

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING**  
**Tuesday, August 13, 2019**  
**Lyndeborough Central School-Multipurpose Room**  
**6:30 p.m.**

- I. CALL TO ORDER-Matthew Ballou-Chair**
- II. ADJUSTMENTS TO THE AGENDA**
  - a. Add Second Public Comment**
- III. 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.
- IV. BOARD CORRESPONDENCE**
  - a. Reports**
    - i. Superintendent's Report
    - ii. Business Administrator's Report
    - iii. Principal Report
    - iv. Director of Student Support Services Report
  - b. Letters/Information**
    - i. Fresh Fruit & Vegetable Program
- V. CONSENT AGENDA**
- VI. ACTION ITEMS**
  - a. Approve Minutes of Previous Meeting**
  - b. School District Calendar**
  - c. Handbook Changes**
  - d. Adjustment of FRES Schedule**
  - e. Electricity Rates**
  - f. Request for Funds from Educating Educationally Disabled Children Capital Reserve**
- VII. COMMITTEE REPORTS**
  - i. Budget Liaison
  - ii. Food Service Committee
- VIII. RESIGNATIONS/APPOINTMENTS/LEAVES**
  - a. Resignations**
    - i. Tim O'Connell-Elementary Principal
    - ii. Marc Belanger-WLC-HS Social Studies
    - iii. Shannon O'Donnell-WLC-MS School Counselor
  - b. Appointments**
    - i. Andrea Pollock-FRES-Sped Case Manager
    - ii. Brian Krot-WLC-HS Social Studies
    - iii. Ashley Goggin-WLC-MS School Counselor
- IX. SCHOOL BOARD MEMBER COMMENTS**
- X. PUBLIC COMMENTS**
- XI. ADJOURNMENT**

**INFORMATION: Next School Board Meeting-August 27, 6:30 PM at WLC-Media Room**

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.

***Wilton-Lyndeborough Cooperative School District***

***School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082

603-732-9227

Bryan K. Lane  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Lizabeth Baker  
Business Administrator

**SUPERINTENDENT' REPORT**

**August 13, 2019**

Since the last board meeting in July the district received three resignations. Those positions include Principal at Florence Rideout, middle school counselor and high school social studies teacher. Also as of the last meeting, a Special Education teaching position at FRES had not been filled. As of tonight's meeting, all certified educators position have been filled. Resume's for the teaching positions and the counseling position are included in the board packet. All new staff have been invited to attend a new staff orientation on August 21 and 22.

Enrollments have been fluctuating in some of the elementary grades. As of Tuesday August 6 the class counts in Kindergarten through Grade 5 are:

Kindergarten	39 students	3 teachers	class sizes of 13
Grade 1	64 students	3 teachers	class sizes of 21 or 22
Grade 2	36 students	3 teachers	class sizes of 12
Grade 3	46 students	2 teachers	class sizes of 23
Grade 4	41 students	2 teachers	class sizes of 20 or 21
Grade 5	48 students	2 teachers	class sizes of 24

Policy IIB- Class sizes states:

For kindergarten through grade two (K-2), the District will strive to achieve a class size of no more than 20 students per teacher.

In communications last week, I indicated that I have contacted the second grade teachers to ask for a volunteer to transfer into a first grade position. This change would create the following and bring class sizes into line with school board objectives:

Grade 1	64 students	4 teachers	class sizes of 16 or 17
Grade 2	36 students	2 teachers	class sizes of 18

Parents will be informed of the changes in an expedient manner and the teacher who is making the change will be given time to adjust to the new grade in accordance with the collective bargaining agreement. There is a second grade teacher who has volunteered to move to first grade.

In the board packet for August 13 will be board reports from Beth Baker and Ned Pratt. I have been meeting with them over the past several weeks to bring processes and information up to speed. I am very impressed with their work ethic and attention to detail.

On Friday August 23<sup>rd</sup> I will be leading a tour during Old Home Days in FRES at the request of Donna Crane, President of the Wilton Community Center.

Over the summer SB142 was passed now requiring all schools to provide feminine hygiene products free of charge to students in restrooms. We have purchased dispensers and will be in compliance with this new law.

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Bryan K. Lane  
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Ned Pratt  
Director of Student Support Services

Lizabeth Baker  
Business Administrator

To: WLCSO School Board  
From: Lizabeth Baker  
Date: August 5, 2019  
Re: August 2019 - Business Office Board Report

My focus since joining the SAU has been to get a handle on the District's cash flow and operating results from FY19.

Cash Flow –

We determined that the District would not be able to make the mid-July bond principal and interest payments, due to cash flow. We reached out to the Town of Wilton to request two appropriation checks for the month of July. We will not receive an appropriation check from the Town of Wilton next June 2020. The Wilton Selectmen were cooperative and we were able to make the bond payments.

FY19 Operating Results –

Please reference the subsequent page for the following analysis:

- Revenues: Budget to Actual
- Expenditures: Budget to Actual
- Operating Results
- Unassigned Fund Balance

General Fund -

General Fund expenditures exceeded budget by \$182,134 due to myriad of issues that the Board has been aware of throughout FY19, namely special education overages. To date, the capital reserve accounts have been drawn down for \$148,225. The amount of spending that exceeded budget of \$182,134 less the \$148,225 transfers from the capital reserve accounts, leaves a remainder of \$33,909, representing an amount that the District spent over its voted appropriations. ***This needs to be cured with an additional transfer from the Sped Capital Reserve Fund.*** Note that special education expenditures exceeded budget by \$269,795 in FY19. We have already requested \$130,000 transfer, leaving \$139,795 in special education overages that hit our General Fund.

The General Fund ended the year with expenditures exceeding revenues by \$135,161. The District ended the year with unreserved fund balance of \$12,050. The District's UFB should be in the range of 4-5% of general expenditures (i.e., \$ 488,000-\$611,000). Hopefully, the District can build this back up in FY20 as it provides essential liquidity and cash flow.

### Food Service Fund -

The Food Service Fund ended the year with an operating loss of \$45,488. Revenues came in \$10,867 under budget and expenditures exceeded budget by \$ 34,622. In addition to this loss, we have an Accounts Receivable booked totaling \$ 19,045, which represents amounts owed to the District for student lunch. \$ 4,149 of this amount is for students who are no longer “active”. ***Both the operating loss of \$45,488 and the “bad debt expense” of \$4,149 need to be cured by the General Fund (total \$ 49,637)***

### Action Item –

We are requesting approval for a \$ 44,587 transfer from the Special Education Capital Reserve account for FY19. This request has been vetted with our Audit firm. Although the timing isn’t ideal, it is permissible to cure FY19 overages.

General Fund Unreserved Fund Balance – Current Projected	\$ 12,050
<b><i>Requested Transfer from Special Education Cap Res</i></b>	<b><i>\$ 44,587</i></b>
Transfer to Food Service	-\$ 49,637
General Fund Unreserved Fund Balance - Projected	\$ 7,000

After the transfer, this would leave approximately \$ 45,975 in the Special Education Capital Reserve Account.

Revenues – Budget to Actual:

<u>Description</u>	<u>Budget</u>	<u>Actual</u>		<u>Variance</u>
Current Appropriation/SWEPT	-( \$10,273,422)	-( \$10,273,422)		\$0
Equitable Ed Aid	-( \$1,214,038)	-( \$1,214,038)		-( \$0)
Regular Tuition	-( \$12,150)	-( \$10,500)		-( \$1,650)
Interest On Investments	-( \$1,000)	\$0		-( \$1,000)
Use of Facility	-( \$200)	-( \$2,690)		\$2,490
Donations	\$0	-( \$30)		\$30
Refund Prior Yr Expense	-( \$21,982)	-( \$20,028)		-( \$1,954)
Other Local Revenue-Misc	-( \$459)	-( \$3,207)		\$2,748
Other State Aid	-( \$1,000)	\$0		-( \$1,000)
School Building Aid	-( \$128,000)	-( \$128,000)		\$0
Kindergarten Keno Aid	-( \$55,000)	-( \$58,300)		\$3,300
Catastrophic Aid	-( \$135,528)	-( \$138,343)		\$2,815
Vocational Transportation Aid	-( \$3,000)	-( \$4,227)		\$1,227
Medicaid	-( \$65,000)	-( \$101,316)		\$36,316
Unassigned Fund Balance	-( \$144,574)	\$0		-( \$144,574)
<u>Transfer From Capital Reserve</u>	<u>\$0</u>	<u>-( \$148,225)</u>		<u>\$148,225</u>
<b>Total General Fund</b>	<b>-( \$12,055,353)</b>	<b>-( \$12,102,326)</b>		<b>\$46,973</b>
Food Service Fund	-( \$215,000)	-( \$204,133)		-( \$10,867)
<u>Special Revenues Fund</u>	<u>-( \$258,652)</u>	<u>-( \$318,114)</u>		<u>\$59,462</u>
<b>Total - All Funds</b>	<b>-( \$12,529,005)</b>	<b>-( \$12,624,573)</b>		<b>\$95,568</b>

Expenditures – Budget to Actual

	<u>Budget</u>	<u>Actual</u>		<u>Variance</u>
General Fund	\$12,055,353	\$12,237,487		-( \$182,134)
Food Service Fund	\$215,000	\$249,622		-( \$34,622)
<u>Grant Fund</u>	<u>\$258,652</u>	<u>\$317,951</u>		<u>-( \$59,299)</u>
Total	\$12,529,005	\$12,805,060		-( \$276,055)

