

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING**  
**Tuesday, September 10, 2019**  
**Florence Rideout Elementary School-Library**  
**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. Principals' Reports
- iv. Curriculum Coordinator's Report

**b. Letters/Information**

- i. First Day Enrollment
- ii. Board Stipend Forms
- iii. NHSBA Call for Resolutions/Delegate Assembly
- iv. Budget Timeline FY 2020-2021
- v. Attorney Information

**V. CONSENT AGENDA**

**VI. ACTION ITEMS**

**a. Approve Minutes of Previous Meeting**

**b. Policies**

- i. JICJ-Unauthorized Communication Devices
- ii. BEDH-Public Participation at Board Meetings
- iii. BDE-Committees and Delegates
- iv. BDB-Board Officers

**c. Tuitioning**

**d. Budget Deficit**

**e. Fuel Bid**

**VII. COMMITTEE REPORTS**

- i. Negotiations
- ii. Budget Liaison
- iii. Facilities

**VIII. RESIGNATIONS/APPOINTMENTS/LEAVES**

**IX. PUBLIC COMMENTS**

**X. SCHOOL BOARD MEMBER COMMENTS**

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

- i. Negotiations
- ii. Personnel

**ADJOURNMENT**

**INFORMATION: Next School Board Meeting-September 24, 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

**SUPERINTENDENTS REPORT**  
**September 10, 2019**

The opening of school has gone very well. I have had time to visit the buildings and there is a good feeling throughout the district. The students were received with smiles and things seemed to be running very smoothly. Steve Brown from the bus service called and identified some routing issues that could be changed to even out the number of students on buses. We agreed and those changes went into place on Tuesday September 4. A concern was raised from a parent in regard to the crowding of the shuttle bus going over to FRES. I have reached out to the parent who emailed me with the concern and I am waiting for feedback. Kudos to the staff throughout the district for making the start of school successful.

In the board report from the Business Administrator you will see that Beth Baker has done a study of our finances in regard to salaries and benefits. She has determined that we are in a deficit situation at this time. I have spent a good deal of time working with her and I have generated documents regarding this situation in this board packet. I will be informing the staff in the buildings that for the time being that we will only be processing those purchase requests that are safety related, specific needs to support instruction and those required by contract until a specific course of action is determined.

Our staff has begun work on the 2020-21 school district budget. At the first combined budget session with the budget committee, I will provide all of you with information regarding the direction the budget will be taking and any areas of change that will be coming from the buildings along with the SAU. It is our intention to bring to both boards in the first meeting in October a line item budget. This will be a fluid document with changes occurring as information is gathered or recommendations are made by the school board and budget committee. As the document is presented, there will always be a bottom line dollar figure for your consideration.

The Technology Audit is moving along. Mark Kline has been working with the ATOM Group that we have contracted with. Interviews with staff will be happening on Monday September 9 as part of the audit. Mark will be working with them to give them access to our systems as requested and to bring to the board a complete picture of our technology systems.

The school board has reached out to the Wilton-Lyndeborough Cooperative Teachers Association to begin negotiations for a successor contract to begin on July 1, 2020. Tentatively the first meeting will be held on September 9 setting up a schedule of future meetings and setting specific ground rules for negotiating.

First grade t-shirts should be distributed sometime next week. I have asked the Principals to coordinate a date for this and we will be sure to invite the local press.

I will be attending the Southwest Superintendent's meeting in Henniker on Friday September 20<sup>th</sup>.

**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: WLCSD School Board  
From: Lizabeth Baker  
Date: August 29, 2019  
Re: September 2019 - Business Office Board Report

With FY19 closed and the NHDOE/MS25 complete, I have begun to review the FY20 Budget. A spreadsheet was created for all positions to be paid by the District during FY20 and verified with a comparison to the executed employee contract. In addition, a spreadsheet was created listing all known supplemental payroll expenses to include extra-curricular, coaching, substitutes, etc. and corresponding benefits. The current projection is an over-expenditure in the salary and benefit categories totaling \$ 305,664.

	<u>FY20 BUDGET</u>	<u>FY20 PROJECTED</u>	<u>VARIANCE</u>
SALARIES-POSITIONS	\$ -	\$ 5,823,009.99	\$ -
<u>SALARIES-SUPPLEMENTALS</u>	<u>\$ -</u>	<u>\$ 357,095.40</u>	<u>\$ -</u>
<b>TOTAL SALARIES</b>	<b>\$ 6,019,201.00</b>	<b>\$ 6,180,105.39</b>	<b>\$ (160,904.39)</b>
FICA-POSITIONS	\$ -	\$ 445,460.35	\$ -
<u>FICA-SUPPLEMENTALS</u>	<u>\$ -</u>	<u>\$ 27,317.80</u>	<u>\$ -</u>
<b>TOTAL FICA</b>	<b>\$ 453,628.00</b>	<b>\$ 472,778.15</b>	<b>\$ (19,150.15)</b>
NHRS-POSITIONS	\$ -	\$ 839,073.33	\$ -
<u>NHRS-SUPPLEMENTALS</u>	<u>\$ -</u>	<u>\$ 36,511.47</u>	<u>\$ -</u>
<b>TOTAL NHRS</b>	<b>\$ 828,875.00</b>	<b>\$ 875,584.80</b>	<b>\$ (46,709.80)</b>
UC (250)	\$ 8,731.75	\$ 11,250.61	\$ (2,518.86)
WC (260)	\$ 27,543.61	\$ 27,543.61	\$ 0
LIFE & ADD (213)	\$ 7,213.00	\$ 10,899.86	\$ (3,686.86)
LTD (214)	\$ 9,059.00	\$ 13,313.55	\$ (4,254.55)
HEALTH (211)	\$ 1,258,859.00	\$ 1,319,633.85	\$ (60,774.85)
DENTAL (212)	\$ 98,000.00	\$ 105,664.22	\$ (7,664.22)
<b>TOTAL SALARIES AND BENEFITS</b>	<b>\$ 8,711,110.36</b>	<b>\$ 9,016,774.03</b>	<b>\$ (305,663.67)</b>

After a thorough review, I have determined that the variance in the salary and benefit categories is not able to be absorbed by the remaining operating budget, nor is there sufficient unassigned fund balance to cover these shortfalls. It is my recommendation that the District seek deficit appropriations to cover the shortfalls in salaries and benefits. The Superintendent's report addresses this issue in further detail.

**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

**Principal Report  
September 10, 2019  
WELCOME BACK!!**



\*The three professional development days on August 26, 27, and 28 were very beneficial to our teachers and support staff. Superintendent Lane spoke to the faculty and support staff focusing on excellence. Multiple meetings took place during the three days; they included a faculty meeting, leadership meeting, department meetings, MS Joint Team, 504 meetings, and IEP meetings. Bill Preble met with the faculty on the 27th. He will be working with us focusing on creating and maintaining a positive culture and a sense of belonging amongst teachers, students, and the community. The workshop was well received. More to come in the next month.

