Facilities Committee met this evening. Chris Balch of the Wilton  
67 Energy Committee presented and provided a recap of the presentation he did for the board and went into detail  
68 on the retrofit vs. new fixture LED project. She noted information was presented from another vendor prior  
69 which is on our CIP. The Facilities Committee elected Ms. Lemire as Chair and Mr. Legere as Vice Chair of this  
70 committee. Ms. Tucker will still facilitate these meetings. The CIP was reviewed; some minor changes will be  
71 made and then will be ready to go in the annual report.

#### 72 **iii. Principal's Reports**

73 Superintendent reviewed Principal Bagley's report in his absence. WLC students visited Job Corps in  
74 Manchester to learn about the offerings and options available. The Dance Team is presenting the mini-nutcracker  
75 on December 13. There has been a revival of the Drama Club and students will be doing a production in the  
76 spring and the music department is going to "A Christmas Carol". Information from the Athletic Department is  
77 provided in his report. There is an NHIAA policy that says students can participate in other school's sports and  
78 we do have students who do in this manner such as track time and swimming (not available at our school) and  
79 compete under our school name.

80  
81 Principal O'Connell gave an overview of his report which included grades 1-5 participating in the online "Hour  
82 of Code", a nationwide event that introduces younger students to computer science. On December 6, members of  
83 the Universal Design Team conducting walkthroughs at WLC and FRES. The objective was to look at  
84 instruction and teachers were tasked with breaking down barriers to learning. During the early release day  
85 December 10, staff worked with the math consultant looking at data in grades K-5 and were able to analyze  
86 different sets of data to see if the things we adopted earlier had impact. Staff is looking at data to come up with  
87 action plans going forward focusing on math and areas of weakness. The 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> graders will perform "40  
88 Winks" on December 18. Art teacher, Mr. Lamers will work with the community center doing luminarias for the  
89 holiday stroll in Wilton. On December 14, he will have the annual holiday breakfast for staff. Staff has been  
90 giving back to the community this past month with food drives, collecting paper goods for the community  
91 Christmas store and a giving tree. He has provided a chart (STAR 360 Early Literacy Benchmark Assessment)  
92 comparing two different groups of students at LCS (Jan. 2017 and November 2018). We have had roughly the  
93 same amount of instructional hours that we had at the end of November (Jan. 2017 250-260 hours/Nov. 2018  
94 280-290 hours) and you can see quite a bit of difference. The full day kindergarten program exceeds almost half  
95 the year that we had last year and 74% of the students are showing above proficient in November 2018 (Jan.  
96 2017 showed 31%).

#### 97 **iv. Curriculum Coordinator's Report**

98 Dr. Heon reported professional development (PD) early release day was a busy and active afternoon. We looked  
99 at the state test data from the spring, the practice test in the fall, STAR data, college board assessment data,  
100 PSAT for grades 8 and 9 and all was valuable information. Reports were run for staff to look at regarding whole  
101 grade levels and individual data. This will be followed up on at department meetings and should continue  
102 looking at it every couple of weeks; it's an ongoing effort in both buildings. On January 9<sup>th</sup> we have the  
103 opportunity to work with the science consultant. The goal is to take a topic we address initially and make sure  
104 it's an ongoing effort ("not one and done"). She provided assessment data for the end of the first quarter from  
105 STAR in grades 1-5. The 1<sup>st</sup> grade was not tested in September; they are not ready for that type of assessment but  
106 she is confident they will be ready next year based on kindergarten. Students reached their grade level targets  
107 with 1<sup>st</sup> grade just making it at 1.2 in math. She spoke of spending a lot of time talking with STAR 360 about the  
108 data and they explained it will take a couple of years to get the new set of data and do a linkage study with our  
109 new state test. She provided a three documents of "graphic data" for grades 3, 4, 5. She reports this is one way to  
110 examine the STAR data and is used to estimate how well a student or group of students would perform on the  
111 state test. Looking at grade 3 in September and November the data shows they are exceeding the expectation and  
112 the majority should hit proficiency target in June. Grades 4 and 5 show they have made more progress to close

113 the gap but still have some work to do to meet proficiency in the state test. Superintendent Lane thanked Dr.  
114 Heon for working with the company and putting this together and reiterates the goal is to close the gap all  
115 together and make sure we present well when the test is taken. Dr. Heon confirmed these targets are based on  
116 old tests; it is not an exact match with our new test.

