

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING**  
**Tuesday, September 24, 2019**  
**Wilton-Lyndeborough Cooperative M/H School-Media Room**  
**6:30 p.m.**

- I. CALL TO ORDER-Matthew Ballou-Chair**
- II. ADJUSTMENTS TO THE AGENDA**
  - a. Add Second and Third 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. Director of Student Support Services Report
    - iii. Director of Technology's Report
  - b. Letters/Information**
    - i. Letter to Chief Olesen-SRO
- V. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**
  - a. FY 2020-2021 Overview**
- VI. PUBLIC COMMENT**
- VII. 5<sup>th</sup> GRADE DISCUSSION**
- VIII. FY 2019-2020 BUDGET REVIEW**
- IX. CONSENT AGENDA**
- X. ACTION ITEMS**
  - a. Approve Minutes of Previous Meeting**
  - b. Attorney Decision**
  - c. Policies-2<sup>nd</sup> Readings**
    - i. JICJ-Unauthorized Communication Devices
    - ii. BEDH-Public Participation at Board Meetings
    - iii. BDE-Committees and Delegates
    - iv. BDB-Board Officers
- XI. COMMITTEE REPORTS**
  - i. Facilities
  - ii. Strategic Planning
  - iii. Negotiations
- XII. RESIGNATIONS/APPOINTMENTS/LEAVES**
- XIII. BOARD BUDGET DISCUSSION**
- XIV. PUBLIC COMMENTS**

**XV. SCHOOL BOARD MEMBER COMMENTS**

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

**XVII. ADJOURNMENT**

**INFORMATION: Next School Board Meeting-October 8, 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 24, 2019**

A good deal of time has been spent working with the Business Administrator, SAU Staff and Principals on getting a clearer picture of the current financial situation for 2019-20. As I stated in the last Superintendent's Report, all purchasing is being restricted to those items that are contractual in nature, for required services, issues around student safety as well as materials and supplies required to support the curriculum. This is essentially a budget freeze. Any requests for purchase needs to go through a chain of approval before being processed. It has been suggested by the members of NHASBOA that we inform the town officials of both Wilton and Lyndeborough. That will be done prior to this meeting.

At the last board meeting a question was asked in regard to when I knew about retirements, my response was in April. That was incorrect. In documents created last February and March I did indicate that there would be savings from one retirement that we had not heard about prior to that. The information was received after the public hearing and could not have been used to adjust the budget other than on the floor of the town meeting. The minutes of April 9 announced the remaining four retirements.

On Monday September 6 there was a bus incident that received a great deal of attention from the public and the press. The parent of the student involved contacted me through email on Tuesday morning. We spoke on three different occasions during the day. I contacted Mr. Brown of the bus company as well and we had a few conversations during the day. I also informed the school board making the board aware of the article in the contract that allowed the district to decide if a driver needed to be removed if the district felt it was not in the interest of the district to maintain the services of a given driver. The issue was resolved prior to gaining full feedback from the board.

Interviews for the Technology Audit were held with administrative staff on Monday September 16. The audit will move forward with the eventual product being a full accounting of our systems and any recommendations to improve our processes, procedures and security.

First grade t-shirts were a big hit with our students new to FRES as well as the WLC Class of 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

Lizabath Baker  
Business Administrator

## **Student Support Services Report**

### **September, 2019**

The Office of Student Support Services welcomed the first days of school with many conversations, planning meetings, visitations to our schools and continued work on this year's budget and next year's budget proposal. Highlights for the month of September are:

- Meeting with all Student Support Services staff and building administration to discuss programming, individual student needs, budgeting and ongoing assistance throughout the district. A twice a month meeting schedule has been established for student support services staff in each building for the entire school year. A similar schedule is also planned for our para-educators and ABA staff and will be developed in the next week or so.
- Establishing a meeting schedule with the entire student support services staff on a quarterly basis. These meetings will involve all teachers, related service staff, ABA coordinators, and other key personnel, as needed. It's very important to meet as a large group regularly and our first meeting prior to the opening of school laid a firm foundation for our future discussions.
- Continued work on all financial aspects of the budget including finalizing the IDEA grants and coordinating with the business office to set up accounts for the grants, refining all related service and ABA contracts for accuracy and accounting and initial development of the FY'21 student support services budget.
- Our entire student support services staff will be meeting with MSB, our Medicaid consultant, on the first release day of the school year (9/25/19) for training on the MSB submittal system. It is vital that our entire staff is familiar and comfortable with this process in order to properly submit our Medicaid claims and receive the appropriate reimbursements due to the district on a monthly basis.
- Frequent visits to all schools to make sure that all necessary resources are allocated to our students and staff. I have also been participating in IEP related meetings, as needed, when called upon by administration, staff and/or parents for my input.
- Mary Jane Ryan and I continue to learn about both the internal and external operations of our office. Both of us work with a variety of agencies as we learn about the responsibilities of our positions. We will both be attending a number of webinars in September sponsored by the NHDOE. Ned will be meeting with Larry Elliott from SAU who is providing peer mentoring to him through a program offered by the NHDOE.

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

**Technology Director**

192 Forest Road Lyndeborough, NH 03082

603-732-9340

---

Mark Kline, Director of Technology

I'd like to share with you some of the things that have happened this summer during my first 2 months at WLCSD.

Day 1 started with finding a path through the Tech Office and arranging for the removal of old equipment that had been piled up for e-waste disposal but never removed. Once we could get into the office we added shelving to get the remaining equipment off of the floor and to allow space for benches for equipment setup and repair.



I could then begin the process of organizing documentation of account names, passwords, vendor contacts, determining which were current and which out-of-date, etc. In addition, I found that a number of things that would normally have been done at the end of the previous school year were “left for [me]” in the absence of a DoT. A number were of high priority (ie: renewal of Meraki subscription in order to keep the network running). Most have been resolved.

We are working to improve the inventory process. While much of the equipment has bar code labels, tracking that equipment has been done “manually” in spreadsheets. We will be working toward allowing us to keep inventory up-to-date with a bar code scanner and software designed for the purpose of tracking assets efficiently.

There were a number of changes needed in the Infinite Visions financial product used by the Business Office. In my experience elsewhere IT has had almost nothing to do with administering the financial system. However, it ended up being the case that it was necessary for me to step in to do that here. Normally, several thousands of dollars of training would be undertaken before doing administration of IV. As that wasn't an option it involved a lot of research and time with tech support, but it seems that IV is working satisfactorily.

I attended PowerSchool University in my third week here. The training was useful. Our Student Information System is a very complex product, to be sure! We will be working to do more with it as time goes on.

Shortly after returning from PSU (and hoping to get some time to delve into inventory and state of devices) the server in the Business Office encountered a major problem due to failure of a component. Unfortunately, we were unable to find the passwords to get into either the VM Host or the Windows Server. I brought the server to a service that was ultimately able to get in and allow for the process of moving to a new machine to proceed. Once we could get in we found, in addition to the hardware problems, that the version of Windows Server in use was a version that hadn't been supported/updated for years.

Rather than purchasing a single new server for \$5,000 or more, we chose to purchase two refurbished servers that were much newer and better than what we had. There are several reasons for taking this path:

1 - The data centers from which these refurb come cycle them out every few years to make way for faster servers that use less energy. Because of this high turnover of "rack-mounted" machines still in excellent condition, they are available at amazingly low prices.

2 - We could then spend the saved money on better configuration. After rebuilding much of the active directory due to corrupted profiles (a problem separate from the equipment failure), correcting the domain name, and other improvements, we now have a server that works better, automatically duplicates itself onto the companion machine in case of failure, and sends a backup off-site for further protection of data.