Operating Results -

	<u>Revenues</u>	<u>Expenditures</u>		<u>Net Profit (Loss)</u>
General Fund	-( \$12,102,326)	\$12,237,487		-( \$135,161)
Food Service Fund	-( \$204,133)	\$249,622		-( \$45,488)
<u>Grant Fund</u>	<u>-( \$318,114)</u>	<u>\$317,951</u>		<u>\$163</u>
Total	-( \$12,624,573)	\$12,805,060		-( \$180,487)

Unassigned Fund Balance –

	<u>Beginning</u>	<u>P&amp;L, Inventory</u>		<u>Ending</u>
General Fund	\$144,574	-( \$132,524)		\$12,050
Food Service Fund	\$0	-( \$48,257)		-( \$48,257)
Grant Fund	\$66	\$163		\$228

FY19 Trust Funds –

	<u>Beginning Value</u>	<u>Additions</u>	<u>Removals</u>	<u>Interest</u>	<u>Ending Value</u>
Maintenance	\$ 49,706.83	\$ 60,000.00	\$ -	\$ 204.93	\$ 109,911.76
Special Ed	\$ 216,857.34	\$ -	\$ 130,000.00	\$ 3,704.16	\$ 90,561.50
Technology	\$ 35,727.14	\$ -	\$ 18,225.00	\$ 435.41	\$ 17,937.55
Total	\$ 302,291.31	\$ 60,000.00	\$ 148,225.00	\$ 4,344.50	\$ 218,410.81

**WILTON-LYNDEBOROUGH COOPERATIVE**  
**MIDDLE SCHOOL / HIGH SCHOOL**  
57 SCHOOL ROAD  
WILTON, NEW HAMPSHIRE 03086  
(603) 654-6123  
[www.sau63.org/domain10](http://www.sau63.org/domain10)

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Brian Bagley, Principal  
Sarah Edmunds, Assistant Principal

Amanda J. Kovaliv, School Counseling Coordinator  
Ashley Goggin, Middle School Counselor

**WLC Principal Report**  
**August 13, 2019**

**NEASC Update:** New England Association of Schools and Colleges (NEASC) will be visiting WLC October 27, 28, 29 and 30. The schedule for these three days will be forthcoming. The visit kicks off with the visiting team meeting with the WLC School Board on the 27th.

**WLC MS Summer School Update:** Summer school for 8th graders began on July 1st and ends August 15th. We have had 6 students attending consistently Monday-Thursday, 3 hours a day, with roughly 40-45 minute blocks devoted to different forms of instruction and subjects. During these times, the students have been working on long term research projects in Science and Social Studies. Additionally, they have been receiving one-on-one and small group instruction in essay writing and math skills, which are essential to their success in high school. Several students have also been reading independent novels in order to practice their reading skills. Overall, summer school has been successful and the students have generally reported that they feel they have benefited from attending.

**The custodial staff have worked hard all summer.** The floors have been cleaned and varnished including the gymnasium. All furniture, desks and computers have been put back in the classrooms. The staff have also done a nice job with the landscaping of the building. Kudos to all!

**The interviewing and hiring of staff and teachers is complete.** The schedule for the orientation days are August 21 and 22 and the three Professional Development days on August 26, 27, and 28 are complete. Letters to parents and teachers will be going out soon.

**Athletic Director Update:**

BV Soccer

Head Coach: Kristin Schwab

Try-outs start: August 19th

GV Soccer

Head Coach: Dan Ayotte

Try-outs start: August 19th

Boys MS Soccer

Head Coach: Dan Nelson

Assistant Coach: Nick Lord

Try-outs start: August 26th

Girls MS Soccer

Head Coach: TBD

Try-outs start: August 26th



Jim Rines continues to keep the fields in great shape over these summer months and will be adding irrigation lines for the softball field sometime this fall.

Respectfully,

Brian Bagley

***Wilton-Lyndeborough Cooperative School District***

***School Administrative Unit #63***

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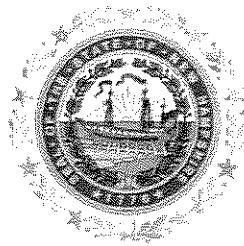
Lizabeth Baker  
Business Administrator

**Student Support Services Report**  
**August 13, 2019**

The Office of Student Support Services has been very busy this summer. Mary Jane Ryan and I have been learning about the systems and processes necessary to provide excellent services for all of our families and staff members. Highlights since coming on board July 1, 2019 are:

- A complete review of all financial operations within the Student Support Services department including local funding, IDEA grants for last year and this year, calculation of SPED Aid for the upcoming year and the compilation of materials for a SPED Aid review of the 2018-2019 SPED Aid submission by the New Hampshire DOE.
- Continued review of our high needs students with special consideration given to the effect on our RISE programs and our BCBA caseload.
- Mary Jane attended a 1:1 Medicaid training from our Medicaid liaison as we look to secure the maximum Medicaid reimbursement for our district; she has also spent time learning about all of the associated processes required by her position.
- Ned attended a session of the New Hampshire Association of Special Education Administrator's Summer Conference. These workshops focused on recent developments in special education law and Extended Learning Opportunities for students with disabilities.
- Meeting with the WLC administration and special education staff to discuss Student Support Services priorities for the upcoming school year and scheduling planning. I plan to do the same with FRES staff as soon as our new principal is on board.
- Working with our early learning staff at LCS to refine our preschool and pre kindergarten processes so that our operations are clearly defined and easily understood by everyone involved with the program. Preschool will run Monday –Friday with Wednesdays off. The first day of preschool and prek will be Tuesday September 3<sup>rd</sup>.
- Visited and observed all Extended School Year (ESY) programs.
- Met with our RTI coordinator to discuss mutual planning for all of our students and collaboration among all staff members.

I am excited to continue my learning about our school district and the towns of Wilton and Lyndeborough as our new school year begins!



Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, NH 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

June 25, 2019

SAU 63 Wilton

Bryan Lane, Superintendent  
192 Forest Road  
Lyndeborough, NH 03082  
[b.lane@sau63.org](mailto:b.lane@sau63.org)

The Department of Education, Office of Nutrition Programs and Services (ONPS) is pleased to announce that the below schools in your SAU have met the USDA required criteria and therefore, have qualified to participate in the Fresh Fruit and Vegetable Program (FFVP) for school year 2019-2020. These schools were chosen based on guidance and oversight of USDA (CFDA 10.582) 18(g) of the National School Lunch Program.

School Name	Allocation Amount
	October 2019 – September 2020 (must be spent by 9/30/2020)
Lyndeborough Central School	\$ 3,808.00

*\*Please note: Per USDA regulation, any unspent FFVP funds will be returned to USDA.*

**Use of Funds** - FFVP funds are to be used primarily to purchase fresh fruits and vegetables which will be made available at no charge to students. The grant funds cover the costs for preparation and serving the produce and for the purchase of small supplies, as well as for Administrative Costs for such things as the purchase of equipment, and personnel to purchase, claim or administer the program. The costs for administrative expenses are limited to 10% of the total school grant amount. Fund use is monitored and approved by ONPS to ensure the maximum cost benefit goes directly to the student. **Note: Funding for the FFVP is based on the availability of Federal Funds.**

**Expectations of Participating SAUs:** Each SAU receiving these funds will be required to:

- Complete and submit the FFVP SAU "Letter of Intent to Participate" by September 6, 2019.
- Complete the on-line FFVP SAU and school application(s) through the Office of Nutrition Program and Service's on-line computer system by September 6, 2019. *[SAU's will not be able to receive reimbursement until there is an approved current year FFVP application on file with the State Agency],* and
- comply with the USDA rules and regulations regarding the Fresh Fruit and Vegetable Program.

**Expectations of Participating Schools:** FFVP Schools are required to:

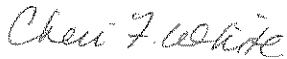
- Complete and upload the FFVP "Certification of Support" for each school participating in the FFVP through the Office's on-line computer system by September 6, 2019.
- Make free fresh fruits and vegetables available to enrolled children at times other than at any USDA scheduled meal service period;
- offer the program a minimum of two days per week at each participating school;

- submit a monthly on-line "claim" through the Office of Nutrition Programs and Service's computer system for schools participating in the FFVP which identifies the monthly expenses;
- establish a monthly budget to assist in the tracking of funds and ensure timely expenditures of program funds;
- be familiar with proper handling and storage of fresh produce to prevent spoilage and loss and be familiar with all Food Safety and Hazard Analysis and Critical Control Point (HACCP) principles for fresh produce; and
- process reports on time, retain records, and comply with all other paperwork and USDA reporting requirements.

For the rules and regulations of the FFVP, please view the Fruit and Vegetable Program Handbook at <https://fns-prod.azureedge.net/sites/default/files/handbook.pdf>.

For technical assistance or questions regarding the FFVP, please contact Alexis Dwyer at 271-3864 or [alexis.dwyer@doe.nh.gov](mailto:alexis.dwyer@doe.nh.gov).