117  
118 Skipped to Budget Committee session.

119  
120 **b. Letters/Information**

121 **i. Warrant 1-3**

122 Superintendent Lane reviewed articles 1-3 for the elections (in format it will be posted). A final will be brought  
123 in the future for signature.

124 **ii. Newspaper Notice**

125 Superintendent Lane reported we are required by law to post in the newspaper and buildings. A copy of the  
126 posting was provided.

127 **iii. Enrollment**

128 Superintendent Lane reported there is slight fluctuation in enrollment but it is staying reasonably consistent. A  
129 question was raised if any students from the 11<sup>th</sup> grade moved into the 12<sup>th</sup> grade. Superintendent Lane will look  
130 into this but normally it is done in January when they change their credit status.

131 **iv. Career Opportunities for Students**

132 Superintendent Lane reported at a previous school board meeting, a community member brought up there was a  
133 lack of opportunities for students who are not moving onto college. He reports there are 10 course offerings in  
134 Milford High School and because we are part of "Region 16" there are options at Alvirne High School, ConVal  
135 High School, Mascenic Regional High School and Nashua Technology Center. These options are listed in our  
136 course of studies. He gave examples of some such as basic welding, veterinary science, automotive technology,  
137 health sciences, electrical trades, video production, and culinary arts. Currently there 2 students taking advantage  
138 at Milford and one at Mascenic. If students are interested, we would work toward finding transport. He  
139 confirmed the guidance counselors do work with the students and the Career and Tech Center comes here and  
140 gives a presentation to the 9<sup>th</sup> and 10<sup>th</sup> grade. Students can take 2 years of a course and in some instances can take  
141 3 which is usually an internship leading to a certificate such as an LNA. It is a matter of if it will fit into their  
142 schedule and what choices they want to make. It was noted if they have graduation requirements to meet the  
143 transportation time can be an issue. Milford is reasonably close and not a lot of time spent on transport. He  
144 explained the differences with Job Core and that the funding is different. Some districts offer it as a class and the  
145 school district pays tuition. If there was enough interest, we would look at doing it here and obtain some funding  
146 from other resources. There is a tuition charge for us for students to go to other schools but it is about \$1,500-  
147 \$2,000 and we budget for that.

148  
149 **VI. CONSENT AGENDA**

150 There was no consent agenda to report.

151  
152 **VII. 7:00 PM JOINT BOARD & BUDGET COMMITTEE SESSION**

153 **a. FY 2019-2020**

154 Present: Leslie Browne, Kevin Boette, Lisa Post, Jennifer Bernet, Dennis Golding, Edwina Hastings, and Pam  
155 Altner

156  
157 The committee was already in session as they met prior. This session started at 7:06pm.

158 **i. Staffing & Benefits**

159 Superintendent provided an overview of the salary and benefits budget. The proposed budget shows an increase  
160 of \$230,956 mostly in salaries and wages of \$205,791. Salary for transport/van driver was moved from  
161 transportation to salary line as appropriate. The majority of the salary increases are driven by the CBA's  
162 (collective bargaining agreements). There are increases for 3 ABA Therapists for additional students moving in.  
163 He added we identified the RISE program saves about \$30,000-\$40,000 per student and the alternative to adding  
164 the ABA Therapist is increases in SPED. Employee retirement shows a decrease of \$11,733 for those staff who  
165 are not certified by the Dept. of Ed and those who are certified by the Dept. of Ed (such as principals, teachers,  
166 nurses, superintendent) show an increase of \$64,451 for an overall increase of about \$52,000. The SAU  
167 performance incentive line is increased by 2.5%, \$1,162 (staff not in a CBA). He confirmed for Chair Browne  
168 the funds for positions that go unfilled such as the athletic trainer go back to the general fund at the end of the