3 - Most of the software products we use now are hosted off site ("in the cloud") rather than locally. The companies that provide these services take care of the equipment and provide better security than we can. Within a few years it's likely that we won't have any servers within our schools. Using the refurbished machines allows us to continue to be effective during the period of transition.

In the past we had many different software programs installed on devices. Nowadays those programs have largely been replaced by subscriptions to websites. Many of these subscriptions require that we upload data to the vendors in order to have student and teacher accounts, students assigned to classes, etc. At this time some of the uploads can be produced with relative ease from the SIS, but many cannot. Over time we should be able to make changes to the way we store data in PowerSchool so that the process can be more automated, but for now a good share of the preparation of upload files has to be done "manually". That, of course, has taken a significant amount of time.

We set up an MDM (Mobile Device Management) platform in order to manage iPads. With this we can push out and recall profiles and apps automatically.

We moved the helpdesk system from running locally on our own server to a hosted (“cloud-based”) instance. In the past it was difficult to access the system from all schools due to them being on different domains, but that is no longer the case.

Andrew Stevens has been invaluable in helping to prepare and repair devices for students. While we were able to populate carts at FRES and provide a device to each student at WLC, it has become apparent that too many of those student devices are no longer reliable and need to be replaced. I have recommended that we purchase a new ChromeBook for each 9th grade student that they will use for 4 years. This will allow us to repurpose the better ones that they now have so that students in other grades who currently have a device needing replacement can get something better.

The other devices we will be purchasing this fall are replacement laptops for a number of teachers who are currently assigned devices that are best described as “ancient”. As we get a better inventory system in place we will be able to more effectively determine what needs to be replaced when.

We are moving ahead with the tech audit. The vendor is planning to do their initial external scanning this week and start with internal scanning and interviews next week.

I hope this gives you an idea of how things are going so far.

*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

September 11, 2019

Chief Eric Olesen  
Wilton Police Department  
7 Burns Hill Road  
PO Box 183  
Wilton, NH 03086

Dear Chief Olesen:

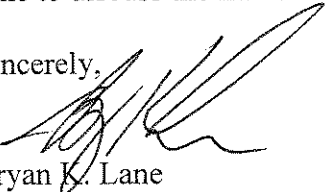
In budget conversations last February community members brought up the desire to have a School Resource Officer (SRO) for the district schools. The first consideration is whether or not the Wilton Police Department would see the position to be of value, if the position fills purpose that needs to be accomplished within the town and whether or not the WPD/Town of Wilton would be willing to partially fund the position if it were to be full time beyond the school year.

I would envision the position as follows:

- The SRO is an employee of the Wilton Police Department.
- Salary and benefits for the SRO would be in accordance with those offered through the Town of Wilton.
- The SRO would be working in the schools for 180 days between August and June. The remainder of the schedule of the SRO be scheduled by the Chief of Police.
- The School District would fund 70% of the position and the Town would fund 30% of the position.
- If there were an emergency, as determine by the Police Chief, the SRO would pick up duties as assigned by the Chief.
- The School District would work in concert with the Wilton PD to hire the SRO.

Please let me know if this is something you wish to consider. If so, I welcome a meeting at any time to discuss the matter.

Sincerely,

  
Bryan K. Lane

CC: Wilton-Lyndeborough Cooperative School Board  
Paul Branscombe- Wilton Town Administrator



***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 and Budget Committee  
FROM: Bryan Lane  
DATE: 9/17/19  
RE: 2020-21 Budget

Items that will be included in the upcoming 2020-21 budget:

- An additional second grade teacher
- Add a BCBA from existing pool of current staff to minimize additional cost
- Recommendation for a social worker
- Hiring RISE teacher and additional ABA/RBT staff so that we can bring student back to the district from out of district placements. This will be offset by a decrease in out of district placement
- Adjusted cost for ESY program
- Increased rate costs in contracted services for special needs
- Additional personnel lines to accommodate summer custodial work, new teacher orientation, and mentors
- Software subscriptions for Student Support Services
- Turnitin Software to be at WLC to support research capabilities
- Wi-Fi analyzers to trouble shoot the network
- Additional Security Cameras
- Continuations of replacement programs for technology and furniture
- Possible recommendation from the Strategic Planning Committee for SRO
- Possible recommendation from the Strategic Planning Committee for televising board meetings
- A 5% increase in health insurance costs to be modified when rates are official in November
- A 3% increase in dental insurance costs to be modified when rates are official in November
- A 2% increase in all supply accounts
- First year of a multi-year plan to replace pulley systems for basketball backboards at WLC
- Stage curtain at FRES- has been unfunded for two years
- Replacement of a slide at FRES