Sincerely,



Cheri F. White, Administrator  
Office of Nutrition Programs and Services

#### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, June 25, 2019  
Lyndeborough Central School-Multipurpose Room  
6:30 p.m.**

Present: *Matt Ballou, Joyce Fisk, Carol LeBlanc, Jonathan Vanderhoof, Alex LoVerme, Tiffany Cloutier-Cabral and John Clark*

*Superintendent Bryan Lane and Clerk Kristina Fowler*

**I. CALL TO ORDER**

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

**II. ADJUSTMENTS TO THE AGENDA**

Second public comment to be added and Superintendent has an additional nomination for a computer science teacher.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Cloutier-Cabral to accept the adjustments to the agenda.*

*Voting: all aye; motion carried unanimously.*

**III. PUBLIC COMMENTS**

There were no public comments to report.

**IV. BOARD CORRESPONDENCE**

**a. Reports**

**i. Superintendent's Report**

Superintendent provided an overview of his report including working on closing purchase orders and budget with Ms. Jen Burk, Interim Business Administrator and Mary Anne LaBrie, Finance Assistant. He reports there will not be a large fund balance but believes there will be some. He thanked Ms. Burk, Ms. LaBrie, Ms. Baker (new business administrator) and the building staff. Ms. Baker has started on Monday and Ms. Burk is finishing up this week. He is requesting appointment of a HS math teacher and computer science teacher. He made an offer to a SPED case manager however the candidate received an offer in Massachusetts which we cannot compete with; it would be a violation of the CBA. Mr. O'Connell is looking through the remaining applicants and will have another candidate to him ASAP. This is the remaining teacher position. He has provided additional data with a breakdown of assessments. Summer school is starting in July with more than 50 students participating. Programs will be at WLC, FRES and LCS. Six new teachers met with Dr. Heon today to work on curriculum. He has accepted reappointment to the tennis committee as chairman. There will be one meeting in February, May and June and a chairman meeting not yet scheduled. He runs the state tournaments; it is not a big time commitment. He has done this for 6 years and prior to that he was the chairman of the soccer committee. He is on vacation the week of July 15 but available if needed.

Mr. Vanderhoof questioned how long the SPED case manager position was posted. Superintendent responded it has been posted twice and has 17 applicants. Of those applicants, 6 were not SPED certified and 4 have had paraprofessional experience only and there are others who applied that are not qualified. We reached out to one person to apply but they chose not to. When asked he reports we may take the posting down when we have an active good pool of applicants.

Chairman Ballou noted that we are fortunate to have the incoming and outgoing business administrators working together as this is not usually the case.

**b. Letters/Information**

**i. Enrollment**

Superintendent reports this enrollment shows a level of consistency within the community. Typically, you will see a number who withdraw in June and enrollments happening in September. Kindergarten registrations at this time last

year were 43 (current is 37) and there is still a possibility of more registrations over the summer. We should see an increase of 6 students naturally in the district.

Superintendent noted if the budget from the legislature goes through, the district will see an increase in per pupil adequacy numbers. It would appear at this point; the Governor intends to veto it but it is not known where it will go at this time.

Superintendent reported there was a large sum of money that was not spent for special education in the state. Our district spent all but \$2. This was over 7-8 years and there was no mechanism to give it back to the state. We will receive between \$32,000 and \$36,000 of the unspent funds which are unanticipated for special education and comes through the IDEA grant. The funds are available now. Once the proposal is written (grant activities), it goes to the state for acceptance and if accepted we pay the bill for services provided, submit the bill and the state reimburses us.

#### **ii. NHSBA School Funding**

Superintendent provided a document from NHSBA regarding school funding due to a citizen asking questions regarding this.

#### **iii. Assessments Follow-Up**

Superintendent provided data and discussion was had regarding assessments with an additional document provided showing an additional 3 years. It was noted it feels like “moving a goal post” due to the assessments changing. Concern was raised that yes the method of taking the test has changed but this is not a good reason for what the data shows. Mr. Vanderhoof notes he felt depressed looking at the first document. The current grade 8, when they were in the 3<sup>rd</sup> grade, were the strongest and to see the progression that took place over time is sad. He notes some improvement in the last 2 years but it is depressing. Chairman Ballou disagrees with some of this as the assessments are evaluating students in different ways; it is hard to compare. He has been looking at these for the past 12 years and there are differences in the tests and cannot see trends as there are 3 different variables. Mr. LoVerme comments the document needs some sort of explanation. Superintendent spoke to the concern and is also disappointed. He notes some did struggle with the change in format to the computer generated test in the first year but students have Chromebooks now and that is not a reason for not performing well. Math in grades 3 and 4 is based on addition, subtraction, multiplication and division. Grade 8 is more word problems and they have to think independently. There have been some staffing changes that may be beneficial to the long term scenario. Will the change in the math curriculum be able to make a difference? What we are doing with reading now is really good but doesn’t focus on what the test asks. Our students are reading all the time but reading fiction and a third of the test is about nonfiction. If we can come up with some science based literature, we can get the technical reading in, have a different way to analyze things and can get some science in. A question was raised how can we better prepare students for what they are testing for. Superintendent responds, Principal O’Connell will present a strategy and will bring forward what they are doing. Regarding MS, a number of top performing students left before the 6<sup>th</sup> grade. We have changed the program and hope to retain students. We need to make changes and tell you what the changes are. We are in the midst of changing things in particular with students that have built up bad habits. A question was raised if the staff had seen these documents. Superintendent intends to share it with them and tell them there is a sense of urgency; we need to come up with strategies. Discussion was had regarding being tested on the things teachers have been teaching. The state test like this one, students may be tested on something they didn’t teach and would it be wise to teach not to the test but to create a level of individual ability to work through a problem they have not seen before. Superintendent responded WLC started this and now is implementing and honing it. The other part of the current test is the DOE chose not to give any example questions out to anyone and this year we only know because we took the test; nothing was given out. It was asked if the students are being challenged enough; are we giving them enough information without walking them through it. Superintendent responded there was not a consistent level saying this is what you should do but that is what Dr. Heon is doing. Yes, there is a strategy and yes its coming. Within the teachers work day itself, there is not a lot of time to do it; summer is a good time and we just started doing summer work last summer. It was requested that feedback be given on the process. Superintendent responds that Principals will present to the Board (not in Board Report) on a quarterly basis.

A question was raised if the Board wanted to take any action regarding the school funding/ state budget (NHSBA document). Chairman Ballou responded that it is up to each individual person (not the School Board).

### **V. CONSENT AGENDA**

There was no consent agenda to report.

### **VI. ACTION ITEMS**

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

114 *A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Fisk to approve the minutes of June 11, 2019 as*  
115 *amended.*

116 *Voting: six ayes; one abstention from Mr. Clark, motion carried.*  
117

118 **VII. DEDICATION DISCUSSION**

119 Ms. LeBlanc spoke regarding naming the field after Mr. Denny Claire, a longtime coach at WLC however the fields  
120 are already named Abbot Field (obligation of land settlement agreement in 1978). Discussion was had regarding this  
121 and naming the dugout; this is also already named. Discussion was had regarding what could be named (examples  
122 roads/backstop or a plaque) and if the Board wanted to pursue this. It was noted teachers had similar discussions  
123 regarding Mr. Dave Finch who just retired from WLC (taught physical education in district 38 years). It was noted  
124 these are special cases; these individuals served the community continuously for many years and it is not likely to see  
125 this again. It is the consensus of the Board to have 4 seniors who just graduated come up with something for a  
126 recognition plaque for Mr. Claire and bring back to the Board. There was no objection to include Mr. Finch.  
127

128 **VIII. COMMITTEE REPORTS**

129 **i. Food Service Committee**

130 Mr. LoVerme reported Ms. Deb Roske is the Food Service Director and was introduced to the committee. She spoke  
131 to the committee about her expectations and training; staff will be cross trained for all buildings. The group discussed  
132 a 5-week cycle menu but would need the help of a committee member who has experience with it to get started.  
133 Inspections were discussed, FRES was outstanding, last year WLC was not. Discussion of a prior gas smell at FRES  
134 which is believed to come from the stove; suggestion was made to sell it and get an electric. Ms. Roske will be  
135 doing inventory on all the left over product. She will be doing all the ordering for each building. Deficit was  
136 discussed; money owed is \$14,000 approximately. Price increase next year to \$3. Discussion by the Board was had  
137 regarding what the plan is for this committee. Mr. LoVerme indicated they want to work with Ms. Roske and provide  
138 support and the committee wants to keep a pulse on food service. Ms. Roske will be replaced as the kitchen manager  
139 at FRES; ad is out with a couple applicants to date. Superintendent added the consensus of the committee was to  
140 allow Ms. Roske to come back to the committee with goals. Once the school year gets started a month or two to get  
141 thing started to determine what was positive and negative and to reach out for assistance to Ms. Baker or the  
142 Superintendent. The committee can look objectively and give guidance and support. Ms. Roske will have a  
143 demonstration on some software. She plans on having food tastings with the students. Food will be cooked at WLC  
144 and brought to LCS. The committee has toured all of the kitchens. Superintendent notes the goal is to break even for  
145 next year and there is incentive to do this. Mr. LoVerme suggested Ms. Roske share what her plans and goals are for  
146 the month and the following month they can review if she reached them. Superintendent suggested the committee  
147 meet monthly or quarterly. Chairman Ballou requested Mr. LoVerme provide bullets for the next meeting regarding  
148 the goals so that the Board has an idea.  
149