169 year. He would like to keep this position in the budget even though it has not been filled, in hopes of filling it and  
170 if not after another year it will be removed. A brief discussion was had regarding the RISE program and has it  
171 become too successful that families may be moving into the district for this specific program. Superintendent  
172 Lane explained the increases are because the number of grades we are covering and doesn't see we are attracting  
173 more students per grade which would be the indicator you would look for. He further explained students are  
174 eligible to receive services at age 2 but it is difficult to diagnose them as they mature we are able to do more  
175 diagnostic work and they could have been living in the towns already although does not have data for this. He  
176 added there are similar programs in Jaffrey Rindge, Mascenic and Milford. If they do not have this in their  
177 district they could request to come here, pay for tuition (equal to per pupil expenditure) and the ABA Therapist.  
178 He confirmed the increases for the ABA Therapist are because of need and a change in certification for some  
179 (not part of CBA). Increases in CBA's are a total of \$116,879. Ms. Tucker confirmed the van driver salary is  
180 \$8,023 (not \$7,700 listed on the summary sheet). Superintendent Lane confirmed professional compensation for  
181 the consultant is for the reading program and is zero as it is no longer needed which is also the case for the  
182 substitute compensation as we had substitutes covering for PD. A question was raised regarding a line titled  
183 SAU performance incentive; what it was. Superintendent Lane explained that is a salary pool for those who are  
184 not affiliated with a bargaining unit (CBA), those are increases for people such as ABA Therapists,  
185 administrators, clerical staff, custodians; anyone who is not in a collective bargaining agreement. He determines  
186 how these are distributed and the scenarios vary by individual. Ms. Tucker added at the end of the year, those  
187 funds are distributed to the proper salary line.

### 188 **ii. Line Item**

189 The line item budget was included as well as running totals which have been discussed. Proposed grand total is  
190 \$12,765,486, an increase over FY19 adopted of \$296,481 (2.38%). Ms. Post commented that she did the  
191 numbers and we are up just shy of a million over 4 years. Chairman Dailey reminded the group that FY17 was a  
192 full bond payment for FRES. Ms. Tucker confirmed the numbers for "principal on debt" (lines 500-502) are  
193 correct and the interest on debt is listed on separate lines (486-488). Mr. Boette requested to have a total student  
194 population including what we are expecting and what we have had. Superintendent responded that he didn't have  
195 all the numbers but we are at about 560 and the reason for the increase is due to kindergarten. Chairman Dailey  
196 requested for the next meeting to have a simple spread sheet with gross and approved budget, net budget and  
197 what the revenues are. A question was raised what kind of "stats" can be produced for the Ecolab caddy.  
198 Superintendent responded this is used to sanitize and power wash the bathrooms. Ms. Tucker added she does not  
199 believe the bathrooms are as clean as they could be because of how they are used and this is more efficient.

200  
201 Chairman Dailey confirmed the agenda tonight includes the district calendar and suggested MS reorganization be  
202 on the agenda for January 8 as this may have impact on the budget.

203  
204 The Budget Committee will meet December 18 to discuss and come up with questions which will be sent prior to  
205 the meeting and discussed on the January 8 joint meeting.

206  
207 Superintendent asked for the final budget number for the January 22 meeting.

208  
209 Mr. Vanderhoof confirmed the Strategic Planning Committee discussed not be coming forward this year with  
210 any administrative changes as there are a lot of changes already.

### 211 **iii. Warrant Articles**

212 Superintendent reviewed the draft warrant articles, #4 is the budget, #5 is for the Buildings/Equipment &  
213 Roadways Capital Reserve (\$60,000). Discussion was had regarding adding a warrant article for the rolling  
214 average to level out spikes in the tax rate. The apportionment now is a 50/50 scenario around valuation and  
215 average daily membership. Changes would level out the tax rate, not change the amount paid (doesn't avoid  
216 taxes, avoids the spikes in tax rate). There is a document which was provided at the November 27 meeting  
217 showing the effect of rolling tax rate averages and is still available on the website. Concerns were raised that by  
218 changing this gives the appearance of a transparency issue and by keeping it as it is, is more transparent, if there  
219 are spikes, they should be explainable. It was confirmed this has zero effect on the budget. Discussion was had  
220 regarding when apportionment data was available. It was noted student data is available before valuation data;  
221 overall not available until about 6 months after the budget is approved. Superintendent Lane will check with the  
222 DRA if the Budget Committee officially weighs in on this article as recommending or not as it is not monetary  
223 but has a monetary effect. The Budget Committee is happy to provide an opinion. There was discussion  
224 regarding the wording of "Recommended/Not Recommended by the School Board" "Recommended/Not

225 Recommended by the Budget Committee” vs. “Recommended by the School Board” “Recommended by the  
226 Budget Committee”. Mr. Post requests to have the draft amended to match the first one. Chairman Dailey noted  
227 the warrant articles are put on the warrant by the School Board so essentially it wouldn’t be on there if it was not  
228 recommended by the School Board. The language will be changed as requested.