# FY21 Budget

Enrollment, Staffing & Cost Per Pupil  
Analysis

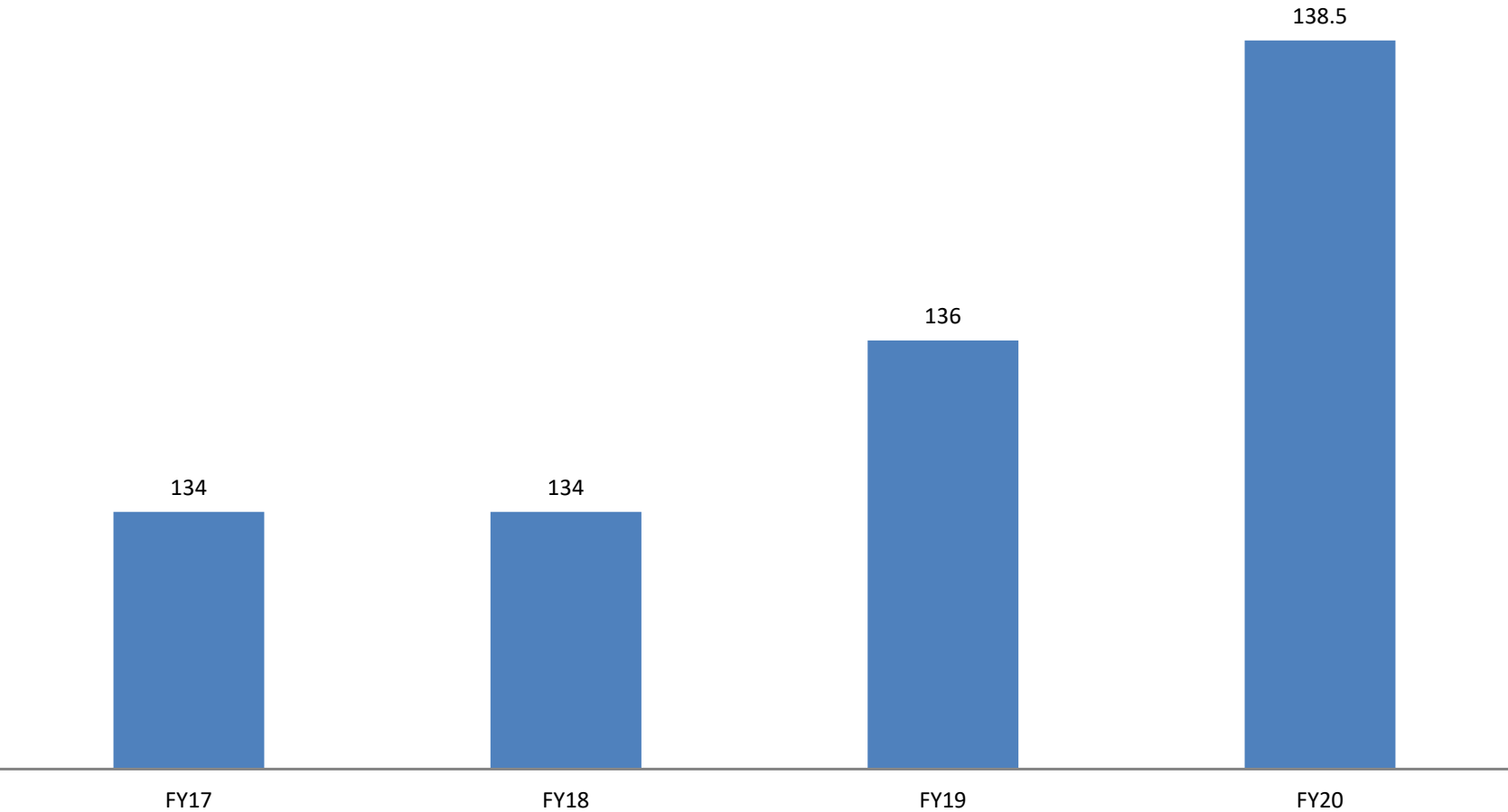
September 24, 2019

# District Enrollment

Source: NH DOE 10/1 Enrollment



# Total Staff



# FY18 to FY19 Staffing

- Addition of 2 staff members between FY18 and FY19:
  - New Position: ABA (S.J.)
  - New Position: ABA (B.P.)
  - New Position: Para (D.W.)
  - 1 Position Elimination: Business Office

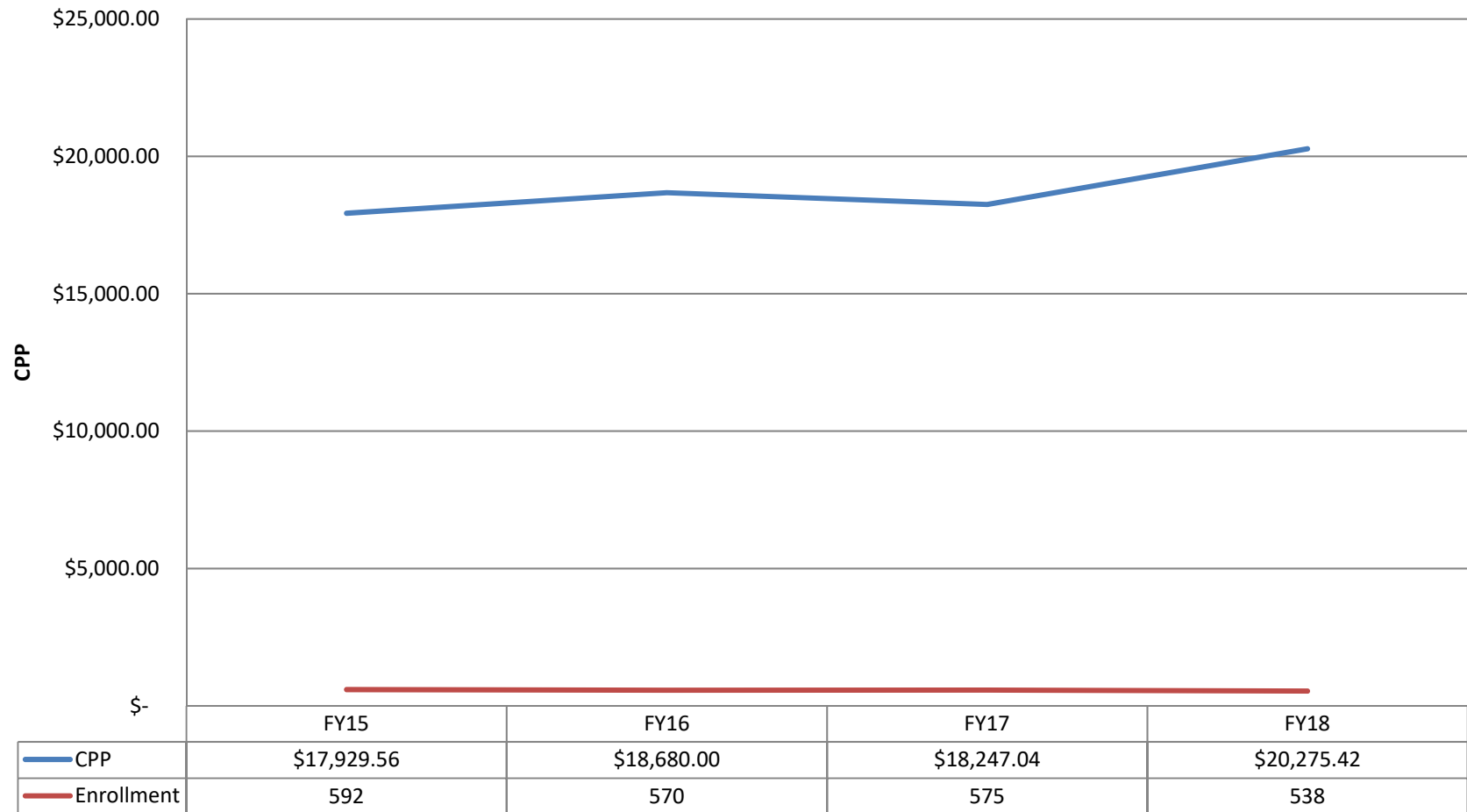
# FY19 to FY20 Staffing

- Addition of 2.5 staff members between FY19 and FY20:
  - New Position: Psychologist (previously contracted service) (M.S.)
  - New Position: LPN/LNA (S.H.)
  - New .5 Position: AP Coordinator (K.B.)

# FY20 Vacancies – To Be Filled

- Para (vacated by C.B.)
- Alt Ed (vacated by L.V.)
- Para (vacated by A.L.)
- 1:1 Para (new student)
- New: Life Skills Para