150 **ii. Strategic Planning Committee**

151 Ms. Cloutier-Cabral reported the committee went over all the issues the Board talked about and the priorities.  
152 Regarding social media and communication, the committee discussed polling the community to get details on what  
153 they would like to see from us; how they want to receive communication. They discussed behavior management and  
154 would like to hear from teachers to obtain their insight; what they need and if we can build this in-house. They will  
155 survey the school counselors as well. Discussed research management protocol vs. outside, structured learning type  
156 system, what are the trends and biggest issues. Spoke of successful teachers providing feedback on what is working  
157 in those types of situations. Research cost, associated risk and obtain feedback from Primex and town offices and are  
158 there any grants available. Ms. LeBlanc added we prioritized all we discussed and some decided we would not  
159 include them. A question was raised if these were the items the Board passed down, Ms. Cloutier-Cabral confirmed  
160 yes. They discussed the resource officer and the possibility that it may be beneficial for the town to have another  
161 officer in the summer due to more activity with the "horseshoe". The committee discussed the school administrative  
162 structure and building utilization/SAU configuration/adding towns and decided it was not much of an issue and  
163 would not be looked into at this time. The committee plans to meet again sometime in August; no date has been set.  
164

165 **IX. RESIGNATIONS/APPOINTMENTS LEAVES**

- 166 • **Appointment-Bill Comerford-WLC Math**
- 167 • **Appointment-Andrew Tyler-WLC Computer Science**

168 Superintendent reviewed his recommendations for appointments. Both positions are in the area of critical need.

169 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to accept the recommendation and*  
170 *appoint Mr. William (Bill) Comerford as HS math teacher.*  
171 *Voting: all aye; motion carried unanimously.*

172  
173 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to accept the recommendation and*  
174 *appoint Mr. Andrew Tyler, computer science teacher.*  
175 *Voting: all aye; motion carried unanimously.*

176  
177 **X. SCHOOL BOARD MEMBER COMMENTS**

178 Chairman Ballou has vacation next week and will check email once at the end of the day.

179  
180 Mr. Vanderhoof spoke regarding the “dedication discussion” item on the agenda and notes sometimes things pop up  
181 and there is no supporting paperwork. He notes it would be good to know what it is about as opposed to just walking  
182 in and then finding out.

183  
184 **XI. PUBLIC COMMENTS**

185 There was no public comment to report.

186  
187 **XII. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

188 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Fisk to enter Non-Public Session to discuss*  
189 *negotiation matters RSA 91-A: 3 II (A) (C) at 7:35pm.*

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

191  
192 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Fisk to exit the non-public session.*

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

194  
195 **RETURN TO PUBLIC SESSION**

196 The Board entered public session at 8:05pm.

197  
198 *A MOTION was made to seal the non-public session minutes by Mr. LoVerme and SECONDED by Ms. Cloutier-*  
199 *Cabral.*

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

201  
202 **XIII. ADJOURNMENT**

203 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Fisk to adjourn the Board meeting at 8:05pm.*

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

205  
206 *Respectfully submitted,*

207 *Kristina Fowler*  
208



**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Thursday, July 18, 2019  
Wilton-Lyndeborough Cooperative M/H School-Media Room  
6:00 p.m.**

Present: *Matt Ballou, Carol LeBlanc, Miriam Lemire, Alex LoVerme, Johnathan Vanderhoof, John Clark, Mark Legere, Joyce Fisk, Tiffany Cloutier-Cabral*

*Clerk Linda Draper*

**I. CALL TO ORDER**

Chairman Ballou called the meeting to order at 6:00 pm.

**II. ADJUSTMENTS TO THE AGENDA**

Mr. LoVerme requested to add non-public session for a personnel matter. Mr. Vanderhoof seconded.

Voting: All approved.

**III. PUBLIC COMMENTS**

Mrs. Sours, Wilton resident, questioned the new Board policy on public comments. She wanted to know if questions could no longer be asked in the public comment portion of the School Board Meeting. Chairman Ballou assured her that questions could still be asked, but the answer might not be readily available and the question may have to be revisited at the next Board meeting.

**IV. HIRING PROCESS-ELEMENTARY PRINCIPAL**

*Superintendent Lane sent a memo to the Board with two options of hiring an Elementary Principal. Option one was to hire an interim principal and option two was to hire a permanent principal. The Board discussed both options and chose to hire an interim principal. The hiring committee would consist of two Board members – one from Wilton (Carol LeBlanc) and one from Lyndeborough (John Clark), two parents – one from Wilton and one from Lyndeborough, two teachers – one from FRES and one from WLC, Julie Heon and Superintendent Lane. The committee will meet on July 24<sup>th</sup> to create a list of interview questions and organize themselves. The interviews will be held July 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> and they will not be public. On Tuesday, August 6<sup>th</sup> there will be a special meeting, part public and part non-public to meet the two finalists.*

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

*A MOTION was made by Mr. LoVerme to enter in to non-public session at 6:36 pm. Mrs. LeBlanc SECONDED.*

*Voting: All approved.*

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to exit the non-public session.*

*Voting: all aye; motion carried unanimously*

• **RETURN TO PUBLIC SESSION**

The Board entered public session at 7:15 pm.

51           *A MOTION was made to seal the non-public session minutes for 50 years by Mr. LoVerme*  
52           *and SECONDED by Ms. Cloutier Cabral.*  
53           *Voting: all aye; motion carried unanimously*

54  
55       **V.     ADJOURNMENT**

56           *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to adjourn*  
57           *the meeting at 7:15 pm.*  
58           *Voting: all aye; motion carried unanimously*

59  
60       Respectfully submitted,  
61       Linda Draper

1 **WILTON-LYNDEBOROUGH COOPERATIVE**  
2 **SCHOOL BOARD CANDIDATE INTERVIEWS**

3 **Tuesday, August 6, 2019**  
4 **Lyndeborough Central School**  
5 **6:00 p.m.**  
6

7 *Present: Matt Ballou, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, Alex LoVerme,*  
8 *Tiffany Cloutier-Cabral and John Clark*

9  
10 *Superintendent Bryan Lane*

11  
12 **I. CALL TO ORDER**

13 The meeting was called to order at 6:02pm.  
14

15 **II. 6:00PM NON-PUBLIC SESSION RSA 91-A: 3 II (B)**

16 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to enter Non-Public Session per*  
17 *RSA 91-A: 3 II (B) at 6:02pm.*

18 *Voting: all aye (8-0); motion carried unanimously.*  
19

20 **RETURN TO PUBLIC SESSION**

21 The Board entered public session at 8:15pm.  
22

23 *A MOTION was made to seal the non-public session minutes by Mr. LoVerme and SECONDED by Mr.*  
24 *Ballou.*

25 *Voting: all aye (8-0); motion carried unanimously.*  
26

27 *Mr. Ballou recommends a motion to name Robert LaRoche as Interim Principal for LCS and FRES, motion*  
28 *made by Mr. LoVerme and SECONDED by Ms. LeBlanc.*

29 *Voting: all aye 8-0); motion carried unanimously.*  
30

31 *Mr. Ballou recommends a motion to pro-rate salary for days remaining for budgeted salary, motion made*  
32 *by Mr. LoVerme SECONDED by Ms. LeBlanc.*

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

35 **III. ADJOURNMENT**

36 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to adjourn the Board meeting at*  
37 *8:32pm.*

38 *Voting: all aye (8-0); motion carried unanimously.*  
39

40 *Respectfully submitted,*  
41 *Kristina Fowler for Bryan Lane*  
42

**WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL DISTRICT**  
**CALENDAR FOR 2019-20**  
**DRAFT AUGUST 13, 2019**

<b>AUGUST- 2 days</b>	M	T	W	T	F		<b>FEBRUARY- 14 days</b>	M	T	W	T	F
New Teacher Orien. 21-22	12	13	14	15	16		Feb. 7 Teacher Wkshp	3	4	5	6	7
Aug. Teacher Wkshp. 26-18	19	20	21	22	23			10	11	12	13	14
First Day of School 29	26	27	28	29	30		Feb. 24-28	17	18	19	20	21
							Mid-winter Break	24	25	26	27	28
<b>SEPTEMBER- 20 days</b>	M	T	W	T	F							
Sept. 2- Labor Day	2	3	4	5	6							
	9	10	11	12	13							
	16	17	18	19	20		<b>MARCH- 22 days</b>	M	T	W	T	F
<b>Sept. 25 Early Release</b>	23	24	25	26	27			2	3	4	5	6
	30							9	10	11	12	13
								16	17	18	19	20
<b>OCTOBER- 21 days</b>	M	T	W	T	F			23	24	25	26	27
		1	2	3	4			30	31			
Oct. 11- Non Work Day	7	8	9	10	11							
Oct. 14- Columbus Day	14	15	16	17	18							
	21	22	23	24	25		<b>APRIL- 18 days</b>	M	T	W	T	F
	28	29	30	31					1	2	3	
								6	7	8	9	10
<b>NOVEMBER- 17 days</b>	M	T	W	T	F			13	14	15	16	17
					1			20	21	22	23	24
	4	5	6	7	8		April 27-May 1 Spg. Break	27	28	29	30	
Nov 11- Veterans Day Obs.	11	12	13	14	15							
	18	19	20	21	22							
Nov. 27-29 Thanksgiving Recess	25	26	27	28	29		<b>MAY- 19 days</b>	M	T	W	T	F
							End of Spring Break					1
<b>DECEMBER- 15 days</b>	M	T	W	T	F			4	5	6	7	8
<b>Dec. 5- Early Release</b>	2	3	4	5	6			11	12	13	14	15
	9	10	11	12	13			18	19	20	21	22
	16	17	18	19	20		May 25 Memorial Day	25	26	27	28	29
Dec. 23- Dec 31 Holiday Recess	23	24	25	26	27							
	30	31										
							<b>JUNE- 5 days</b>	M	T	W	T	F
2020								1	2	3	4	5
<b>JANUARY- 21 days</b>	M	T	W	T	F			8	9	10	11	12
Jan 1- New Years Day			1	2	3		<b>June 12- Last day w/ 5 snow days</b>	15	16	17	18	19
	6	7	8	9	10			22	23	24	25	26
	13	14	15	16	17			29	30			
Jan 20- MLK Day	20	21	22	23	24							
	27	28	29	30	31							
<b>AUGUST through DECEMBER (75 Days)</b>							<b>JANUARY through JUNE (99 Days)</b>					
Aug. 21-22	New Teacher Orientation						Jan. 1	New Years Day				
Aug. 26-28	Full day teacher workshop						Jan. 20	MLK Day				
Aug. 29	First Day of School						Feb. 7	Teacher workshop full day				
Sept. 2	Labor Day						Feb. 24-28	Mid-Winter Break				
Sept. 25	Early Release						April 27-May 1	Spring Break				
Oct. 11	Non-School Day						May 25	Memorial Day				
Oct. 14	Columbus Day						June 12	Last day w/ 5 snow days				
Nov. 11	Veterans Day											
Nov. 27-29	Thanksgiving Recess											
Dec. 5	Early Release											
Dec. 23-31	Holiday Break											