\*The first day of school for students on August 29 was one of the best first days that I have ever experienced. Every teacher created a sign welcoming our students back. The teachers formed a tunnel in front of the school with songs like Sweet Caroline blasting in the background. From there students and staff met in the gym for the first day kick off assembly. Introductions of new staff, discussing the code of conduct, advisory and the new cell phone policy were important agenda items. I've included some comments from teachers concerning the first day.

Audra Nolin: French and World Language classes went extremely well. In the High school, after we talked about safety and expectations in our classroom, we had a conversation in French, and talked about famous people that had an impact on French history. It was wonderful to see how much they could remember from last year. In 6th grade World Language, we are starting to learn how to have a basic conversation in French. Students were proudly practicing how to say "my name is" and "what is your name?" I love how the students arrive each day with a smile on their faces and are eager to learn more.

Olympia Clark: What an incredible change in the atmosphere! Students from the Life Skills Program have come to my room, and it was a wonderful experience for my other students. I have a student helper in my 7th Grade FACS class, and she brought in produce from her family garden. I incorporated the vegetables into my Creative Cooking lesson and also my 6<sup>th</sup> Grade FACS Class. The ABA teachers made dill pickles from the vegetables grown in the raised garden beds my Creative Arts Class made last year. Students loved the pickles and also receiving the recipe that was typed up. I love working with my mentee. Her teaching style is very inviting. There is a bridging of two different styles of teaching, and we complement one another. I find it just natural to encourage the new teachers, and they are hungry to receive advice from the veteran teachers. It has also been great putting into practice the things Sarah Edmunds spoke to us about advisory. The atmosphere in our department is very positive, and we are looking to display the wonderful things we do in our classes at community events.

#### **Food Service Report:**

Food Service started the new year with a new, refreshed, and clean look. A common program across the entire district has been created with a common menu of favorites that will rotate through the year.

At the Middle/High School food service kicked off with improved food quality and presentation along with example trays on display to show the students how much food makes up a USDA reimbursable meal. Many students made sure to go back and get enough food to fill their trays – all at the same \$3.00 lunch meal price. Food Service is offering four meal options daily at the Middle/High School: a “Warrior Special”, a grill item, a sandwich item, and an entrée salad. We have also set up a “flavor station” with salt-free herbs and seasonings that the students can use to flavor their selections to their own personal tastes. They have also added more visibility for the menu selections, with signage in the hallway outside the cafeteria, and electronic signage on the monitor inside the cafeteria. Menus for the month are available on the school website, or in hard copy in all of our cafeterias.

#### **Fall Season Update:**

BV Soccer

Head Coach: Kristin Schwab

Record: 1-0

# of players: 17

Next home game: 9/4 vs Hinsdale at 6pm

GV Soccer

Head Coach: Dan Ayotte

Assistant Coach: Pete Simo

Record: 1-0

# of players: 18

Next home game: 9/4 vs Hinsdale at 4pm

Boys MS Soccer

Head Coach: Dan Nelson

Assistant Coach: Nick Lord

# of players: 13

Next home game: 9/9 vs St. Joe's Manchester at 3:30pm

Girls MS Soccer

Head Coach: Malin Segal

# of players: 11

Next home game: 9/12 vs Epping at 4pm

## FLORENCE RIDEOUT ELEMENTARY SCHOOL

18 TREMONT STREET

WILTON, NEW HAMPSHIRE 03086

(603) 732-9264 Main

(603) 654-3490 Fax

[www.sau63.org](http://www.sau63.org)

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Robert LaRoche, Principal

Jo Anne Dufour, School Counselor

### Principal Report

9/11/19

**To start:** I began working at LCS/FRES on August 12, 2019 and in the past three weeks have met many people, learned quite a bit about the job parameters, and opened the school year with teachers and students.

**New Staff:** The orientation for new teachers was held on August 21 and 22 with mentors available to guide and support. FRES welcomes two teachers, Andrea Pollock is a special educator and Andrea Petrone is a third grade teacher, while the LCS gained a preschool teacher in Melissa Levesque.

**All staff:** All teacher returned on August 26<sup>th</sup> for two professional development days and a third day on their own to prepare their classrooms for students. Both LCS and FRES held a meet and greet session and both were well attended and productive. The week kicked off with the Superintendents message for all three schools and included breakfast foods provided for staff. Dr. Heon worked with teachers on curriculum and instruction with additional focus on Math & Science. Some FRES teachers were trained in a science curriculum called Project Lead the Way and they in turn trained their colleagues.

**Principal's orientation:** I had the opportunity to meet with several people over the weeks including: Ned Pratt from special education, Dr. Julie Heon with curriculum, Deb Roske food services, Ms. Saari from the Ledger Transcript, Brian Bagley from WLC, as well as many teachers and staff. I have also been able to meet with several parents including active PTO members. There is a lot to learn and I am thankful for everyone's help in bringing me up to speed.

The master schedule, duty schedule, and specialist's schedules were a work of collaboration with all parties. We were able to create a situation where all four special area teachers, music, PE, art, and library/technology would spend an afternoon at LCS to share their expertise with kindergarten students. In addition, our music teacher will travel to LCS once per week to work with the preschool for thirty minutes of music intervention.

The morning at FRES begins at 8:05 AM with morning meeting using the Responsive Classroom program of social/emotional development. Our special area teacher will partner with the classroom teachers during this time block for the month of September. This will be

an opportunity for them to get to know the students on a different platform and will also provide time for grade level teams, or Professional Learning Teams to meet.

**Goals:** The goal for LCS and FES is to continue the good things that are happening in each school, identify needs, and work to develop plans to address areas of need. We are also looking closely at the budget and staffing to make sure we are providing the high level of instruction that we aim to do and to expand upon best teaching practices. Efficiency is key to our efforts this year and may be ways to get more from the work already being done by a skilled and passionate teaching staff. This is shaping up to be a fun and successful year and I am thankful to be a part of it.

Bob LaRoche



## ***Wilton-Lyndeborough Cooperative School District-SAU #63***

### ***District Curriculum Coordinator***

Julie S. Heon, Ed. D.  
192 Forest Road Lyndeborough, NH 03082  
603-732-9273

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## **Curriculum Report: September 10, 2019**

### ***Professional Learning***

#### **Early release, September 25:**

FRES and LCS teachers will focus on continuing to learn and plan with our new math resource, *Into Math*. Our math consultant from Houghton Mifflin Harcourt, the publisher, will be with us for the day to provide more training. Our special subject teachers will work on curriculum, developing more units of study with me.