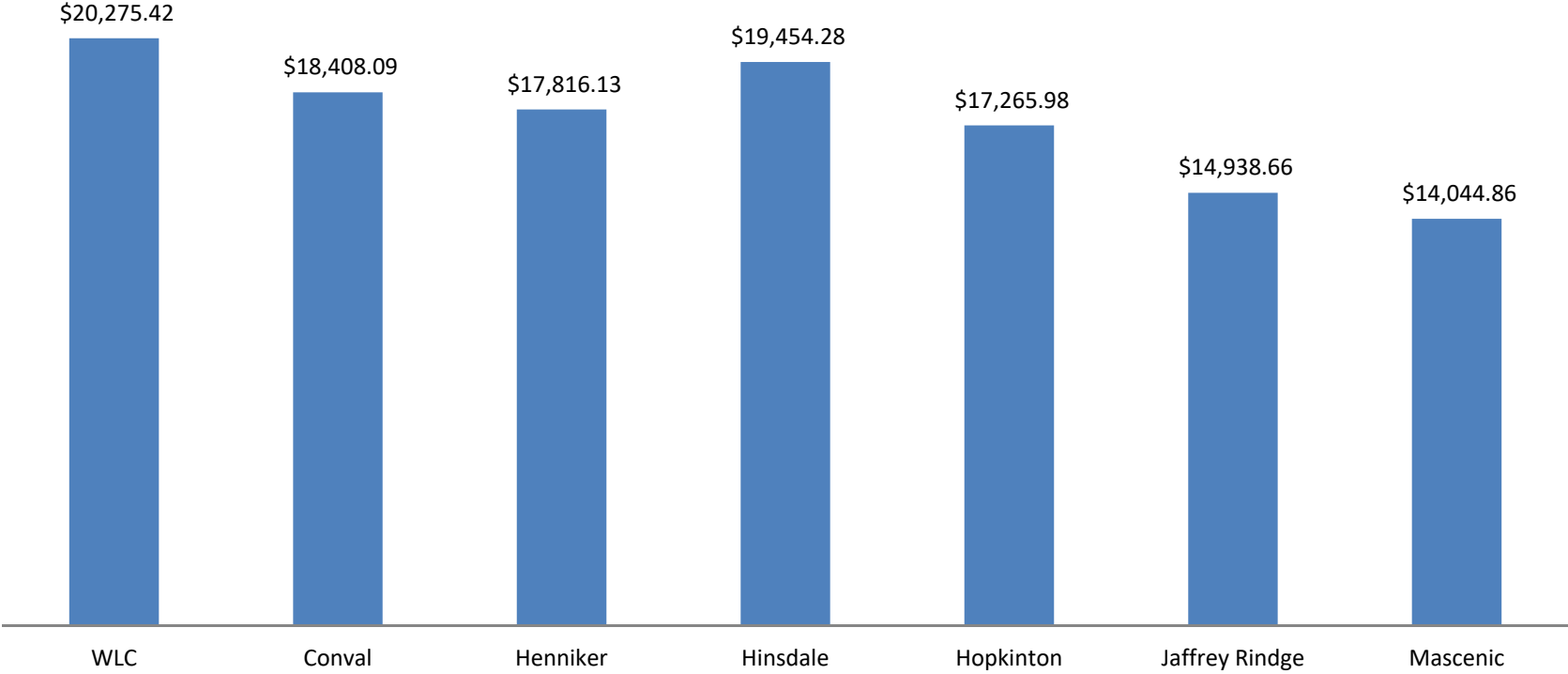
# Cost per Pupil to Enrollment





# Cost Per Pupil – Peer Districts

FY18 Cost Per Pupil



*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: 9/16/19  
RE: CLASS SIZE

At this time the class sizes in K-5 are as follows:

	# students	# teachers	Avg. Class Size
Kindergarten	41	3	14
First Grade	60	4	15
Second Grade	37	2	19
Third Grade	46	2	23
Fourth Grade	38	2	19
Fifth Grade	52	2	26

POLICY IIB- Class Size 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. For grades three through five (3-5), the District will strive to achieve a class size of no more than 25 students per teacher. In the middle and high schools, the District will strive to achieve a class size of no more than 25 students per teacher.

Class sizes that rise above acceptable levels put at risk both educational quality and the School District’s ability to attract and retain the best possible teachers for Wilton-Lyndeborough’s young people. The School Board seeks to balance this interest with the cost of the education of our students.

If a class exceeds the recommended maximum size of 25, the Superintendent shall consult with the appropriate Principal and review the situation before deciding whether to take such steps as hiring additional personnel or using other resources.

In speaking with Mr. LaRoche he does not feel that splitting up the classes would be prudent after the classes have gained a level of comfort with each other.

Both of the fifth grade classes have either a para-educator or ABA/RBT personnel that are assigned to specific students but do aide others in the classroom. We are looking at the availability of other teachers who may have time to support the instruction in these classrooms.

***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: 9/17/19  
RE: Possible Options to Budget Deficit

As stated in the last board meeting and as explained in the document coming from the Business Administrator the budget deficit is an issue we are dealing with. I have reached out for information from the building principals and we created an oversight process to ensure our prudence in whatever purchasing we will be doing.

The protocol we are following is as follows:

- Teachers and staff make a request to the building principal or director
- The principal reviews the request to determine if they believe the request to be:
  - Safety related
  - Necessary to support the curriculum
  - Contractually obligated
- The request is forwarded to the Superintendent for approval
- The request is either accepted or denied and approval forwarded to the BA

We are restricting purchases in all areas at this time. There have been items approved to support the Project Lead the Way curriculum, supplies for the nurse's offices and professional development opportunities as agreed to in the collective bargaining agreement.

All accounts will be monitored on a weekly basis with updates given to the school board on a monthly basis.

# Budget Deficit Analysis

September 24, 2019

# Historical Look at Budget

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Gen Fund	\$ 11,765,239.00	\$ 12,031,972.00	\$ 11,995,353.00	\$ 12,193,232.00
Food Service	\$ 219,600.00	\$ 219,600.00	\$ 215,000.00	\$ 230,000.00
Grants	\$ 297,097.00	\$ 299,923.00	\$ 258,652.00	\$ 256,442.00
<u>Cap Reserve</u>	\$ -	\$ 55,000.00	\$ 60,000.00	\$ 60,000.00
Total Budget	\$ 12,281,936.00	\$ 12,606,495.00	\$ 12,529,005.00	\$ 12,739,674.00

# Historical Look at General Fund Budget

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Gen Fund	\$ 11,765,239.00	\$ 12,031,972.00	\$ 11,995,353.00	\$ 12,193,232.00
Increase (Decrease)		\$ 266,733.00	\$ (36,619.00)	\$ 197,879.00
Teacher CBA - Projected		\$ 36,891	\$ 120,000.00	\$ 140,000.00
Para CBA - Projected			\$ 6,575.00	\$ 16,523.00
<u>Non-CBA Salary Increases</u>		\$ 33,337	\$ 34,170.00	\$ 35,332.00
Total Salary Increases - Proj		\$ 70,228	\$ 160,745.00	\$ 191,855.00

# Salaries & Benefits – Budget vs Actual – FY17

	FY17		
	Budget	Actual	Variance
Salaries	\$ 5,592,424.00	\$ 5,597,903.00	\$ (5,479.00)
<u>Benefits</u>	<u>\$ 2,789,868.00</u>	<u>\$ 2,704,990.00</u>	<u>\$ 84,878.00</u>
Total	\$ 8,382,292.00	\$ 8,302,893.00	\$ 79,399.00

# Salaries and Benefits Budget FY17 to FY18

	<u>FY17</u>	<u>FY18</u>
Budget - Salaries	\$ 5,592,424.00	\$ 5,632,288.00
<u>Budget - Benefits</u>	<u>\$ 2,789,868.00</u>	<u>\$ 2,782,945.00</u>
Budget - Salaries and Benefits	\$ 8,382,292.00	\$ 8,415,233.00
Increase		\$ 32,941.00

- In the Salary and Benefit categories, the Budget increased \$32,941.
- The Budget increased \$34,385 over actual prior year expenditures for salaries.
- FY18 Projected increases were \$70,228 (\$36,891 for teachers and \$33,337 for non-CBA).
- NHRS Rates for Teachers increased from 15.65% to 17.36%



# Salaries & Benefits – Budget vs Actual – FY18

	FY18		
	Budget	Actual	Variance
Salaries	\$ 5,632,288.00	\$ 5,824,124.00	\$ (191,836.00)
<u>Benefits</u>	<u>\$ 2,782,945.00</u>	<u>\$ 2,618,066.00</u>	<u>\$ 164,879.00</u>
Total	\$ 8,415,233.00	\$ 8,442,190.00	\$ (26,957.00)

# Salaries and Benefits Budget FY18 to FY19

	<u>FY18</u>	<u>FY19</u>
Budget - Salaries	\$ 5,632,288.00	\$ 5,844,471.00
<u>Budget - Benefits</u>	<u>\$ 2,782,945.00</u>	<u>\$ 2,725,937.00</u>
Budget - Salaries and Benefits	\$ 8,415,233.00	\$ 8,570,408.00
Increase		\$ 155,175.00

Teacher CBA - Projected	\$ 120,000.00
Para CBA - Projected	\$ 6,575.00
<u>Non-CBA Salary Increases</u>	<u>\$ 34,170.00</u>
Total Salary Increases - Proj	\$ 160,745.00

- In the Salary and Benefit categories, the Budget increased \$155,175.
- The Budget increased \$ 20,347 over actual prior year expenditures for salaries.
- FY19 projected increases were \$160,745.