## WLC Student/Parent Handbook Changes 2019-2020

Page 14 and 15

### WLC Staff Directory 2019-2020

(to contact by phone call 732-9359)

Department	Name	e-mail
Principal	Bagley, Brian	<a href="mailto:b.bagley@sau63.org">b.bagley@sau63.org</a>
Assistant Principal	Edmunds, Sarah	<a href="mailto:s.edmunds@sau63.org">s.edmunds@sau63.org</a>
Art	Hall, Emily	<a href="mailto:e.hall@sau63.org">e.hall@sau63.org</a>
Business	Tyler, Andrew	<a href="mailto:a.tyler@sau63.org">a.tyler@sau63.org</a>
Cafeteria/Kitchen	Roske, Deb	<a href="mailto:d.roske@sau63.org">d.roske@sau63.org</a>
Custodian	Bird, Ann	<a href="mailto:a.bird@sau63.org">a.bird@sau63.org</a>
Family & Consumer Science	Clark, Olympia	<a href="mailto:o.clark@sau63.org">o.clark@sau63.org</a>
School Counseling Office	Kovaliv, Amanda	<a href="mailto:a.kovaliv@sau63.org">a.kovaliv@sau63.org</a>
	Goggin, Ashley	<a href="mailto:a.goggin@sau63.org">a.goggin@sau63.org</a>
	Coffey, Sharon	<a href="mailto:s.coffey@sau63.org">s.coffey@sau63.org</a>
Alternative Education	Brown, Landin	<a href="mailto:l.brown@sau63.org">l.brown@sau63.org</a>
Industrial Arts	Kane, Justin	<a href="mailto:j.kane@sau63.org">j.kane@sau63.org</a>
Math	Balusek, Cheryl	<a href="mailto:c.balusek@sau63.org">c.balusek@sau63.org</a>
	Blondin, Allison	<a href="mailto:a.blondin@sau63.org">a.blondin@sau63.org</a>
	Commerford, Bill	<a href="mailto:w.commerford@sau63.org">w.commerford@sau63.org</a>
	Miller, Amanda	<a href="mailto:a.miller@sau63.org">a.miller@sau63.org</a>
	Schneider, Shirley	<a href="mailto:s.schneider@sau63.org">s.schneider@sau63.org</a>
Media Center	White, Amy	<a href="mailto:a.white@sau63.org">a.white@sau63.org</a>
Music	Schneider, Eric	<a href="mailto:e.schneider@sau63.org">e.schneider@sau63.org</a>
Nurse	Bertoncini, Cathleen	<a href="mailto:c.bertoncini@sau63.org">c.bertoncini@sau63.org</a>
Office	Draper, Linda	<a href="mailto:l.draper@sau63.org">l.draper@sau63.org</a>
	Tullgren, Lorissa	<a href="mailto:l.tullgren@sau63.org">l.tullgren@sau63.org</a>
Physical Education/ Health	Miller, Brice	<a href="mailto:b.miller@sau63.org">b.miller@sau63.org</a>
	Segal, Malin	<a href="mailto:m.segal@sau63.org">m.segal@sau63.org</a>
Science	Blais, Catherine	<a href="mailto:c.blais@sau63.org">c.blais@sau63.org</a>
	Erickson, Stephanie	<a href="mailto:s.erickson@sau63.org">s.erickson@sau63.org</a>
	Kalsi, Rajbir	<a href="mailto:r.kalsi@sau63.org">r.kalsi@sau63.org</a>
	Roper, Karis	<a href="mailto:k.roper@sau63.org">k.roper@sau63.org</a>
	Zekser, Greg	<a href="mailto:g.zekser@sau63.org">g.zekser@sau63.org</a>
Social Studies	Krot, Brian	<a href="mailto:b.krot@sau63.org">b.krot@sau63.org</a>
	Lhotsky, Erin	<a href="mailto:e.lhotsky@sau63.org">e.lhotsky@sau63.org</a>

	Norton, Melissa	<a href="mailto:m.norton@sau63.org">m.norton@sau63.org</a>
	Provost, Zachary	<a href="mailto:z.provost@sau63.org">z.provost@sau63.org</a>
	Walsh, Victoria	<a href="mailto:v.walsh@sau63.org">v.walsh@sau63.org</a>

Department	Name	e-mail
Special Education	Gosselin, Katie	<a href="mailto:k.gosselin@sau63.org">k.gosselin@sau63.org</a>
	Meyer, Kim	<a href="mailto:k.meyer@sau63.org">k.meyer@sau63.org</a>
	Morrow, Katie	<a href="mailto:k.morrow@sau63.org">k.morrow@sau63.org</a>
Athletic Director	Miller, Brice	<a href="mailto:b.miller@sau63.org">b.miller@sau63.org</a>
Technology	Kline, Mark	<a href="mailto:m.kline@sau63.org">m.kline@sau63.org</a>
World Languages	Bujak, Laura	<a href="mailto:l.bujak@sau63.org">l.bujak@sau63.org</a>
	Canty, Amy	<a href="mailto:a.canty@sau63.org">a.canty@sau63.org</a>
	Dwyer, Margaret	<a href="mailto:m.dwyre@sau63.org">m.dwyre@sau63.org</a>
	Humphreys, Kim	<a href="mailto:k.humphreys@sau63.org">k.humphreys@sau63.org</a>
	Morshed, Katy	<a href="mailto:k.morshed@sau63.org">k.morshed@sau63.org</a>
	Nolin, Audra	<a href="mailto:a.nolin@sau63.org">a.nolin@sau63.org</a>
	Wider, Greg	<a href="mailto:g.wider@sau63.org">g.wider@sau63.org</a>

## Page 21

### Extra Help

Hours: 2:50-3:50 PM Monday, Tuesday, Thursday

During this time, there will be a WLC teacher available to support students with their academics in the media center. Teachers may ask students to attend or students may attend on their own.

## Page 32

### Disciplinary Procedures and Consequences

Discipline is most effective when it deals directly with the problem at the time and place it occurs and is provided in a reasonable and impartial manner. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self discipline. Disciplinary action, when necessary, will be firm, fair, and consistent so as to be most effective in changing student behavior. All discipline referrals, regardless of level will report to administration in the main office first.

In determining the appropriate disciplinary action, administration will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. The adverse impact on others and/or the learning environment.
7. Other extenuating circumstances.

Restorative practices and/or remedial responses are an important part of our code of conduct and place the focus of discipline on discerning and correcting the reasons why the student behaviors have occurred. The restorative or remedial responses WLC utilizes are designed to help students learn from their mistakes and correct the problem behavior as well as prevent another occurrence of the behavior. Appropriate restorative/remedial measures may include, but are not limited to:

1. peer support groups
2. assignment of an adult mentor at school that the student checks in with at the beginning and end of each school day
3. corrective instruction that reemphasizes behavioral expectations or other relevant learning or service experience
4. engagement of the student in a reflective activity, such as writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed
5. restorative intervention and/or mediation where constructive conflict resolution is modeled
6. behavioral management plans or behavior contracts, with benchmarks that are closely monitored
7. student counseling and parent conferences.

As a general rule, discipline will be progressive. This means that as a student's number of violations increase, disciplinary consequences increase as well. Additionally, a student's first offense in one category, coupled with multiple offenses in other categories may result in a harsher penalty than that of another student who does not have a similar violation history; however, the WLC administration reserves the right to impose any level of discipline, even for a first offense, as the facts may warrant.