229  
230 *A MOTION was made by Mr. Ballou and SECONDED by Mr. LoVerme to add the apportionment (rolling*  
231 *average) to the draft warrant articles. (for future discussion)*  
232 *Voting: all aye; motion carried unanimously.*

233  
234 Superintendent Lane confirmed voting on articles needs to be done by the January 22 meeting.

### 235 **VIII. PUBLIC COMMENTS**

236 There was no public comment to report.

237  
238  
239 *A MOTION was made by Ms. Post and SECONDED by Ms. Altner to adjourn the Budget Committee session at*  
240 *7:53pm.*  
241 *Voting: all aye; motion carried unanimously.*

### 242 **IX. ACTION ITEMS**

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

244  
245 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to approve the minutes for November*  
246 *27, 2018 as amended.*  
247 *Voting: six ayes; two abstentions from Ms. LeBlanc and Mr. Legere, motion carried.*

#### 248 **b. Warrant Articles**

249 Previously discussed see above.

#### 250 **c. School District Calendar 2019-2020**

251  
252 Superintendent Lane reported the recommendation from the Strategic Planning Committee is for 178-day  
253 calendar, students starting on August 29, teachers start on 26-28 (first three days prior), new teacher orientation  
254 August 21-22 and last day of school with 5 snow days being June 18. This allows an opportunity for additional  
255 PD time (8 days including early release and full days). Input has been received by the Board from the WLCTA  
256 and all members acknowledged understanding of their concern and point of view. Superintendent Lane clarified  
257 the history of early release days and the non-work day/parent-teacher conference day (Friday before Columbus  
258 Day). He confirmed he attempted two years ago to have the day which has been allocated non-work or parent-  
259 teacher conference day to be a PD day and the WLCTA filed a grievance which was upheld and designated as  
260 the 5<sup>th</sup> PD day. Mr. Vanderhoof added the Strategic Planning Committee had a goal to come up with a calendar  
261 that was in line with the CBA and did not need an exception granted from the WLCTA. They felt this was the  
262 best option to provide additional PD, collaboration time and instructional time. During the initial presentation he  
263 had indicated it was expected the WLCTA would file a grievance. The teachers are paid for 180 days and this is  
264 for 178. Superintendent Lane explained the process if a grievance is filed. If it elevates to the level of the Board  
265 of Education, they would make the decision and both parties have to follow it. Discussion was had and varying  
266 opinions shared including just making the 178 days’ full school days and next year add in workshop days and  
267 wanting a balance of instructional days and PD days. It was noted this is not meant to be punitive. Early release  
268 days over the years have fluctuated and it has not been a problem during negotiation time. Research was done on  
269 longer days, fewer days, shorter days, more days in the year all with one constant being collaboration is key for  
270 any scenario to work. The contract indicates 1 day before school is for teachers to prepare their rooms, no PD is  
271 being done, having 180 days would still be within the contract. The teacher’s response when previously asked  
272 was they think it should be part of the negotiation process and chose not to attend Strategic Planning meetings. It  
273 was noted that the contract indicates 180 school days plus 5 PD days which they are being paid for although we  
274 do not have 180 school days. A request for the cost to the district was asked for and to include transportation  
275 costs associated if any. Superintendent Lane will determine a figure based on per diem rates for teachers and a  
276 daily cost for bussing. He noted there is cost to add paraprofessionals for additional 4 days (in the proposed  
277 calendar) as currently they do not work these days and taking into account their salaries and FICA it is  
278 approximately \$10,000. He confirmed there are 53 teachers. He confirmed one issue brought up by the WLCTA  
279 is the per diem rate was not bargained (it’s based on the number of school days) and adding days would change  
280