# Salaries & Benefits – Budget vs Actual – FY19

	FY19		
	Budget	Actual	Variance
Salaries	\$ 5,844,471.00	\$ 6,024,947.00	\$ (180,476.00)
<u>Benefits</u>	<u>\$ 2,725,937.00</u>	<u>\$ 2,755,770.00</u>	<u>\$ (29,833.00)</u>
Total	\$ 8,570,408.00	\$ 8,780,717.00	\$ (210,309.00)

# Salaries and Benefits Budget FY19 to FY20

	<u>FY19</u>	<u>FY20</u>
Budget - Salaries	\$ 5,844,471.00	\$ 6,019,201.00
<u>Budget - Benefits</u>	<u>\$ 2,725,937.00</u>	<u>\$ 2,744,317.00</u>
Budget - Salaries and Benefits	\$ 8,570,408.00	\$ 8,763,518.00
Increase		\$ 193,110.00

Teacher CBA - Projected	\$ 120,000.00	\$ 140,000.00
Para CBA - Projected	\$ 6,575.00	\$ 16,523.00
<u>Non-CBA Salary Increases</u>	<u>\$ 34,170.00</u>	<u>\$ 35,332.00</u>
Total Salary Increases - Proj	\$ 160,745.00	\$ 191,855.00

In the Salary and Benefit categories the Budget increased \$191,855.

The Budget decreased \$5,746 over actual prior year expenditures.

FY20 projected increases were \$191,855.

NHRS Rates for Teachers increased from 17.36% to 17.80%

# Salaries & Benefits – Budget vs Projected – FY20

	Budget	Projected	Variance
Salaries & Benefits	\$ 8,711,110.36	\$ 9,016,774.03	\$ (305,663.67)

# Other Budget Categories – A Quick Look

<u>SPED TUITION ACS - 560'S</u>	<u>BUDGET</u>	<u>ACTUAL</u>
FY18	\$ 590,000.00	\$ 488,637.00
FT19	\$ 565,512.00	\$ 644,852.00
FY20	\$ 432,496.00	
<u>TECH - PD &amp; TRAVEL - 2800'S,290/581</u>	<u>BUDGET</u>	<u>ACTUAL</u>
FY18	\$ 4,163.20	\$ 345.20
FT19	\$ 3,585.00	\$ 3,373.99
FY20 - YTD	\$ 1,000.00	\$ 3,770.88
<u>LEGAL - 2321, 2332.331</u>	<u>BUDGET</u>	<u>ACTUAL</u>
FY18	\$ 5,100.00	\$ 1,672.50
FT19	\$ 4,500.00	\$ 15,931.70
FY20 - YTD	\$ 4,000.00	\$ 6,697.00
<u>ESY PROGRAM - 1212'S</u>	<u>BUDGET</u>	<u>ACTUAL</u>
FY18	\$ 30,402.00	\$ 26,467.00
FT19	\$ 20,488.00	\$ 27,946.00
FY20 - YTD	\$ 16,250.00	\$ 33,115.00
<u>Substitutes</u>	<u>BUDGET</u>	<u>ACTUAL</u>
FY18	\$ 78,000.00	\$ 126,830.00
FT19	\$ 80,000.00	\$ 137,795.00
FY20	\$ 80,000.00	

# What has the Effect Been?

- In effect, we've been increasing Budget by spending down Unassigned Fund Balance and Sped Capital Reserve Account.

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Unassigned Fund Balance	\$ 433,692	\$ 128,036	\$ 6,727
Use of Funds		\$ 305,656	\$ 121,309

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Sped Capital Reserve	\$ 213,704	\$ 215,965	\$ 45,975
Use of Funds		\$ 0	\$ 169,990

# Where Are We At?

- There is a known shortfall in salary and benefit category of \$306K. This is a dynamic number and could be higher with other supplemental pays and salary adjustments.
- It appears that the remainder of the budget may be insufficient as well.
- There is no Unassigned Fund Balance available to absorb over-expenditures.
- The Sped Capital reserve account is down to \$46K



# Recommendations for FY20

- Formally Freeze FY20 Budget
- Notify: Town of Wilton & Lyndeborough
- Notify: DRA and DOE
- Consult Lawyer
- Review Process for Obtaining Deficit Appropriations
- In-depth analysis of FY20 Budget, department by department

# Recommendations for FY21

- Create a realistic FY21 budget based on actual historical expenditures that has sufficient contingencies built in
- Pursue RSA 198:4b, which would allow the District to retain 2.5% of the current year's net assessment for emergency expenditures
- Develop a process to tightly monitor the budget – e.g., no budget transfers, monthly reporting out to School Board on all accounts exceeding budget by \$5K (YTD)
- Build capital reserve funds back up

1 **WILTON-LYNDEBOROUGH COOPERATIVE**  
2 **SCHOOL BOARD MEETING**  
3 **Tuesday, September 10, 2019**  
4 **Florence Rideout Elementary School-Library**  
5 **6:30 p.m.**  
6

7 Present: *Matt Ballou, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere (via phone), Alex*  
8 *LoVerme, John Clark, and Tiffany Cloutier-Cabral (7:15pm)*  
9

10 *Superintendent Bryan Lane, Principals Brian Bagley and Bob LaRoche, Director of Student Support Services Ned*  
11 *Pratt, Technology Director Mark Kline, Curriculum Coordinator Julie Heon, and Clerk Kristina Fowler*  
12

13 **I. CALL TO ORDER**

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

16 **II. ADJUSTMENTS TO THE AGENDA**

17 **a. Add Second Public Comment**

18 Request to add second public comment. Superintendent noted he provided additional documentation regarding  
19 attorney fees which were not available at the time the board packet was sent.  
20

21 **III. PUBLIC COMMENTS**

22 Chairman Ballou reviewed the public comment section of the agenda and reminded the public that comments should  
23 be kept to 3 minutes.  
24

25 Ms. Brianne Lavalley, Lyndeborough questioned when it was known that class sizes for the 5<sup>th</sup> grade would be 25;  
26 this exceeds class size policy and raises concern. Superintendent responded 2-3 days prior to school starting. Ms.  
27 Lavalley commented as a Lyndeborough resident before combining schools Lyndeborough residents were told class  
28 sizes would be kept small and since combining it has consistently gone up. She questions what is going to be done to  
29 remedy the situation and follow through on the Lyndeborough promise. Chairman Ballou responded it will likely be  
30 addressed in school board comments.  
31

32 **IV. BOARD CORRESPONDENCE**

33 **a. Reports**

34 **i. Superintendent's Report**

35 Superintendent reports the first couple of school days went smoothly and thanked the custodians, teaching staff and  
36 administration. He has been working with Steve's School Bus regarding the dismissal at FRES and made some  
37 adjustments. This should become more routine and run smoother as far as the exodus is concern; we are closer to  
38 getting to WLC before the bell rings. He adds there were some glitches but he continued to speak to the bus company  
39 and appreciates Mr. Brown's communicating with him. He spoke of a budget deficit which will be discussed later in  
40 the evening. Budget 2020-21 has begun with each Principal talking to staff looking at possibilities and opportunities.  
41 In the first combined budget session an overview will be provided; no line item at that point. The goal is for the full  
42 line item to be presented in October to include everything including a bottom line at every meeting. Insurance rates  
43 are available in mid-November, until then a place holder will be added across the board and adjustments will be  
44 made when we know the actual number. The technology audit is moving along and interviews are scheduled for  
45 September 16. Last evening the first negotiations meeting with WLCTA took place. The 1<sup>st</sup> grade t-shirts will be  
46 presented by the seniors on Thursday. Mr. Vanderhoof commented that the latest change to the bus dismissal has  
47 taken up a lot of parking for parents. Superintendent will be keeping an eye on this.  
48