## Study Hall Rules and Procedures

Students will:

- Be in their seats on time
- Be prepared to study
- Work on all of their assignments
- Respect themselves and others
- Students will use the restroom and get a drink between classes. They will remain in the study hall room until the bell rings unless there is an emergency. One student may be out of study hall on a pass at a time with the exception of library passes or passes from other teachers. The receiving teacher must know that the student is coming.
- Students will remain quiet for the entire study hall period to allow for an atmosphere that is conducive to learning.
- If students have a presigned pass from another teacher requesting they go to the library for research or to another teacher's classroom, they may be permitted to go, however they must return to study hall before the end of period bell rings.
- Students will work until the bell rings. This means you will bring all necessary supplies to occupy yourself the entire class period. If you have no assignments to work on, bring reading material or review other class material. Work may be provided by the teacher if you do not bring something to work on in study hall.
- As in all high school classes, it is at the teacher's discretion to allow students to use cell phones. Middle school students are not allowed to have cell phones on them at any time.

## Tennis

Tennis is a spring varsity sport that is open to girls. Middle School students may participate via petition.



## School Administrative Unit 63

192 Forest Road  
Lyndeborough, NH 03086

Phone: 603-654-8088

Fax: 603-654-6691

Superintendent .....	Bryan K. Lane
Executive Assistant.....	Kristina Fowler
District Curriculum Coordinator.....	Dr. Julie Heon
Business Administrator.....	Lizabeth Baker
Facilities Manager.....	Robert "Buddy" Erb

### Special Education Office

Phone: 603-654-8086

Director of Student Support Services..... Ned Pratt

### Food Service

Director of Food Services..... Deborah Roske

Phone: 603-654-6123 x2159

email: [d.roske@sau63.org](mailto:d.roske@sau63.org)

### School Bus Transportation

Steve's School Bus Service .....Phone: 654-7035

### Wilton-Lyndeborough School Board Members

Matt Ballou, chair .....	Wilton
Alex LoVerme, vice-chair .....	Wilton
Jonathan Vanderhoof .....	Lyndeborough
John Clarke .....at large,	Lyndeborough
Miriam Lemire .....at large,	Lyndeborough
Joyce Fisk .....	Wilton
Carol Leblanc.....	Wilton
Mark Legere.....	Wilton
Tiffany Cloutier .....	Wilton

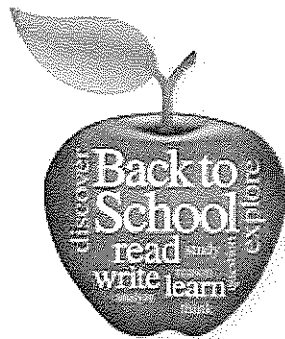
# Florence Rideout Elementary School

## Staff Directory

Principal.....	<b>Robert LaRoche</b>
Secretary.....	Kristi Legere
Admin.....	Patsy Berube
Guidance .....	JoAnn Dufour
Nurse .....	Kim Sheridan R.N.
Technology Coordinator.....	Andrew Stevens
First Grade Teacher .....	Danielle Cambray
First Grade Teacher .....	Bridgette Fuller
First Grade Teacher .....	Julie Lemire
First Grade Teacher.....	<b>Heather Desmarais</b>
Second Grade Teacher .....	<b>Rebecca Hawkes</b>
Second Grade Teacher .....	Kristen Hebert
Third Grade Teacher .....	<b>Andrea Petrone</b>
Third Grade Teacher.....	Samantha Sappet
Fourth Grade Teacher.....	Holly Lafoe
Fourth Grade Teacher.....	Sandy Reid
Fifth Grade Teacher.....	Erin Tierney
Fifth Grade Teacher .....	Melanie Drew
Art .....	Greg Lamers
Music .....	Claudette Barker
Physical Education .....	Fritz Shenk
Media Generalist.....	Stephanie Loiselle
Reading Specialist.....	Tammy Cargill
RTI Coordinator.....	Michelle Locke
W.I.N. Interventionist .....	
W.I.N. Interventionist .....	Kristen Dame

**Florence Rideout Elementary School**  
**Staff Directory (cont.)**

Special Education Teacher .....	Audrey Bober
Special Education Teacher .....	<b>Andrea Pollock</b>
Special Education Teacher .....	Kathy Harris
Board Certified Behavior Analyst.....	Amber Casavant
ABA Therapist.....	Taylor Owens
ABA Therapist.....	Liz Meltzer
ABA Therapist.....	Stephanie Gaardner
ABA Therapist.....	Ashley Noonan
ABA Therapist .....	Samantha Thapa
ABA Therapist .....	Wanda Seavey
Paraeducator.....	Stephanie Gilbert
Paraeducator.....	Heidi Kemmerer
Paraeducator.....	Ann Harkleroad
Paraeducator.....	Patricia Polson
Paraeducator.....	
Food Service .....	Deb Roske
Custodian .....	Dan LaSala
Custodian .....	Bill Carey
Custodian.....	John Ward



**Lyndeborough Central School**  
**Staff Directory**

Principal .....	Robert LaRoche
Administrative Asst.....	Sherry Leblanc
School Counselor .....	JoAnn Dufour
Nurse .....	Laura Gifford R.N.
Technology Coordinator.....	Andrew Stevens
Kindergarten Teacher .....	Vicki MacPherson
Kindergarten Teacher .....	Nicole Dane
Kindergarten Teacher .....	Taylor McArdle
Preschool Teacher.....	Melissa Levesque
Art .....	Greg Lamers
Music .....	Claudette Barker
Physical Education .....	Fritz Shenk
Reading Specialist.....	Tammy Cargill
RTI Coordinator.....	Michelle Locke
Title One .....	
Title One .....	Kristen Dame
Board Certified Behavior Analyst.....	Amber Casavant
ABA Therapist.....	Bridgette Jasper
ABA Therapist.....	Stephanie Gagnon
ABA Therapist.....	Dream Dawn
Kindergarten Instructional Aide.....	Kelly Eshbeck
Kindergarten Instructional Aide.....	Nadine Preftakes
Kindergarten Instructional Aide.....	Michelle Mason
Preschool Classroom Aide.....	Tracy Aucoin
Paraeducator.....	Jayne Lundwall
Food Service .....	Deb Roske
Custodian .....	Albert Boucher

Florence Rideout Elementary School consists of 17 classrooms for students in Grade 1 through Grade 5, a full-sized Gymnasium, Cafeteria, Library, 2 Computer Labs, plus additional rooms for support programs such as: Speech, Special Education, and Title I Tutoring.

Lyndeborough Central School consists of 4 classrooms for students in Preschool and Kindergarten, a Multi-Purpose room serves as a Cafeteria space for Physical education Music and Art instruction. Additional rooms for support programs such as Speech Therapy and Occupational Therapy.

### **FRES SCHOOL HOURS**

**Grade 1 through Grade 5: 8:00 AM to 2:40 PM**

### **LCS SCHOOL HOURS**

**Kindergarten: 8:00 AM to 2:20 PM**

**Preschool (3 yr. old) 8:30 AM to 11:00 AM (M-Th)**

**Pre-K (4 yr. old) 12:00 PM to 2:30 PM (M,T,Th,F)**

### **FRES DAILY SCHEDULE**

8:00	Entrance to Building
8:10	Tardy Bell
11:15-11:40	First Lunch (Gr. 2-3); Recess: 10:50-11:15
11:45-12:10	Second Lunch (Gr. 1); Recess: 11:20-11:45
12:15-12:45	Third Lunch (Gr. 4-5); Recess: 11:45-12:10
<b>2:40</b>	<b>Dismissal</b>

### **LCS DAILY SCHEDULE**

8:00	Entrance to Building
8:15	Tardy Bell
9:35-9:50	Snack
10:55-11:20	AM Recess
11:20-11:45	Lunch
<b>2:20</b>	<b>Dismissal</b>

### **F.R.E.S. ARRIVAL**

Students **should not arrive before 7:40 AM** when playground supervision begins. All students should be present in the schoolyard when the first bell rings at 8:00 AM to enter the building. Students arriving late must be signed in by an adult in the front office. Please park in the visitor parking spaces and walk with your child to the main office.

Parents may drop their child off at school at the supervised parent pick-up/drop off zone. This is located at the rear of the building along Livermore Street. Students will enter the building and proceed to the playground. Please do not drop off after 8:00 AM when there is no staff on site to supervise this location.

Students arriving late must be signed in by an adult in the front office. Please park in the visitor parking spaces and walk with your child to the main office.

The front gated driveway is for buses only. During the school day all vehicular traffic is prohibited from entering the driveway. **It is important not to pass the buses when they are parked with their lights flashing.**

### **L.C.S. ARRIVAL**

Students **should not arrive before 8:00 AM.**

Parents dropping their child off at the school should enter the school drive way south entrance and form a double line. Parents should remain in their vehicle and wait until a staff member greets and then escorts your child into the school.

If you are dropping off your child at FRES, please note that the Kindergarten bus leaves for LCS at 7:55 am.

Students arriving late after 8:15 must be signed in by an adult in the front office. Please park in the visitor parking spaces and walk with your child to the main office.

### **F.R.E.S. DISMISSAL**

**All students are dismissed at 2:40 PM.** Students riding the bus will be dismissed from their classrooms first. Staff members will lead lines to the bus loading area along the . Walkers will be dismissed from the Tremont Street playground door.