WLC teachers will be doing a variety of professional development. One teacher group will focus on school culture and climate. Other teachers will be working on performance assessments for students. This also dovetails with our accreditation visit at the end of October when we will have a student exhibition to display and explain their work for the visiting team.

The entire K-12 Student Support Services staff will receive training from MSB, our Medicaid service provider, on the necessary processes for our Medicaid reimbursement for the district with Ned.

**Summer professional development** went very well. The many teachers who participated are commended for putting in their time and effort. FRES and LCS classroom and special education teachers participated in math professional development provided by Houghton Mifflin Harcourt for our new *Into Math* core resource. They met for full days in June and August.

Our four teachers who were trained for Project Lead the Way (PLTW) science and technology during the summer of 2018 and piloted units last year, went to Rochester, NY for Lead Teacher training. Then they provided the two-day training for all of our K-5 classroom teachers in August. The WLC science teachers spent two days developing units of study with our science consultant.

**New teacher orientation** began at the end of June when eight of our new hires attended curriculum training. Then on August 21 and 22, our 14 new hires attended our two-day orientation. During this time, the central office staff and school administrators introduced themselves, we spent a good deal of time talking about strategies for the first days of school and also curriculum expectations. On day two, the school administrators oriented the new staff to school procedures, they were taken on a tour of the two towns, and then spent the afternoon with their mentors. Reports from all of the new hires was that this time was very valuable. Some teachers came from other districts where they did not have an organized orientation or mentors and appreciated our approach very much.

### ***Curriculum***

Our Health Committee met on June 19 to begin developing a K -12 scope and sequence curriculum document. This will help us identify key areas for student learning as well as any gaps and overlaps. Since we will have teachers new to teaching health this year, this will be particularly helpful. Mr. Shenk and I are working on a scope and sequence of topics for grades 4 and 5 along with a brochure for parents. We received input from our nurse, Kim Sheridan, and counselor, Jo Anne Dufour.

Amy White and I are working on curriculum with our new teacher, Andrew Tyler, for middle and high school digital learning and computer science courses. We have revised the digital learning and computer science courses K-12 to align with Science, Technology, Engineering, and Mathematics (STEM) standards, Project Lead the Way, as well as new state requirements for technology education and computer science. The topics include:

LCS & FRES		WLC	
Kindergarten	Animals & Algorithms	Tech Ed	Design & Modeling
1	Animal Storytelling with coding	Computer Science 6	Innovators & Makers (coding & circuitry)
2	Grids & Games	Computer Science 7	App Creator
3	Programming Patterns	Computer Science 8	App Creator (The same unit because they haven't had it. Next year it will be for gr. 7 only and gr 8 will study coding and robotics.)
4	Input/Output: Computer Systems  Input/Output: Human Brain	Digital Pathways (required for students who have not met the requirements in middle school in order to be exempt.)	2-3 week segments of exposure to various topics such as digital media, website design, coding and programming, graphic design, digital multi-media, technical design, and software applications
5	Robotics & Automation	Elective	Coding/Programming
		Electives	Digital Media and Publishing I & II

Within each course, as well as by classroom teachers and our library media specialists, we emphasized internet/computer safety, safe and ethical use of technology, and determining reliable sources and search engines in the use of the internet and when researching.

### ***Assessment***

FRES students will complete the *Into Math* digital pre-assessment during the first two weeks of school. This will provide baseline data for teachers in determining progress throughout the school year. The data provides more specific data regarding topics for the grade level.

During the next two weeks of September, FRES and WLC middle school students will complete the STAR 360 reading and math assessments. (Kindergarten begins in January,) The math portion provides us with a composite score of grade level expectations and growth measures.

Respectfully submitted,  
Julie Heon, Curriculum Coordinator

Enrollment 2019-2020  
Wilton-Lyndeborough Cooperative School District

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## New Hampshire School Boards Association

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*Barrett M. Christina, Executive Director*

*Travis Thompson, President, Exeter Regional Cooperative*

*Amy Facey, First Vice-President, Souhegan Cooperative*

*Brenda Willis, Second Vice-President, Derry Cooperative*

*Shannon Barnes, Past-President, Merrimack*

*25 Triangle Park Drive, Suite 101*

*Concord, NH 03301*

*Phone: (603) 228-2061*

*www.nhsba.org*

To: NHSBA Member School Boards  
From: Barrett M. Christina, Executive Director  
Date: August 15, 2019  
Re: 2020 NHSBA Delegate Assembly

Dear NHSBA Members –

NHSBA is now accepting submissions for our annual 2020 NHSBA Delegate Assembly. The 2020 NHSBA Delegate Assembly will be held on Saturday January 25, 2020 at The Center at Triangle Park office building, 25 Triangle Park Drive, Concord, NH. The day will begin with a “Hot Topics” workshop from 10am to 1pm. The Delegate Assembly will be held from 1pm to approximately 3pm.

Each NHSBA member-school board is allowed to submit one or more proposed Resolutions. Proposals may be a new Resolutions or may seek to amend any current NHSBA Resolution. Each member-school board may send one voting Delegate. However, any and all board members are invited to attend.

All submitted and proposed Resolutions will be brought forward to the Delegation. Each and every proposal will be discussed, debated and ultimately vote on by those Delegates in attendance. These Resolutions and Statements of Belief guide NHSBA’s state-wide advocacy efforts.

NHSBA asks that the form included with this letter be used when submitting your proposals. In addition to this hard-copy form, an electronic version is available on our website for easier submission. Submitted Resolutions can be emailed to [amanda@nhsba.org](mailto:amanda@nhsba.org).

The deadline for submitting proposals is Friday November 4, 2019 by 4:00pm.

Please contact NHSBA Executive Director Barrett M. Christina if you have any questions.

Thank you for your attention to this matter.



## New Hampshire School Boards Association

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*Barrett M. Christina, Executive Director*

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*Brenda Willis, Second Vice-President, Derry Cooperative*

*Shannon Barnes, Past-President, Merrimack*

*25 Triangle Park Drive, Suite 101*

*Concord, NH 03301*

*Phone: (603) 228-2061*

*www.nhsba.org*

### **Proposed Resolution for Consideration – 2020 NHSBA Delegate Assembly**

School Board:

Proposed Resolution:

Rationale:

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Signature of School Board Chair

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Date

Please use a separate Proposed Resolution form for each Resolution your school board wishes to submit. Please remember that proposed Resolutions must be submitted by a majority vote of the local member School Board, not by individual members of the School Board or members of the school district staff. Please contact NHSBA if you have any questions.