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

50 Ms. Baker reports with FY19 closed and state reports completed her efforts are looking into FY20. She notes 71% of  
51 the budget is salary and benefits; this is where she started. She is seeing a shortfall projected in this area. A memo  
52 has been provided to the Board regarding this. She reports doing a comparison with each employee paper contract  
53 during this process. She is projecting a loss of \$305,663 in the area of salaries and benefits; things are still being  
54 worked out. Superintendent to discuss this further.  
55

56 **iii. Principals' Report**

Principal Bagley reports 3 days of professional learning (PD) in August benefits teachers and multiple meetings took  
place including leadership, department, MS joint team, 504 and IEP meetings. Mr. Bill Preble (consultant) met with

57 faculty on Aug. 27 and will be working with them to focus on creating and maintaining a positive culture and a sense  
58 of belonging amongst teachers, students and community. The first day with students was one of the best Principal  
59 Bagley has experienced. The energy and enthusiasm when students arrived was felt by all. His report included a  
60 couple of teachers who shared their feelings about the first day. A lot of time has been spent on food service and Ms.  
61 Deb Roske, Food Service Director has been working very hard and doing a phenomenal job. She has completely  
62 changed everything from the process to the food. He confirmed it had been mentioned before that Mr. Preble would  
63 be working with WLC and it is grant funded. He will work with faculty throughout the year and Ms. Edmunds  
64 reports he is a professor from the Center for School Climate and Learning.

65  
66 Principal LaRoche reports his introduction to the district has been phenomenal; busy this summer meeting many  
67 people who shared thoughts and comments. It was the staff in the schools that stood out for him and staff across the  
68 district; everyone helping him to get acclimated. He sees there are things that everyone is ready to improve on such  
69 as transportation which has recently been changed. Dr. Heon has been helpful and the PD was well attended. He is  
70 doing his best to understand the budget process. A goal for LCS and FRES is efficiency and there are some things  
71 that can be tightened up. Changes have been made to the specialist schedules which allows these teachers to spend an  
72 afternoon at LCS to share their expertise with kindergarten students and gives classroom teachers the opportunity to  
73 work on data. He adds the front desk has been great filling in with answers and he is excited to be here and will keep  
74 the good things going and work to make any improvements needed. Mr. Vanderhoof commented student pick up has  
75 been vastly better.

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

77 Dr. Heon reports last year there was discussion of providing an overview of what we be will doing for PD. On  
78 September 25 (first early release) FRES/LCS teachers will follow up on math training with the math consultant.  
79 WLC teachers will work on a variety of PD, one group will focus on school culture and climate and getting everyone  
80 on board to what makes a healthy and productive school and another will work on performance assessments for  
81 students. The highlight of the upcoming accreditation visit will be student led conferences. Students will sit with a  
82 NEASC visiting member and discuss what they learned. Other PD will be provided to student support services  
83 (SPED) by a trainer from Medicare regarding processing and reimbursements. FRES/LCS SPED team came to learn  
84 about the math program and will be ready to launch this fall. Teaching staff participated in Project Lead The Way  
85 (PLTW). A few staff were trained last year in NY to be trained as trainers to be able to teach the rest of the staff.  
86 She reports using PLTW for computer science which will be enhanced this year and offer some robotics for some  
87 grade levels. Teacher orientation went well; our new teachers will feel more comfortable coming in not just for  
88 climate but curriculum and procedures. Some of the new teachers came in June and then back again in August and  
89 learned the logistics of the schools and curriculum. She notes, statistics show when you provide this for new teachers  
90 they tend to be more successful and retention rates are better. A health committee was formed and met over break.  
91 There was an inquiry about changes to the digital learning and science courses; she provided a basic outline in her  
92 report on what topics would be addressed. Mr. Andrew Tyler, computer science teacher participated in 3 weeks of  
93 grant funded PD over the summer and will share his knowledge with the MS/HS students throughout the year.  
94 Assessments will include a pre-assessment for a baseline and because there is a strong digital component we can use  
95 the information to provide enrichment for students who need extra help. STAR 360 baseline testing will be done in  
96 the fall for reading and math assessments. Chairman Ballou voiced appreciation for the integration of  
97 internet/computer safety in each technology course.

#### 98 **b. Letters/Information**

##### 99 **i. First Day Enrollment**

100 Superintendent reviewed first day enrollments pointing out the senior class has 29 students. He noted grade 5 has 52  
101 students (2 classes-exceed the board policy-maximum of 25). Grade 1 has had some unanticipated withdrawals and  
102 now has 64 students. He notes as we move forward we will have to have a discussion about the legitimate concerns  
103 (grade 5) that were raised.

##### 104 **ii. Board Stipend Forms**

105 Superintendent noted in accordance to board policy a stipend form has been provided to members and asks they fill  
106 this out and submit it to the SAU.

##### 107 **iii. NHSBA Call for Resolutions/Delegate Assembly**

108 Information was provided to members regarding "Resolutions" and the Delegate Assembly in January.

109 Superintendent reports Resolutions can be brought forward for the agenda. They are voted on by the NHSBA

110 Executive Council and if recommended, the NHSBA-Board would vote on it. These are mostly concerning  
111 legislation.

112 **iv. Budget Timeline FY2020-2021**

113 Superintendent reports a budget timeline has been provided indicating when things need to be turned in etc. in  
114 accordance to the RSA. He reports we will move forward with this as our timeline; this has been reviewed by the  
115 Business Administrator in accordance of the RSA's that exist.

116 **v. Attorney Information**

117 Superintendent reports receiving rates from 4 different legal offices. He spoke to NH School Administrators  
118 Association to obtain a list of those who deal with educational issues. Rates are as follows:

- 119 • Soule, Leslie Kidder \$200-\$275 per hour dependent on associate or partner representation
- 120 • Drummond and Woodsum \$200-\$275 per hour dependent on associate or partner representation
- 121 • Sulloway and Hollis \$195 per hour for associates, \$250 per hour for partner representation
- 122 • Wadleigh, Starr and Peters \$190 per hour for associates, \$275 per hour for partner representation

123 He reports the variance depends on the associate and how long they have been there. We do use Drummond and  
124 Woodsum for SPED matters. Wadleigh, Starr and Peters are handling the suit for ConVal. Currently there is nothing  
125 specific going on but the Board can make a recommendation although it is not an agenda item for action this  
126 evening. Mr. Vanderhoof noted we are working on negotiations and it would be nice to have this in place.  
127 Superintendent agreed.

128  
129 **VII. CONSENT AGENDA**

130 There was no consent agenda to report.

131  
132 **V. ACTION ITEMS**

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

134 *A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to approve the minutes of August 27,*  
135 *2019 as written.*

136 *Voting: six ayes via roll call vote and two abstentions from Mr. Clark and Ms. LeBlanc; motion carried.*

137  
138 **b. Policies**

139 **i. JICJ-Unauthorized Communication Devices**

140 Superintendent reported the policy goes into a lot of mechanics; new language has been provided which he read.  
141 With the new language it gives the Board total authorization on what the protocols are, takes out all the mechanics of  
142 it and doesn't require policy changes. Chairman Ballou noted the Board did discuss this and they settled on this  
143 language to review for the 1<sup>st</sup> reading. Suggestion was made to remove the first sentence. This is the 1<sup>st</sup> reading.  
144 Principal Bagley confirms feedback will be provided regarding protocols. Policy will come back for a 2<sup>nd</sup> reading.