Students that are being picked up by parents will be dismissed to the gymnasium as a class. Parents may park along Livermore Street in spaces behind the school Parents are asked to wait in the gymnasium lobby until gymnasium door is opened. Please have your Parent Pick-Up Ticket visible. Please exit the gymnasium using the door that exits to the parking lot. **It is important not to pass the buses when they are parked in the lot with their lights flashing.**

### **L.C.S. DISMISSAL**

**All students are dismissed at 2:20 PM.** Students riding the bus will be dismissed from the Multi-Purpose Room. Staff members will lead students to the bus loading area. Kindergarten students are not allowed to walk home unless they are accompanied by an adult.

Students that are being picked up by parents will be escorted to their parent's vehicle by staff. Traffic should enter the school drive way south entrance and form a double line. Parents should remain in their vehicle and wait until there child is brought to them. Please have your Parent Pick-Up visor sign visible. **It is important not to pass the bus when they are parked in the lot with their lights flashing.**

## Elementary School Breakfast/Lunch Policy



### FOOD SERVICES

The Wilton-Lyndeborough Cooperative School District offers meals and a la carte items in accordance with the USDA School Breakfast Program and National School Lunch Program. Meals are available to all students without discrimination. Parents and siblings are welcome to join their student for breakfast or lunch. Please notify the school office prior to 9:00 am so that arrangements can be made. Menus are published monthly and made available at each cafeteria and posted on the school's web site. All menus are subject to change.

### MEALS OFFERED

- Breakfast is available for purchase daily to all students at FRES (7:40 am – 8:00 am) and WLC (7:20 am – 7:45 am) before school.
- Breakfast is available for purchase daily as a Grab & Go meal to all students at FRES and LCS during snack time.
- On delayed opening days, breakfast is not served.
- A limited menu is available for purchase mid-morning to WLC students.
- Lunch is available for purchase daily to all students during assigned lunch periods.
- Bag lunches are available for purchase for school sponsored field trips. Please submit the field trip lunch request form to Food Service at least two school days prior to the field trip.
- All meals are compliant to the regulations of the Healthy Hunger-Free Kids Act.
- At all schools, milk is available a la carte for students not purchasing a meal.
- At WLC, additional a la carte items are available. **PAYING FOR MEALS**
- Meal prices are posted on the monthly menus.
- A la carte pricing varies, and free/reduced meal benefits do not apply to a la carte purchasing.
- Every student has a debit account in MealTime. Parents/Students may access their MealTime account at any time online or with the mobile app to track spending and make deposits.
- NOTE: All accounts are OPEN unless we receive a letter from you requesting no purchases. From time to time, students do get adventurous and sometimes make purchases without their parents' awareness. Parents are responsible for these purchases.
- The preferred (quickest) method for payment for meals is by using the MealTime account. Each student is assigned a PIN and can purchase meals and a la carte items by entering their PIN



## Elementary School Breakfast/Lunch Policy- (continued)

at the registers. Use of someone else's PIN is considered fraud and is subject to disciplinary action.

- Deposits can be made into the student's account online, using the mobile app, or by sending checks or cash to Food Service. Please make checks payable to "WLC School Lunch".
  - If sending a single check for deposit into multiple students' accounts, please indicate how much to allocate per student.
  - Checks returned for insufficient funds (NSF) are subject to a \$30 service charge (service charge is subject to change).
  - Cash and check payments are accepted at the registers at WLC. FRES and LCS do not accept payments at the registers.
  - If the student's MealTime account does not have sufficient funds, the student will not be permitted to purchase a la carte items. Note that this includes milk, ice cream, and additional entrees as well as all other items offered as a la carte. A la carte purchases are not permitted even if the student is paying in cash. Payments can be applied to the MealTime account.
- ### MEAL BENEFIT PROGRAMS

- Any family or student needing financial assistance should complete the application for free or reduced meals. Meal benefit applications are available on the website, from the Food Service Director, and at all school offices.
  - Meal Benefits apply only for the current school year. A new application must be submitted each year.
  - All applications may be subject to verification.
  - For assistance in completing the meal benefits application please contact Deb Roske at 732-9344.
- ### ALLERGIES / SPECIAL MEALS

- All meals and a la carte items available from Food Service are nut-free.
- If your student has special dietary needs, please have your physician complete and sign the "Special Meals Prescription Form" available from the school nurse.
- Food Service will make accommodations to comply with special meals prescription forms.

### CAFETERIA SUPPLIES

- Paper goods, plasticware, condiments, etc. are provided for students purchasing meals or a la carte items from Food Service. These items are not available for classroom activities or home use without prior arrangement by the Food Service Director



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

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

Bryan K. Lane  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Lizabeth Baker  
Business Administrator

TO: The WLC School Board  
FROM: Bryan Lane  
DATE: 8/6/19  
RE: Modification to FRES Daily Schedule

In conversations over the past two years it has been noted that our elementary school schedule is the longest in the area. It has also been noted that the extension of a school day is not always advantageous to students at the elementary school.

I am proposing that we adjust the dismissal time at FRES from 2:50 to 2:40. The purpose of the reduction is to reduce the fatigue level in students who struggle toward the end of a school day. The reduction in ten minutes will result in the following:

- A reduction of five minutes to the “Morning Meeting” from 25 minutes to 20 minutes.
- A reduction of 5 minutes spread throughout the school day.
- All buses will be at FRES at the end of the day simplifying dismissal.
- Parent pick up will be ten minutes earlier.
- No change to the start of school schedule.
- No reduction in lunch or recess.
- No change in the teacher workday.
- Additional collaboration or meeting time for teachers at the end of the day.
- Buses will arrive at WLC all at one time simplifying the dismissal process there.
- The district will still meet the minimum standard for instructional time for elementary schools. Minimum standard is 945 hours, district time will be 986 hours.

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

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

Bryan K. Lane  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Lizabeth Baker  
Business Administrator

To: WLCSO School Board  
From: Lizabeth Baker  
Date: August 6, 2019  
Re: Electricity Rates

The District's electricity contract expires November 2019, so we have been working with Standard Power of America to obtain new pricing. Standard Power has solicited the following rate options.

First Point

12 Months- \$0.07920  
24 Months- \$.078480  
36 Months- \$.07786

Engie

12 Months- \$0.076560  
24 Months- \$.075880  
36 Months- \$.07554

Constellation

12 Months- \$0.084430  
24 Months- \$.083070  
36 Months- \$.08207

Summer

12 Months- \$0.084610  
24 Months- \$.084280  
36 Months- \$.08381

Agera

12 Months- \$0.081650  
24 Months- \$.081010  
36 Months- \$.07982

Provider

12 Months- \$0.080790  
24 Months- \$.079880  
36 Months- \$.07932

As highlighted above, the most economical rate is .07554 with Engie, our current provider. This rate would require a 36 month contract. Our current rate is .08475, the rate budgeted for FY20 is .08114.

Action Item:

*Looking for approval to lock in rates with Engie at .07554 for 36 months. Or, with another preferred rate alternative as per the Board.*

***Wilton-Lyndeborough Cooperative School District***

***School Administrative Unit #63***

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

Bryan K. Lane  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Lizabeth Baker  
Business Administrator

TO: The WLC School Board  
FROM: Bryan K. Lane  
DATE: 8/6/19  
RE: Request for fund from Educating Educationally Disabled Children Capital Reserve

In the board report from the Business Administrator it is outlined that the district has a “bad debt” from the 2018-19 school year budget. The majority of this comes from over expenditures in Special Education costs.

With the information given to the Superintendent from the Director of Student Support Services, requests were made to release funds from the capital reserve fund, those requests were granted by the school board. The estimation given for end of year spending from contracted service providers and other expenses was not in line with actual expenses that were incurred. The total of unanticipated funds expended for Special Education was \$269,795.

In order to accommodate the “bad debt”, I am requesting that the board release \$44,587 from the reserve fund. The following are factors to consider:

- The capital reserve fund will have approximately \$46,000 remaining.
- The district has approximately \$90,000 in salary savings in the 2019-20 budget which could be directed toward special education if there were unforeseen expenses. If not these funds would go toward the fund balance.
- The current Director of Student Support Services has done a full accounting of all costs that we will be incurring as of today. There is an approximate \$38,000 surplus in the transportation line due to a change in placement.

This would leave approximately \$174,000 available in case of unanticipated costs for student who may move into the district.

I am recommending a motion that the board authorize the release of \$44,587 from the Educating Educationally Disabled Children Capital Reserve Fund in order to meet unanticipated expenditures from the 2018-19 school year.

***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

Lise Tucker  
Business Administrator

TO: Timothy O'Connell  
FROM: Bryan K. Lane  
DATE: July 10, 2019  
RE: Confirmation of Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.”

I am in receipt of your letter indicating that you will be resigning from the school district effective Wednesday July 17, 2019. The district will waive the sixty (60) day notice prior to termination required in article A (2) of the contract you signed for the 2019-20 school year,

CC: Personnel File  
School Board

***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

Lise Tucker  
Business Administrator

TO: Shannon O'Donnell  
FROM: Bryan K. Lane  
DATE: July 24, 2019  
RE: Confirmation of Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.”

I am in receipt of your letter indicating that you will be resigning from the school district effective Wednesday July 16, 2019 and am accepting your resignation.

CC: Personnel File  
School Board

*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

Lise Tucker  
Business Administrator

TO: Marc Belanger  
FROM: Bryan K. Lane  
DATE: August 1, 2019  
RE: Confirmation of Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.”