**Wilton-Lyndeborough Cooperative School District  
FY 2020-2021**

1st BUDGET SESSION – OVERVIEW, SCHOOLBOARD DIRECTIVES, STRATEGY	September 24, 2019
2nd BUDGET SESSION – SALARIES & BENEFITS, SAU, TRANSPORTATION	October 8, 2019
3rd BUDGET SESSION – LCS, FRES, MS/HS, CURRICULUM	October 22, 2019
4th BUDGET SESSION – TECHNOLOGY, SPED, FACILITIES, CIP, WARRANTS	November 12, 2019
5th BUDGET SESSION – REVENUE, FOOD SERVICE, GRANTS	November 26, 2019
COLLECTIVE BARGAINING AGREEMENT	December 17, 2019
FINAL DRAFT PREPARATION FOR PUBLIC HEARING	January 7, 2020
AS NEEDED	January 21, 2020

PERIOD FOR FILING FOR ELECTIVE OFFICE (RSA 671:19;RSA 669:19)	January 22, 2020 – January 31, 2020 till 5 PM
POST NOTICE OF SCHOOL BOARD BUDGET HEARING (7)	January 30, 2020 ( <a href="#">Last Day</a> )
DEADLINE FOR COLLECTIVE BARGAINING ITEMS (RSA 273-A:1,III)	*February 6, 2020
DEADLINE FOR PETITIONED WARRANT ARTICLES (RSA 197:6) (30) <b>FINAL INPUT PREPARED FOR PUBLIC HEARING</b>	*February 6, 2020
WLC BUDGET (25)/BOND & NOTES HEARING (15) (RSA 32:5,I)	Thursday, February 6, 2020 7 PM
• SNOW DATE	Friday, February 7, 2020 7 PM
LAST DAY FOR BUDGET COMMITTEE TO DELIVER BUDGET AND WARRANT ARTICLE RECOMMENDATIONS TO SCHOOL BOARD FOR POSTING	*Friday, February 14, 2020
POST WARRANT & MS-27 (14 DAYS PRIOR) (RSA 197:7; RSA 195:13)	*February 21, 2020 ( <a href="#">Last Day</a> )
ANNUAL REPORTS DISTRIBUTED	*February 28, 2020 ( <a href="#">Last Day</a> )
WLC DISTRICT MEETING (RSA 197:1)	Saturday, March 7, 2020 9 AM
• SNOW DATE	Monday, March 9, 2020 7 PM
WLC DISTRICT VOTING (RSA 671:2)	Tuesday, March 10, 2020 ➤ Wilton-8AM-7PM ➤ Lyndeborough 10AM-7PM

\*Last day by law for School District meeting is March 25, 2020.

***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: 9/4/19  
RE: Options for Legal Representation

A request was made by the board to look into options regarding legal representation for the school district. I contacted Carl Ladd, Executive Director for the New Hampshire School Administrators Association, to ask for a list of legal practices that handle educational law. With his guidance, I have contacted:

Soule, Leslie, Kidder. Haywood and Loughman of Salem

Drummond and Woodsum of Portsmouth and Portland

Sullo way and Hollis of Concord

Wadleigh, Starr, and Peters of Manchester

I will have comparative rate information from these firms prior to the next board meeting for the board's consideration.

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, August 27, 2019  
Wilton-Lyndeborough Cooperative M/H School-Media Room  
6:30 p.m.**

Present: *Matt Ballou, Miriam Lemire, Jonathan Vanderhoof, Mark Legere, Alex LoVerme, and Tiffany Cloutier-Cabral*  
*Superintendent Bryan Lane, Principal Brian Bagley, Assistant Principal Sarah Edmunds, Director of Student Support Services Ned Pratt, and Clerk Kristina Fowler*

**I. CALL TO ORDER**

Chairman Ballou called the meeting to order at 6:31pm.

**II. ADJUSTMENTS TO THE AGENDA**

Request to add second public comment.

*A MOTION was made by Ms. Lemire and SECONDED by Mr. Legere to accept the adjustment to the agenda.  
Voting: all aye; motion carried unanimously.*

**III. PUBLIC COMMENTS**

Chairman Ballou reviewed the public comment section of the agenda and reminded the public that comments should be kept to 3 minutes. There were no public comments to report.

**IV. BOARD CORRESPONDENCE**

**a. Reports**

**i. Superintendent's Report**

Superintendent reviewed Ms. Desmarais, FRES teacher, transferred from 2<sup>nd</sup> grade to 1<sup>st</sup> grade. Superintendent contacted parents by phone and for those he could not speak to he left messages and followed up with a letter. He had a couple of positive comments; so far no negative comments. Superintendent made the calls in case the information was not well received in an effort to avoid Principal LaRoche's first contact with parents to be negative. New teacher orientation was held (Aug. 21 and 22) with their mentors attending on day 2. Superintendent worked with the bus company to iron out any kinks in the system with the recent changes in the elementary schedule. He thanked Steve's School Bus Services for all their work and cooperation. The two vacant positions in food service have been filled. He thanked Mr. Erb and staff for their hard work which allowed teachers to be in their rooms earlier than planned. He noted Ms. Mary Jane Ryan has transferred to the SPED office in the SAU and Ms. Lorissa Tullgren has replaced her as attendance secretary at WLC. He met with Mr. Rhymes and Mr. Brice Miller, Athletic Director regarding installing irrigation to the athletic fields. Prior to Superintendent Lane coming to the district there was a long-term plan to add irrigation to the fields. This was part of the negotiated fee with Mr. Rhymes and paid at the negotiated flat rate. Irrigation has been added to the baseball field, a third of the soccer field and the plan is to continue a third at a time. There is no additional charge and no additional pumping needed; the plan has been in place for a number of years. Principal Bagley has reached out to the NEASC visiting team to confirm details of their visit with the School Board. Superintendent's experience is that they meet on a Sunday for about an hour and if a board member cannot attend there is no penalty. Details will be confirmed and brought back. Staff was welcomed back yesterday (8/26) and in his comments to staff he quoted "The 5<sup>th</sup> Discipline" by Peter Senge which is a book about the art and practice of the learning organization. There is nothing more exhilarating than working in a synergistic way in a learning organization and for us to grow collectively. His goal is to dedicate himself (and staff) to being an extraordinary learning organization and will work to have that synergy.

**b. Letters/Information**

**i. Financial 2018-19 Anomaly**

Superintendent provided a document regarding what occurred with the special education costs for 2018-19. Details include approximate increases in salaries of \$184,326. This includes NHRS, FICA, Health Insurance for ABA Therapists who were needed for students moving into the district attending the RISE program. An out of district placement was needed and a budget transfer was done in January for approximately \$50,000. Discussion has been had regarding the number of referrals which created additional school psychologist costs; these are things we could not



have projected in the prior budget season. We will come forward with the current budget scenario to see where we are and what we need to do.