145 **ii. BEDH-Public Participation at Board Meetings**

146 Superintendent reviewed changes in items 1, 2 and 6 which are in red. He notes the reason the committee looked at  
147 this was that sometimes someone just wants to note something nice that happened which this allows for this.  
148 Chairman Ballou noted this is the 1<sup>st</sup> reading. Several amendments were suggested to the existing draft including  
149 grammar related and in 1, removing the language reference to KE and KEB (it is in 6 already) and in 2, a suggestion  
150 to include 15 minutes prior to nonpublic or at the end of the meeting if none is scheduled. Confirmation was had that  
151 the committee's intent was to take away the option of an additional public comment and make it required. Policy will  
152 come back for a 2<sup>nd</sup> reading.

153 **iii. BDE-Committees and Delegates**

154 Superintendent reviewed the changes in red and noted there are questions from the committee at the bottom of the  
155 policy for discussion. Mr. Legere noted typically committees are formed on an annual basis but there are times a  
156 committee is formed mid-year or after April and questioned if language should be added to cover this or indicate as  
157 needed. This will be added for discussion. Mr. Vanderhoof noted somewhere it needs to be added if a member of the  
158 public can be on these committees if we will be voting on it. A suggestion was made unless there is further  
159 obligation for the Negotiations Committee it would make sense it is not a standing committee. It was also noted in  
160 the past other policies referred to a designee to do certain tasks and a suggestion was made to look through other  
161 policies regarding this. It was suggested the Strategic Planning Committee does not have to be a standing committee  
162 but the Policy Committee should be. Policy will come back for a 2<sup>nd</sup> reading.

163 **iv. BDB-Board Officers**

164 Superintendent reviewed changes in red which give the Vice Chair the responsibility to answer emails sent to the  
165 board's email once it is up and running. He adds "timely manner" means a reasonable amount of time; this is not a  
166 full time job for members and there may be times when someone else would be designated. Mr. Clark adds this  
167 delegates the authority to answer these emails as a School Board Official outside of School Board meetings.  
168 Superintendent concurs. Suggestions for amendments include grammar related and adding "students" to the second  
169 sentence in the last paragraph. This is the 1<sup>st</sup> reading and the policy will come back for a 2<sup>nd</sup> reading.

#### 170 **c. Tuitioning**

171 Superintendent reviewed at the last meeting a member brought up that there were rumors of this district closing  
172 schools and "tuitioning" students to Milford. It was requested the Board address these rumors. Superintendent  
173 confirms this has not been discussed in his time here. He provided a recommended resolution which he reviewed and  
174 added the School Board has full intent to meet the needs of the children in these communities. (Resolution-The  
175 Wilton-Lyndeborough Cooperative School Board is dedicated to the purpose of meeting the educational needs of the  
176 students in Lyndeborough and Wilton. We believe that our students needs are best met in our own community  
177 schools. Therefore, we are resolute in our intentions to keep the Lyndeborough Central School, Florence Rideout  
178 Elementary School and the Wilton-Lyndeborough Middle/High School open to meet the needs of our communities.)

179 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Ballou (for discussion) to accept this resolution. \**  
180

181 Discussion was had regarding the need for the resolution given that these are rumors. Discussion also included by  
182 providing the resolution it is clear (and clarifying) communication. It was noted the School Board would not have the  
183 authority to make changes as drastic as this.

184  
185 *\*Voting: four ayes via roll call vote and four nays from Mr. Vanderhoof, Chairman Ballou, Ms. Lemire and Ms.  
186 LeBlanc (4-4) no action taken*  
187

#### 188 **d. Budget Deficit**

189 Superintendent reports Ms. Baker did a detailed study and felt it did not look right; she was accurate and  
190 he concurs there is a deficit in the area of salaries and benefits. He provided a document which shows the accounts  
191 having an unbudgeted deficit of more than \$5,000 and an accounting of the flow of funds for salaries and benefits.  
192 Concern was raised by staff of why a study done of salaries and benefits and he confirms a study was done on  
193 everything and the only place where there are definitive "red numbers" is in the area of salaries and benefits. It is  
194 inherent for the Business Administrator to look deeper into things. He confirms contractual obligations will be  
195 honored. He reviewed the areas of concern which include ABA/RBT, para-educators, teacher aides, business office,  
196 technology salaries, ESY summer program, summer custodial help, FICA, NHRS, health and dental insurance,  
197 retiring service awards, and attendance awards. He noted that increases for health and dental are due to new staff  
198 electing different plans than prior staff which increased the cost \$68,000 and there is no way for this to be  
199 determined when the budget is created. He was able to make some adjustments to bring the deficit down from  
200 \$305,664 to \$252,474. He noted the psychologist had not been moved from contracted services and a few other  
201 adjustments were made to bring the deficit down by \$53,000. He has spoken with administration and no decision on  
202 a course of action is needed at this time. The Principals will submit items for consideration and if we were to look at  
203 a reduction; it is an extremely thin budget anyway. He adds he believes in his conversations with Ms. Baker, she has  
204 grave concerns over this and wants her to voice concerns at the next meeting. State legislature will come back in  
205 September and they could make another budget presentation to the Governor which may adjust things a bit but it is  
206 unclear. If the Governor does not agree, we would base things on last year's funding. He spoke of not being able to  
207 predict some of the expenses such as in SPED and insurance changes; there is a SPED capital reserve for  
208 consideration. He will keep a "weekly scenario" and has a process for purchasing things that goes through his office.  
209 "We are not just saying no"; student safety will be taken care of right away and supplies needed to run classes will be  
210 approved. He is still collecting information so the Board can determine a direction to move forward with including  
211 looking at out of district placement. No action is needed by the Board this evening. A question was raised at the last  
212 meeting regarding discussion about SPED programs and using some surplus monies; is there a way we can use some  
213 of that. Superintendent responded there is approximately \$55,000 of unassigned monies for transportation and this  
214 will be part of the discussion that will be brought back. A question was raised, what if we cannot cover these  
215 expenses. Superintendent responded there are 2 options, he will talk to NHSBA and Ms. Baker is meeting with the  
216 NH Business Administrators group on Friday. He will wait to respond until we have a full level of information at the  
217 next meeting. A question was asked if we 'rolled this back' and looked at the budget, were these numbers accurate.  
218 Superintendent confirms they were. The budget was passed in March and were not able to budget for retirements