281 the per diem rate. In response to this, the Strategic Planning Committee discussed maintaining for the last year of  
282 the contract the same per diem rate as it was specifically bargained and felt this would partially meet the  
283 teacher's needs. The cost associated is less than \$2,000. A concern was raised that there is only one calendar  
284 option and this is disappointing. This is a creative way to obtain more PD and tax payers agreed to add the  
285 Curriculum Coordinator who indicates we do need more time but we also have one of the longest school days in  
286 the area and this should be negotiated. Discussions continued briefly about last year's calendar option (rejected  
287 by the teachers and which would have provided additional PD) and again discussion regarding days worked,  
288 days paid and what the contract indicates and what was negotiated.

289  
290 *A MOTION was made by Mr. Post and SECONDED by Ms. LeBlanc to adopt the calendar as proposed.*  
291 *Voting: five ayes; three nays from Ms. Lemire, Mr. Legere and Mr. LoVerme, motion carried.*

## 292 293 **X. COMMITTEE REPORTS**

### 294 **i. Facilities Committee**

295 Ms. Tucker reported the committee reviewed the CIP, made one minor change. Chris Balch, Wilton Energy  
296 Committee presented regarding LED lighting, they discussed ongoing projects. She confirmed Mr. Balch did  
297 present to the Board at a prior meeting and a copy of the presentation is available.

### 298 **ii. Budget Liaison**

299 Mr. LoVerme reported the committee discussed LED lighting would provide a \$40,000 savings. Ms. Tucker  
300 notes this is a rough estimate; it is based on rebates available at the time. Full fixture replacement vs. retrofit was  
301 presented. Mr. LoVerme reported the committee suggests publishing the CIP in the annual report. It was noted  
302 this is published in the annual report. The committee discussed the MS reorganization and reduction of 2  
303 teachers and discussed if that did not work to remove the Vice Principal (position). Chairman Dailey noted the  
304 MS reorganization will be discussed at the January 8 board meeting.

### 305 **iii. Strategic Planning Committee**

306 Mr. Vanderhoof reported the committee decided to uphold their recommendation regarding the MS  
307 reorganization (additional opportunities for 8<sup>th</sup> graders and reduce 2 MS teachers). There is ongoing conversation  
308 regarding food service and bringing in an outside consultant; they are still gathering information. They briefly  
309 discussed alternative education/school within a school and came to the conclusion they would not be bringing  
310 anything forward. Other than food service and trying to gain a better understanding of why the program is  
311 running in the red, or any further suggestions from the Board, they completed the tasks assigned. There is not a  
312 scheduled meeting but anticipate to meet toward the end of January or February to discuss food service. It was  
313 noted if the MS reorganization decision is to not reduce by 2 teachers the Strategic Planning Committee may  
314 look at the administrative structure next year and reiterated there is nothing else for them during this budget  
315 season.

### 316 **iv. Policy Committee**

317 Mr. Ballou reported officers were elected; Mr. Ballou elected as Chair and Ms. Lemire elected as Vice Chair.  
318 The next meeting is scheduled for January 15. There are a number of policies coming up and a backlog of polies  
319 to review which will take an enormous amount of time.

## 320 **XI. RESIGNATIONS/APPOINTMENTS/LEAVES**

321 There were none to report.

## 322 323 **XII. BOARD BUDGET DISCUSSION**

324 A question was raised if it is likely to have the calendar settled if a grievance is filed, prior to needing the budget  
325 completed. Superintendent confirmed yes.

326 Superintendent Lane confirmed the budget presentations are completed. He confirmed questions should be  
327 submitted by the Budget Committee Chair, Ms. Browne to the Superintendent. It was confirmed the next two  
328 board meetings are scheduled as joint meetings.

## 329 330 **XIII. PUBLIC COMMENTS**

331 Ms. Sandy Reid, resident and teacher at FRES wanted to be sure as part of the discussion regarding the calendar  
332 that it should be taken into account the fact that conferences are part of the day they were assigned (non-work  
333 day/parent-teacher conference day). She scheduled 22 students from 3pm-8pm, Tuesday, Wednesday and Friday  
334 just this past year. The day was put aside for them, they don't use that day but instead use the afternoon and night  
335 time hours in order to accommodate parents and sometimes make arrangements to come in early in the morning.  
336 Sometimes she is not home until 8:30pm.