## **ii. General Assurances FY2020**

Superintendent provided copies of the General Assurances for FY 2020 which he reviewed. He provided definitions and requirements for participation in the programs (Title I Part A of the Elementary and Secondary Education Act, IDEA-Individuals with Disabilities Education Act, Title II Part A of the federal Elementary and Secondary Education Act, Title III Part A of the federal Elementary and Secondary Education Act, Title IV Part A of the federal Elementary and Secondary Education Act, The Rural and Low-Income School Program Title V Part B (2) of the federal Elementary and Secondary Education Act and Competitive Grants). He noted we do not receive Title III; not enough English Language Learners. Title IV deals with professional development, educational opportunities and technology. In the past we did receive the Rural and Low-Income grant but are not expecting it this year. He provided a copy of the 2019-2020 special revenue funds showing an accounting of grants received and is an estimate of what funds we will receive. He explained there are specific procedures we follow. He noted the DOE has visited and had some recommendations for us which were followed. He read the certification piece on page 15 to members; this will be completed and sent in. In response to a question he confirmed if someone applies for a grant and receives it, we do need to have a public hearing to accept the funds if it is over \$5,000. He noted staff can be hired/paid under a grant however it is not the prudent way as the grant could go away.

## **iii. 2019-20 Special Education Program**

Mr. Pratt submitted a detailed comprehensive review of special education. He identified 4 areas for changes; (1). move RBT (Registered Behavior Therapist) to life skills/RISE at WLC, (2) hire a f/t para-educator to support life skills/RISE at WLC, (3) add responsibility of supervisor to ABA/RBT (becoming BcABA) to support BCBA at LCS and (4) support LPN for new life skills student through salary savings. The BcABA will become additional BCBA once passes exam. He explained there is a critical need in area of life skills. There are 6 students identified with life skills needs; additional support is needed. This year we can use program approval for MS and will move forward with HS formal approval. BCBA support for the entire district has been stretched thin and our needs increased; we want to avoid BCBA burnout, want to keep students closer to home and put our district in a position to increase the RISE program. Depending on the number of students we may be able to tuition in students from other public schools. He provided financial information showing federal grants, IDEA 2019-20, IDEA Pre-k 2019-2020, IDEA Pre-K Rollover and IDEA Rollover. He provided SPED Aid (formally CAT Aid) expected reimbursement for 6 out of district students \$183,868 (surplus of \$46,781 from budgeted) and tuition expense showing a deficit of \$26,104. Transportation surplus of \$44,509 taking into account all district ESY and out of district costs. He reviewed the Program Accounting and Expansion page which summarizes expenses and cost allocation. Total funds available to use (\$55,606) include grants, SPED Aid and decrease in staff hours. Extra associated life skills program costs, contracted services for a home bound student, and tuition shortage is \$64,244. Shortage of \$8,638 to be used from surplus in transportation leaves 0 new funds needed for services for our students in a variety of areas. Concern was raised that the transportation surplus is referenced every time a shortage is discussed. Concern was also raised that we already have a plan to spend surplus and school has not started yet and this was not budgeted. A question was raised if this changes any formula of contingency and if we fall short; Superintendent confirms it does and we will come back to you with a full accounting. Mr. Pratt confirmed these changes are to meet the needs of the students. Superintendent confirms it is a proactive approach and that Mr. Pratt has done a "deep dive" which may not have been done in some time. There are not additional costs to budget and he does share the board's concern. It was noted that the budget is built in advance and we don't really know what students are coming or going. No action is needed by the Board.

## **VII. CONSENT AGENDA**

There is no consent agenda to report.

## **V. ACTION ITEMS**

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

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Cloutier-Cabral to approve the minutes of August 13, 2019 as amended.*

*Voting: all aye; motion carried unanimously.*

### **b. Sign DOE 25/MS 25**

Ms. Baker provided two documents for board member signatures. Essentially they are the same report with one going to the DOE and one to the DRA. It is a look back to last FY “sliced and diced” by function code and includes preliminary cost per pupil. Signatures were obtained.

### **c. WLC Handbook Changes/Cell Phone Policy**

Superintendent reports when looking at the handbook it was noted the handbook did not follow the “cell phone” policy and there were inconsistencies. The policy itself should direct a protocol or process to be created. This can be added to the student handbook which is approved by the school board annually. This would allow administration to bring forward any modifications if needed. A draft protocol has been created for the WLC handbook. Principal Bagley and Ms. Edwards are present and reviewed the protocol. Principal Bagley explained the protocol for MS does not allow cell phones and consequence is it would be confiscated to Ms. Edmunds office. High school students are more mature and times have changed, we would spend all day chasing students down if we had the same protocol as MS. Four different schools and board policies/protocols were researched. They are basically all saying the same thing, cell phones are to be powered off unless used for instructional purposes while in the classroom. Some examples of educational uses are taking photos of homework, class assignments written on the board, using apps as clickers, and year book group uses them to take photos in and outside of school or they can be used gather research. The quality of videotaping and photos on come cell phones is better than the digital equipment in the classroom. The protocol was reviewed with staff at the WLC and teachers were instructed to be clear and consistent on day one. Concerns were raised by board members regarding social media and bullying and what happens if a student does not have a cell phone; do we put ourselves in a position of having to provide one? What are the options for those students? Principal Bagley responded students can buddy up and no one would be left out. A concern was raised that this makes each and every class inconsistent if each classroom decides what the protocol will be. Principal Bagley confirmed cell phone accommodations were mentioned in 504 and IEP meetings recently. It was suggested to remove the first sentence of the protocol. It was noted cell phones are a powerful tool and it would seem crazy to eliminate a tool students have anyway. Principal Bagley will obtain feedback from teachers and report back to the Board after the first semester. A concern was raised that these are still children with developing minds and cell phones can be very addictive; this is not something we want to contribute to. Social media and bullying are still an issue and the question was raised if they bypass all of our filtering; how do we manage this. Principal Bagley responded if the students violate the policy they are sent to the office. It was suggested to add some language about the severity of using it for social media or bullying. Discussion was had regarding social media and if the school filters would be in place or can they be turned off or bypassed. Ms. Edmunds suggests additional education on social media/bullying. She deals with a lot of social media/bullying issues that mostly happen at night and are brought into school the next day. Superintendent to look into the filtering and could another network be set up or a guest network that students could use.

Changes to policy JICJ-Unauthorized Communication Devices were reviewed and discussed. It was suggested to remove the first sentence.