I am in receipt of your letter indicating that you will be resigning from the school district and that you will not be returning for the 2019-20 school year. This is formal notification that your resignation has been accepted.

CC: Personnel File  
School Board

# Ashley Goggin

## School Counselor

P.O. Box 473  
South Sutton, NH 03273  
(603) 558-3736  
ashgoggin@gmail.com

Seeking a school counseling position that supports student success through the three domains of the National School Counseling Model: Academic, Career/College, and Social/Emotional Wellness.

## SCHOOL COUNSELING EXPERIENCE

### **Kearsarge Regional Middle School, North Sutton, NH** - *Interim School Counselor*

From August 2018 - PRESENT

- Class scheduling and registration, state testing coordinator, and 504 coordinator.
- Individual and group counseling, peer mediation, and crisis intervention and assessment.
- Collaborate with families, staff, and community agencies to foster student progress.
- Assist staff and administration with children who are experiencing difficulties academically or socially.
- Serve on student support team, special education referral team, and wellness committee.
- Attend events after school hours (sports, plays, activity nights, parent workshops) and field trips.
- Assist with transition from grades 5-6 and 8-9.
- Attended professional development opportunities.

### **Sunapee Middle High School, Sunapee, NH** - *School Counselor Internship*

Fall 2013

- Provided individual/group counseling and responded to students' immediate needs during crisis.
- Delivered classroom career guidance curriculum and provided vocational assessment.
- Helped students through the college application process and provided letters of recommendation.
- Managed monthly calendars informing students of important events.

### **Bluff Elementary School, Claremont, NH** - *School Counselor Internship*

Spring 2014

- Provided individual/group counseling, crisis intervention, and assisted students with peer mediation.
- Delivered Second Step classroom guidance curriculum to first-fifth grade.
- Facilitated and coordinated a fifth-grade career fair.
- Indirect services include: consulting and collaborating with parents, teachers, and staff on behalf of students and families; observed classes; created meeting notices; and collected data to measure results of programs and curriculum.

## WORK EXPERIENCE

### **Kearsarge Regional High School, North Sutton, NH** - *Office Manager*

From August 2011 - 2018

- Provided guidance and consultation to school officials, fellow employees, students, parents, and the general public on organization and administrative matters.
- Obtained, organized, and drafted technical and administrative materials for public information disbursement and school use.
- Maintained financial program for the high school, helped the principal oversee the budget, and managed school supply ordering.
- Coordinated yearly graduation ceremony.

## **Health Care Rehabilitation Services, Hartford, VT- *Support Services Provider***

From 2011- PRESENT

- Support and assist a non-verbal autistic individual with daily personal care, work, and leisurely activities using the PECS communication system.
- Plan and prepare healthy meals, motivate and encourage participation in different types of exercise, and record information on medical and behavioral documents.

## **Stevens High School, Claremont, NH - *Paraprofessional***

From 2008- 2011

- Served as a member of the Structured Language Program support staff and an English class support staff.
- Supported students with deficiencies in reading and writing, devised and implemented language assessments, and taught students remedial components of reading and writing.

## **EDUCATION**

### **Keene State College, Keene, NH- *Masters of Education- School Counseling***

August 2014

### **Keene State College, Keene, NH- *Bachelor of Arts- Psychology***

May 2007

## **SKILLS**

- Motivated to help others
- Direct and honest
- Experience with Powerschool, Naviance, & Branching Minds
- Solution-focused
- Attention to detail
- Team leadership



603-494-9644

apollock1@gmail.com

**Andrea Pollock**  
771 Harvard Street  
Manchester, NH 03103

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**Objective:**

An energetic and multi-faceted educator seeking a challenging and rewarding learning community where I can enhance all aspects of learning through data-driven instruction, focused support, and effective interventions.

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**Education:**

University of New England

Portland, ME

*Master of Science in Education: Reading Specialist*

2018

Rivier College

Nashua, NH

*Bachelor of Arts in Human Development*

2010

Awards: Maintained a GPA above 3.5 and was honored with Cum Laude recognition. Also, recognized on the Dean's list for the semesters of Spring 2007, Fall 2007, Fall 2008, Spring 2009, and Spring 2010.

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**Certifications:**

State of New Hampshire: 96786

Expires: June 30, 2022

- Reading and Writing Specialist (Pending) -- 0037
- Elementary Education (K-8) -- 1811
- General Special Education -- 1900

Highly Qualified Teacher: PRAXIS II Testing requirements for the state of New Hampshire

IMSLEC Certified Orton-Gillingham Tutor

Expires: June 2022

2019-2020 - Currently working on Initial Level Trainer Certification (estimated completion May 2020)

2019 - Certified Supervisor of OG tutors

2018 - Advanced Tutor Certification

2015 - Initial Level Tutor Certification

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**Teaching Experience:**

Special Education & Reading Teacher

RSEC Academy

August 2014 - Current

Amherst, NH

Reading Teacher

- Create positive literate learning environment for all students to enhance engagement in learning
- Complete screening, diagnostic testing, and progress monitoring for all new and current students to track and monitor progress and continue to evaluate their learning objectives and instructional needs
- Design individualized instructional units to provide one on one reading support implementing Orton-Gillingham and LiPS programs targeting individual students areas of needs
- Provide students with reading skills and strategies that help them close achievement gaps and will allow them to transition successfully into life beyond high school
- Collaborate with staff to create original literacy CCSS-aligned competencies and corresponding rubrics
- Supervise training and application of new competency assessment system
- Mentor reading teachers to ensure efficacy of Orton-Gillingham instruction and support student growth

**Andrea Pollock**  
771 Harvard Street  
Manchester, NH 03103

- Develop original unified arts school-wide course that incorporates social pragmatic skill development
- Implement school-wide literacy learning initiatives to assist with school-wide achievement goals aligned with RSEC Academy competencies and CCSS
- Communicate results of data analysis from school-wide learning initiatives and regional formal assessments to administration and staff
- Work closely with administration, specialists, counselors, and content area teachers to monitor individual student progress, advocate for individual student's learning needs, and promote student success

**Special Education Teacher**

- Act as Case Manager for students with Individualized Educational Program (IEP) or 504
- Create annual Individualized Educational Program (IEP) that includes achievable goals aligned with CCSS and school competencies to assist students in closing achievement gaps
- Monitor student progress towards goals by collecting data, communicating with staff, reporting quarterly progress data, and engaging with parents to support goal progress
- Collaborate with staff in IEP/504 creation to prioritize student needs when creating goals and review IEP/504 drafts to ensure accuracy and compliance with NH Special Education law and DOE mandates
- Schedule, lead, and follow-up on all meetings for students on caseload to ensure IEP/504 compliance
- Work in coordination with sending schools to provide the best services possible
- Assist students with transitional skill work and planning by creating learning pathways including taking college courses that help students meet post-secondary goals

**Orton-Gillingham Tutor/Supervisor**

September 2016 - current

Children's Dyslexia Center  
Nashua, NH

- Orton-Gillingham tutor working one-on-one with students with dyslexia
- Develop student-specific lessons tailored to their decoding, encoding, and phonemic awareness needs
- Supervise/observe tutors in initial and advanced levels
- Mentor new initial level teachers in the program
- Administer intake and end of year assessments

**Long Term Substitute - Grade 4**

May 2014 - June 2014

Idlehurst Elementary School  
Somersworth, NH

- Familiarity implementing the Reader's Workshop Model
- Successfully continued to provide Guided Reading groups to meet individual student needs
- Compiled reading data through benchmark assessments
- Effectively sustained a classroom management system that supported a respectful learning environment

**Title 1 Literacy Coach**

School

Aug. 2013- Aug. 2014

Idlehurst Elementary

Somersworth, NH

- Implement LLI in a small group setting to incorporate the components of reading, writing and phonics
- Work thoroughly with students to gain word attack strategies and understand how words work
- Develop comprehension strategies while expanding students' ability to think deeply within the text
- Expressing ideas through independent, shared, and dictated writing
- Working with classroom teachers to consistently monitor student growth and assess student needs
- Maintaining a strong focus on parent involvement by creating ways to keep families informed and recognizing them as a crucial part of the school community

603-494-9644

apollock1@gmail.com

**Andrea Pollock**  
771 Harvard Street  
Manchester, NH 03103

Title 1 Tutor

Aug. 2010- April 2012

Aug. 2012- June 2013

Heron Pond School  
Milford, NH

- Managed and implemented Response to Intervention services for reading and mathematics in a small group setting.
- Collaborated with classroom teachers to incorporate classroom reading materials.
- Successfully administered the DIBEL's progress monitoring and benchmarking assessments to closely monitor student progress.
- Worked thoroughly with the Project Read materials, Wilson Foundations, Harcourt Intervention and Everyday Math curriculum texts to modify lessons and instruction as needed to help student's master basic concepts.

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**Continuing Education Development:**

2013- Lucy Calkins

2014- Reader's Workshop with Cynthia Merrill

2014- Lindamood Phoneme Sequencing Program (LiPS)

2014/2015-Orton-Gillingham Initial Training (IMSLEC accredited MSLE course)

2016-Writing Measurable IEP Goals 2017/2018- Competency Based Education

2017/2018- Orton Gillingham Advanced Training

2018- International Dyslexia Association conference

2018-2019- Orton Gillingham Supervisor Training

2019-current- Orton Gillingham Trainer of Initial Level Tutors Training Program

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**References:**

References available upon request.