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**XIV. POLICIES**

**i. JICI-Weapons on School Property-3<sup>rd</sup> Read**

Superintendent recommends tabling this policy as he is waiting on information regarding liability from Primex and then should be brought back to the Policy Committee.

*A MOTION was made by Mr. LoVerme and SECONDED by Mr. Legere to table policy JICI-Weapons on School Property.*

*Voting: seven ayes; one nay from Mr. Vanderhoof, motion carried.*

**ii. BCA-School Board Member Ethics-4<sup>th</sup> Read**

Superintendent Lane reviewed changes to this policy and notes other policy references have been added at the bottom.

*A MOTION was made by Mr. Post and SECONDED by Mr. LoVerme to accept policy BCA-School Board Member Ethics as written.*

*Voting: all aye, motion carried unanimously.*

**iii. BDB-Board Officers-1<sup>st</sup> Read**

Superintendent Lane reviewed this is the 1<sup>st</sup> reading of this policy with changes to remove language regarding the secretary. It was noted the first sentence refers to secretary as well and secretary reference should be removed. Change will be made and brought back for a 2<sup>nd</sup> reading.

**iv. BIA-New Board Member Orientation-1<sup>st</sup> Read**

Superintendent Lane reviewed this is the 1<sup>st</sup> reading of this policy and reviewed the draft changes in red including not printing policy manual, previous years' minutes etc. but to new members where to access the information and they will be informed of workshops as they become available. This policy will be brought back for a 2<sup>nd</sup> reading.

**v. GCQC-Resignations-1<sup>st</sup> Read**

Superintendent Lane reviewed this policy noting it does not follow current practice, the Board could amend the policy or choose to change current practice and follow the policy. The policy indicates the Superintendent accepts the resignation of a certified staff person and informs the Board. Current practice is the Board is accepting the resignations with the acceptance noted in the minutes. He questioned if the Board wants the voting power. If the Board wishes to follow policy as is then he would accept the resignation and send a letter to the employee notifying them of acceptance of the resignation and provide a copy of the letter in the Board Packet under resignations/appointments/leaves. A brief discussion was had and the consensus was to follow policy as is (change current practice). The policy will be marked reviewed only on December 11, 2018 otherwise no changes.

**• BDE-Committees and Delegates**

Superintendent Lane reviewed this policy is not up for a reading but for guidance. One change was made to remove the secretary reference. The Policy Committee is asking the Board to discuss which committees should be designated as standing committees. Discussion was had regarding each committee. Negotiations Committee does not meet during non-contract times although is listed as a standing committee in the policy as well as Facilities Committee. Regarding the Strategic Planning Committee, Chairman Dailey provided some history and how it came about. The Elementary History Committee is an ad hoc committee, not standing committee and will not be listed. It was discussed having the Negotiations Committee meet during "off years" would be beneficial. Consensus was to keep Negotiations Committee, noting it will meet quarterly during "off" years doing research, add Policy Committee and Strategic Planning Committee all as standing committees. Superintendent Lane will come up language regarding the committees and send it to committee chairs and members for review. After any recommended changes it will go to the Policy Committee for review. Election of Negotiations Committee members will be added to the next agenda.

**XV. SCHOOL BOARD MEMBER COMMENTS**

Mr. Ballou questioned if anyone was planning to attend the Delegate Assembly as he will be attending. No response of attendance from other members.

Chairman Dailey questioned the status of the Wilton Elementary History Book. Ms. Fisk noted it will be completed and is still in process. Chairman Dailey noted if Board support is needed to let him know.

393 It was noted regarding the WLCTA, they have 21 days to file a grievance before the next board meeting.

394

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

396 **i. Personnel Matters**

397 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to enter Non-Public Session to discuss*  
398 *personnel matters RSA 91-A: 3 II (A) (C) at 9:05pm.*

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

400

401 **RETURN TO PUBLIC SESSION**

402 The Board entered public session at 10:09pm.

403

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

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

407

408 **XVII. ADJOURNMENT**

409 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to adjourn the Board meeting at*  
410 *10:09pm.*

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

412

413 *Respectfully submitted,*

414 *Kristina Fowler*

415