*A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to suspend policy JICJ-Unauthorized Communication Devices until the next meeting.*

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

*A MOTION was made by Mr. LoVerme and SECONDED by Mr. Ballou to accept the draft WLC HS protocol as written with the exception of the first sentence. \**

A concern was raised the dangers outweigh the benefits of use in the classroom and there is a difference between trying to learn something and just taking a photo of it. Principal Bagley requests to have something to provide to students to start the first day with. It was noted students are provided Chromebooks and essentially the cell phones are used as computers not cell phones. In an effort to provide staff with something for the first day of school, Superintendent suggests to eliminate the first sentence and the last two sentences of the first paragraph; “it is easier to say no upfront than to take it away after”. It was suggested this be reworked at some point to address the concerns raised. Policy JICJ will be added to the next agenda.

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

## **VI. COMMITTEE REPORTS**

### **i. Negotiations**

Mr. LoVerme reported negotiations will be discussed in non-public session.

167 **VII. RESIGNATIONS / APPOINTMENTS / LEAVES**

168 There were none to report.

169 **VIII. PUBLIC COMMENTS**

170 Chairman Ballou reviewed the public comment section of the agenda and reminded the public that comments should  
171 be kept to 3 minutes.

172  
173  
174 Ms. Susan Ciatto noted she was unable to view the board packet as just the agenda was showing. Superintendent  
175 responded this was an oversight; not intended. Ms. Ciatto commented Principal LaRoche was welcomed and it has  
176 been a positive first few days.

177  
178 Ms. Alyssa Lavoie spoke regarding use of cell phones and suggests it be used as an opportunity to teach students how  
179 to use them productively and positively. She feels you spend more time taking notes vs. obtaining content and is she  
180 had the opportunity to take a picture it would be helpful. She also notes there are different learning styles for students  
181 and this could help in college. She adds there is a bullying component and it should be addressed at the beginning of  
182 school. Similar to sex education in order to be proactive to make sure they have the information to make good  
183 decisions you have to give them the information and teach them. Also in today's day and age it's peace of mind for  
184 parents that they can get in touch with students; the school has had issues with communication.

185  
186 Mr. John Rysnik spoke regarding use of cell phones and that he believes the current policy has something written in it  
187 that students can bring their phones down to the office to make necessary calls. He does agree with Principal Bagley  
188 and Superintendent Lane that you start out tough the first day with students. He believes cell phones are misused by  
189 many students although there are some good uses for them. If the teacher is in control of those moments, a limited  
190 time and they are shut off and put away after, that is good. He does see them used in classes, hallways, library and in  
191 the resources rooms with identified SPED students. They would rather stare at a cell phone rather than ask for help;  
192 that is the worst. You should show each other respect by not having the cell phone out while others are talking. He is  
193 pleased to see that the Board follows this and is setting a good example.

194  
195 Ms. Laura Gifford questioned if any changes were made to policy KEB. Superintendent responded this will be  
196 addressed at the next meeting.

197 **IX. SCHOOL BOARD MEMBER COMMENTS**

198  
199 Mr. Legere questioned if we were to do some electronic device/bullying education would it be in the health  
200 curriculum? Superintendent responded it could be in a lot of different places; he will report back.

201  
202 Mr. LoVerme spoke regarding hearing a rumor over the summer that Wilton was going to tuition students to Milford  
203 and would be closing the schools due to decreased enrollment. Mr. LoVerme requests a formal statement be made  
204 from the School Board as this is not the case. This will be addressed at the next board meeting.

205  
206 Chairman Ballou thanked Mr. Rysnik and Ms. Lavoie for their feedback regarding the cell phone discussion.

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

208  
209 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to enter Non-Public Session to discuss*  
210 *negotiations RSA 91-A: 3 II (A) (C) at 7:50pm.*

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

212 **RETURN TO PUBLIC SESSION**

213  
214 The Board entered public session at 8:17pm.

215  
216 *A MOTION was made to seal the non-public session minutes by Mr. LoVerme and SECONDED by Mr. Ballou.*

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

218 **XI. ADJOURNMENT**

219  
220 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Ballou to adjourn the Board meeting at 8:18pm.*

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

222  
223 *Respectfully submitted, Kristina Fowler*

## JICJ - UNAUTHORIZED COMMUNICATION DEVICES

~~Student use of cell phones, camera phones, pagers, beepers, and other similar electronic communication devices is strictly prohibited during the school day. This includes lunch periods and passing periods, as well as on school sponsored trips and driver education classes. Such devices are to be kept in a student's assigned locker with the power turned off. The Wilton Lyndeborough Cooperative School Board recommends that these devices not be brought to school.~~

~~The Board may grant an exception to this policy for medical or emergency reasons only. This exception requires a written report from the student's medical provider explaining the need for the exception.~~

~~Students participating in extra-curricular activities or athletics must contact their sponsor or coach for his/her rules involving cell phone use after hours or on after school bus trips. Sponsors and coaches will set their rules and establish their consequences for the use and/or misuse of these devices.~~

~~The school district will not be responsible for loss, damage or theft of any electronic communication device brought to the school.~~

### **Consequences for Violating this Policy**

~~First Offense: Warning and confiscation of the electronic communication device for the remainder of the school day.~~

~~Second Offense: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office.~~

~~Third Offense: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office. At the principal's discretion, the student may receive detention or in-school suspension.~~

~~Any further violations of this policy will result in the student's loss of possession of the electronic communication device for the remainder of the school year. The student's parent/guardian must pick up the cell phone from the principal or superintendent's office at the expiration of that length of time. At the principal's discretion, the student may receive detention, in-school suspension, or out-of-school suspension not to exceed five (5) days.~~

*New Language:*

*Cell phones and personal communication devices have become a part of our student's world. Age appropriate protocols will be developed by the schools and approved by the school board as part of student handbooks.*

**First Reading: September 14, 2010**

**Second Reading: October 12, 2010**

**Final Adoption: October 12, 2010**

**Reviewed: August 27, 2019**

## BEDH - PUBLIC PARTICIPATION AT BOARD MEETINGS

*See Also KE, KEB*

The primary purpose of Wilton-Lyndeborough Cooperative School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. The Board will provide a maximum of fifteen (15) minutes to hear public comments at the beginning of each regular board meeting and an additional fifteen (15) minutes prior to any scheduled non-public session. This may be extended by a majority vote of the board. *The board may include additional items for public comment beyond the agenda that are not in conflict with other policies including but not limited to policies KE and KEB. The board chair will reserve the right to terminate inappropriate comments by the public.*
2. *The Board will provide additional opportunities for public comments after budget sessions and at the end of each meeting. These comments from the public are restricted to items discussed during that meeting.*
3. Individual speakers will be allotted three (3) minutes per person. Speakers may not relinquish allotted time to another speaker. For specific meetings and/or specific agenda items, the Board may at the outset of the public comment period increase the individual time limit for all speakers.
4. The Chair will recognize speakers on a first come basis.
5. In order to comply with RSA 91-A:2 II, speakers shall identify themselves clearly for the record.
6. *Except otherwise provided in this policy, members of the public may offer comments on agenda items or upon any other matter of public concern directly relating to school policies, programs and operations. In the interest of preserving individual privacy and due process rights, comment (including complaints) regarding individual employees, other than the Superintendent, be directed to the Superintendent in accord with the complaint /grievance resolution process set forth in School Board Policies BE and/or KEB. Complaints regarding the Superintendent will be directed to the Board Chair as described in School Board Policy KEB.*
7. Any comments that do not adhere to the above, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments of threatening,

or other unprotected speech will not be tolerated.

8. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow the above rules of order. Repeated violations may result in the intervention of law enforcement, with potential for criminal charges.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, in most instances, any board response will be deferred pending future consideration by the full Board.

With the aim of maintain focus on the issues in discussion, it is desired that all speakers strive to adhere to ordinary norms of decorum and civility.

**Legal Reference:**

*RSA 91-A:2, Meetings Open to Public*

*RSA 91-A:3, Non-Public Sessions*

***First Reading: September 14, 2010***

***Second Reading: October 12, 2010***

***Final Adoption: October 12, 2010***

## BDE - COMMITTEES AND DELEGATES

### Category R

The Board may have the following standing committees as deemed necessary, with responsibilities as defined below:

1. **Negotiations Committee:** *The Committee shall be responsible for the negotiations of salary, fringe benefits and working conditions contracts with all recognized bargaining units within the district. This Committee may, as conditions warrant, recommend to the full Board the hiring of an outside negotiator to assist with specific phases of the collective bargaining process. All proposed contracts negotiated are to come before the full Board for approval. The Committee will be notified of all contracts being submitted to the board for approval. The Committee shall perform such other duties as the full Board may assign to it from time to time. The Committee shall make recommendations to the full board.*
2. **Facilities Committee:** To oversee all matters pertaining to District facilities. The Committee shall be responsible for the ongoing development of a Facilities plan to include
  - A one year plan due each year by October 1<sup>st</sup> that would include specifics for budget planning
  - A 3 year plan, revised on a yearly basis
  - A long term plan, revised on a yearly basis

The Facilities Committee will include up to 2 Budget Committee members in its membership.

The authority to make any and all final decisions regarding any Committee recommendations shall remain with the full Board.

Standing and special committees and delegations shall be appointed by the Chairperson of the Board, from among the membership of the School Board and approved by vote of a majority of the Board. Committees will meet, on a regularly scheduled basis or as needed on problems pertaining to the committee's specific scope of responsibility and will make recommendations for action by the full Board.

*When members of the public are designated to be on district committees, those members of the public will be named on an annual basis to the designated committee by a vote of the full board in April of each school year.*

Additionally, each standing committee:

- Will elect its own chair *and* vice chair. ~~and secretary.~~
- Will create a public notice of a meeting, keep minutes and provide a written summary of meetings to the board. Unless otherwise noted, meetings are public and therefore members of the community, educators and budget committee members maybe invited as needed.
- The superintendent, or their designee, shall be ex officio (non-voting) members of all standing committees.
- Only School Board members will have voting rights.
- Except as authorized by law or Board action, a standing committee may research issues and make recommendations for Board action, but in no circumstances may a committee take official action. All final decisions shall remain with the full Board.
- The number of members on a standing committee and/or the responsibilities of a standing committee may be modified at any time by a vote of the Board.

The full Board reserves the right to disband or discontinue any standing committee at any time, by majority vote of the full Board.

First Reading: August 24, 2011  
Second Reading: October 11, 2011  
Final Adoption: October 11, 2011  
Policy Amended: May 28, 2013

The policy committee wanted to discuss which committees should be considered standing committees. By definition, standing committees are those that are continuous and will be needed annually.

The Negotiation Committee will only convene in the years there is a negotiation to process.

Does the board want to designate the Strategic Planning Committee as a standing committee?

Does the board want to designate the Policy Committee as standing committee?



## **BDB- BOARD OFFICERS**

The officers of the Wilton-Lyndeborough Cooperative School Board shall be a Chairperson, a Vice-Chairperson. The officers shall be elected at the annual organization meeting to serve until the next annual organization meeting or until a successor is elected. Any vacancy in any of such offices may be filled at any meeting of the Board provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting. The Superintendent is the chief executive officer and an ex-officio member of the Board without voting rights and shall be the Executive Secretary ex-officio.

### **CHAIRPERSON:**

The Chairperson shall preside at all meetings and shall not originate or second motions; however, the Chairperson shall have the right to vote on all matters before the Board. The chairperson shall consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

### **VICE-CHAIRPERSON:**

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

*The Vice-Chairperson will be responsible for responding to public inquiries through the joint SAU School Board email in a timely manner. Emails received will become part of board correspondence unless such email involves complaints regarding staff. Such complaints will be handled in accordance with Policy KE and KEB.*

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Reviewed: December 11, 2018, January 8, 2019

Revised: January 22, 2019

***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: 9/4/19  
RE: Resolution

At the previous school board meeting a concern was raised during board member comments regarding community members asking about closing our schools and sending our students to Milford. In an effort to quell these concerns I would recommend that the school board vote to approve the following resolution.

The Wilton-Lyndeborough Cooperative School Board is dedicated to the purpose of meeting the educational needs of the students in Lyndeborough and Wilton. We believe that our students needs are best met in our own community schools. Therefore, we are resolute in our intentions to keep the Lyndeborough Central School, Florence Rideout Elementary School and the Wilton-Lyndeborough Cooperative Middle/High School open to meet the needs of our communities.

***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 Wilton-Lyndeborough Cooperative School Board  
FROM: Bryan Lane  
DATE: 8/30/19  
RE: Budget Deficit

Beth Baker has done a full analysis of the current state of the 2019-20 budget and found that the district is in a deficit mode in the amount of \$305,644 in the area of salary and benefits. I have gone over the numbers with the Ms. Baker and I agree with her assessment. I have suspended all purchasing temporarily in order to get a full view of our financial situation.

The district did have significant savings in hiring of new staff. This was negated by the service awards, attendance awards along with the associated costs of the New Hampshire Retirement System and FICA.

The accounts that show an unbudgeted deficit of more than \$5,000 other than the service and attendance award are:

ABA/RBT	\$44,346
Para-educators	\$39,032
Teacher aides	\$16,738
Business Office	\$10,420
Technology salaries	\$ 6,714
ESY Summer Program	\$21,115
Summer Custodial Help	\$10,000
FICA	\$19,150
NHRS	\$46,790
Health Insurance	\$60,774
Dental Insurance	\$ 7,664

The attached spread sheet has a full accounting of the flow of funds for salaries and benefits.

The additional staffing for an LNA, ABA Therapist, teacher aides and para-educators came as a result of new IEP needs for students.

The increase in health insurance could be accounted for by three staff people taking a family plan instead of a single person plan as the previous employees had. The same can be said for the dental insurance.

In looking for a resolution to this issue, the I am meeting with the staff to see if reductions in various accounts will satisfy the need along with RSA's that may apply to this situation. There may be some additional funding from the state to consider as well.

The board will need all the information that can be gathered prior to choosing a course of action.

POSITION	CONTRACTED	BUDGETED	DIFFERENCE	Variance	Reduction
				Reduction for long term	
ABA/RBT	\$ 447,021.00	\$ 402,675.00	\$ (44,346)	sub	\$ 2,000
Para-educators	\$ 363,263.00	\$ 324,231.00	\$ (39,032)		
				Offset from Cont Svc.	
School Psych	\$ 27,650.00	\$ -	\$ (27,650)	Line	\$ 27,650
				Reduction for long term	
Teacher aide	\$ 115,683.00	\$ 98,945.00	\$ (16,738)	sub	\$ 2,000
Business Office	\$ 172,345.00	\$ 161,925.00	\$ (10,420)		
Tech SAU	\$ 127,990.00	\$ 121,276.00	\$ (6,714)		
BCBA	\$ 79,000.00	\$ 75,030.00	\$ (3,970)		
Clerical	\$ 181,820.00	\$ 180,516.00	\$ (1,304)		
School Nurses	\$ 183,050.00	\$ 182,500.00	\$ (550)		
Curriculum Coord	\$ 71,442.00	\$ 71,442.00	\$ -		
Facilities Director	\$ 63,400.00	\$ 63,400.00	\$ -		
Supt. SAU	\$ 167,773.00	\$ 167,773.00	\$ -		
Van Driver	\$ 8,023.00	\$ 8,023.00	\$ -	No afternoon run	\$ 2,375
Custodial	\$ 235,892.00	\$ 236,124.00	\$ 232		
School Counselor	\$ 190,301.00	\$ 192,248.00	\$ 1,947		
Special Educ. SAU	\$ 121,920.00	\$ 125,394.00	\$ 3,474		
Library Media	\$ 104,000.00	\$ 107,760.00	\$ 3,760		
Principal/Asst. Principal	\$ 267,370.00	\$ 273,346.00	\$ 5,976		
SPED Teachers	\$ 325,500.00	\$ 342,500.00	\$ 17,000		
Teachers	\$ 2,591,364.00	\$ 2,694,673.00	\$ 103,309		
<b>Subtotal- POSITION SALARY</b>	<b>\$ 5,844,807.00</b>	<b>\$ 5,829,781.00</b>	<b>\$ (15,026)</b>		
Retiring Svc Awards	\$ 87,005.00	\$ -	\$ (87,005)		
Summer Custodial	\$ 25,000.00		\$ (25,000)	Reduce from actual:	\$ 15,000
ESY SPED	\$ 33,115.00	\$ 12,000.00	\$ (21,115)		
New Teacher Orientation	\$ 6,000.00	\$ -	\$ (6,000)	Half funded by grant	\$ 3,000
After School Supervision	\$ 3,500.00	\$ -	\$ (3,500)		
Co-Curricular Ath	\$ 51,678.00	\$ 50,000.00	\$ (1,678)	No girls JV Bbal	\$ 1,885
Kindergarten Screening	\$ 1,500.00	\$ -	\$ (1,500)		
School Board Exp	\$ 8,150.00	\$ 7,400.00	\$ (750)		
Substitute Teachers	\$ 80,000.00	\$ 80,000.00	\$ -		
Co-Curricular Acad	\$ 34,345.00	\$ 40,000.00	\$ 5,655		
Retiring Attendance	\$ 5,000.00	\$ -	\$ (5,000)		
<b>Subtotal- Non Teaching</b>	<b>\$ 335,293.00</b>	<b>\$ 189,400.00</b>	<b>\$ (145,893)</b>		
<b>TOTAL POSITIONS</b>	<b>\$ 6,180,100.00</b>	<b>\$ 6,019,181.00</b>	<b>\$ (160,919.00)</b>		
FICA			\$ (19,150)		
NHRS			\$ (46,709)		
Health Insurance			\$ (60,774)		
Dental Insurance			\$ (7,664)		
UC			\$ (2,518)		
LIFE			\$ (3,676)		
LTD			\$ (4,254)		
			\$ (305,664)		
<b>Total Budget Reduction</b>			<b>\$ 53,190</b>		<b>\$ 53,910</b>
<b>GRAND DEFICIT TOTAL</b>			<b>\$ (252,474)</b>		

*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

Lizbeth Baker  
Business Administrator

To: Bryan Lane, Superintendent of Schools, School Board

From: Lizbeth Baker, Business Administrator

Subject: Annual Heating Fuel Bid

Date: September 3, 2019

An Invitation to Bid went out to five companies. The detail of the quotes included: Supplier of No. 2 fuel oil and Propane. Delivery to be automatic, but additional deliveries may be made within 24 hours of request. Term of agreement: September 16, 2019 to June 30, 2020. Attached are the results of the bids for your reference. As noted, the following quotes came in for review:

- Discount Oil of Keene, Keene, NH
- L & G Propane, Keene, NH
- Ciardelli Fuel Company, Milford, NH
- Suburban Propane, Milford, NH
- Rymes, Concord, NH – no bid

L&G Propane and Discount Oil of Keene were the lowest responsible bidders, as follows:

	FY19 Price	FY20 Budgeted	FY20 Actual	Projected Cost Savings
Oil	\$ 2.469	\$ 2.642	\$ 2.169	.473, or \$14,500 estimated
Propane	\$ 1.429	\$ 1.492	\$ 1.149	.343, or \$ 7,000 estimated

The recommendation is to award the bid to:

<u>Discount Oil of Keene</u>	<u>L&amp;G Propane</u>
\$2.169 #2 fuel	\$1.149

Wilton-Lyndeborough Cooperative School District  
 FY20 Fuel Bid  
 Opening Results

*Bid Deadline - Friday, August 30, 2019 by 3:00 PM*

<u>Vendor</u>	<u>Propane</u>	<u>#2 Oil</u>
Suburban Propane	Variable	N/A
Ciardelli Fuel Co	\$ 1.199 \$	2.349
L&G Propane, Discount Oil	\$ 1.149 \$	2.169
Rymes Propane & Oil	No bid	No Bid

Bids opened at 8:00 AM Monday 9/2/19  
 by Elizabeth Baker and Mary Anne LaBrie

Per Buddy - from prior experience, the lower bidder has to be reminded of the automatic delivery requirement.  
 As a result, Facilities has to bleed the boilers - labor time cost approximately \$2,400

Budgeted for F20: 1.492 2.642