219 because they were not official at that time and to budget for \$100,000 would have been questioned as they may or  
220 may not have happened. There was salary savings to cover most of the costs. The SPED costs were not in there and  
221 there was one ABA therapist not budgeted which he was told was in the budget. He reviewed changes after March  
222 that affected the budget which included the hiring of an LPN, para-educator, and costs for benefits. There will be a  
223 budget transfer for the psychologist; this is part of the reduction. Custodian summer work was not in the budget but  
224 was supposed to be. The new teachers and mentors were primarily taken care of through a grant. He reviewed that  
225 retirements have not been budgeted in the past; retirements and separation pay are paid for out of the fund balance  
226 which in prior years has always been covered. He confirmed a budget line can be added for this in the future. The  
227 teacher's CBA indicates payment for this can happen up until July 31 the following year so that it can be covered  
228 through salary savings by hiring new staff; true savings happens the year after that because you are not paying the  
229 retirement or the salary. He confirmed afterschool supervision, a co-curricular piece, shows a surplus and is for 3  
230 days a week of afterschool library supervision for students. He confirms \$1,500 for kindergarten screening was not  
231 budgeted. Retirements and service awards are made known the end of March or beginning of April as required by  
232 contract. A question was raised; how did we forget to put all of that into the budget. Superintendent responded as far  
233 as the ABA, the person was hired in Dec. and he is not sure why it was not budgeted. Summer custodial work was  
234 also requested to be put in the budget and he is not sure why it was not put in and does not know why the  
235 kindergarten screenings were not budgeted. Mr. Vanderhoof noted when the Budget Committee and Board were  
236 going extensively through the budget, he has no recollection of a recommendation to reduce salary or benefit  
237 amounts; there was an issue with the final number and money was added back in. He points out we were going off  
238 the number we were given; in salary and benefits nothing changed. After, the budget was changed; we cut \$47,000  
239 out of salaries and benefits. He adds the Board needs to consider things more before just signing off on what was cut  
240 and doing things of that nature. Mr. Clark responds we ended up here not for cutting \$47,000 but for other reasons  
241 as the Superintendent said. Chairman Ballou comments we will have a discussion with the Budget Committee at the  
242 next meeting and will have more information and hopefully have a better direction on what we can do about this if  
243 anything. Superintendent concurs.

#### 244 e. Fuel Bid

245 Ms. Baker provided information regarding the fuel bid. Invitations to bid were sent for pricing on #2 fuel oil and  
246 propane. Discount Oil of Keene was the lowest bid for #2 fuel (\$2.169) and L & G Propane (\$1.149) for propane.  
247 These are lower rates than last year and lower than what was budgeted. Recommendation is to award the bid to  
248 Discount of Oil of Keene and L & G Propane (same companies as last year).

249  
250 *A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to award the bids to Discount Oil of Keene*  
251 *for #2 fuel and L & G Propane for propane. \**

252  
253 Discussion was had regarding past propane smells at FRES which led to evacuations. A question was raised if any  
254 research had been done to determine if these issues had anything to do with the supplier or the way it was supplied.  
255 Superintendent explained there was a smell coming from the kitchen and the Fire Department determined it was from  
256 the pilot light. Another day it was due to dense humidity and low cloud cover; the septic exhaust pipe smell came  
257 through the intake pipe (both near the roof) and went throughout the building. He anticipates the issues were not  
258 supplier related. He confirms the supplier does service the equipment but it takes about an hour to get there. This is  
259 not part of the contract Ms. Baker confirms and notes the rates are much lower and acknowledges it is an  
260 inconvenience. Superintendent notes suppliers only work on their own tanks, we cannot just hire someone in the area  
261 closer. A question was raised if there is a feel for what the savings of usage is using Keene vs. someone else. Ms.  
262 Baker did a savings estimate vs. budget. She does not know the history/service issues but confirms the Board can go  
263 with a closer vendor if they choose. Superintendent confirms deliveries would be scheduled and if Mr. Erb sees we  
264 are low can call for delivery within 24 hours.

265  
266 *\*Voting: seven ayes via roll call vote and one nay from Mr. LoVerme; motion carried.*

## 267 VI. COMMITTEE REPORTS

### 268 i. Negotiations

269 Mr. LoVerme reported the group met last night and went over ground rules and set up a meeting schedule from  
270 September-December.

### 271 ii. Budget Liaison

272 Mr. Vanderhoof reported he was at the Board meeting when the committee met last and the next meeting scheduled  
273 is the joint session with the Board.  
274

275 **iii. Facilities**

276 Superintendent reported the committee met prior to this meeting for a walkthrough of FRES. They toured classrooms  
277 and the OT room that last year had concerns of moisture; Mr. Erb went over how that was dealt with. Toured both  
278 sections of the building, looked at levels of technology, discussed one of the four slides on the playground at length.  
279 There is a hole in the slide which has been there since last spring; this unit is not made any more. Damage appears to  
280 be wear and tear and looks like someone put their foot through it (it's not visible on camera). It would not be cost  
281 effective to go through insurance. Mr. Erb sealed it off and is not usable at this point. Replacement will be added into  
282 the budget for next year. If there are any community resources, please bring them forward to the Board.  
283

284 **VII. RESIGNATIONS / APPOINTMENTS / LEAVES**

285 There were none to report.  
286

287 **VIII. PUBLIC COMMENTS**

288 Chairman Ballou reviewed the public comment section of the agenda and reminded the public that comments should  
289 be kept to 3 minutes. There will not be any board member back and forth comments.  
290

291 Mr. Fran Bujak, Lyndeborough spoke regarding the email policy discussion and strongly recommends the Board not  
292 adopt this and doesn't respond to emails as it is encouraging people to not show up to meetings. If there is an  
293 important issue you will get inundated by emails of the same thing and not here for you to address it. You have to  
294 print them all out and if you hit the wrong key (when responding), your emails will be picked apart. You provide  
295 two times a month to address concerns which he appreciates. He also spoke of the budget which last year was  
296 marginally approved and if that was not approved we would have a greater deficit. Three-minute limit was reached.  
297

298 Mr. Charlie Post, Lyndeborough spoke regarding the budget and wants to take a look back at the financials;  
299 overspent appropriations by \$30,000, exhausting capital reserve, unable to make the bond payment and asked for  
300 advanced funds and tonight we hear the deficit is over \$300,000 and much of it was not budgeted. The bulk of the  
301 deficit was made up of contracted services that were not budgeted that means they were not reported and those  
302 expenses were known. His opinion is the financial position of the district is in free-fall. He wants to see more  
303 dialogue on the recognition awards and provide better and strict oversight of spending. He doesn't know how the  
304 dollar amounts can be made up and notes the Board is not being good stewards of tax payer money. He adds you will  
305 probably have to go back to the tax payers and ask for more money.  
306

307 Mr. Adam Lavallee, Lyndeborough spoke regarding the budget and finds it hard to believe it was because of salary  
308 and benefits because savings were sighted and to say it was not known before March is not true and they have  
309 minutes that indicate there were adjustments being made for projected retirements. He is shocked retirements are not  
310 budgeted, this is very surprising and believes they could budget based on statistics. SPED was another area, we were  
311 told an expensive student moved and it would be something we spent less on this year; things that were pitched as  
312 savings are now deficits.  
313

314 Ms. Brianne Lavallee spoke that she agrees (FRES) pick up was much better and if it keeps moving in the same  
315 direction she looks forward to a quick pick up! She commented that she thought people submitted what their  
316 expenses would be on a form and then submitted to the Budget Committee.  
317

318 **IX. SCHOOL BOARD MEMBER COMMENTS**

319 Mr. Legere questioned the status of having meetings on some sort of a google calendar. Superintendent responded it  
320 is being looked at through technology. He spoke regarding the 5<sup>th</sup> grade class and for full disclosure, noted he has a  
321 child in the 5<sup>th</sup> grade. It sounded like this would be revisited and he wanted to be sure this was the case.  
322

323 Ms. LeBlanc commented on STAR 360 assessments and wants to be sure as we move forward and start testing again  
324 that last year the 6<sup>th</sup> graders needed remediation due to not getting the amount of teaching they needed; there has not  
325 been a lot of time to see if they have what they needed. She feels it may be setting them up for failure. Dr. Heon  
326 responded we always use September as a baseline and want to see what they have gained or lost over the summer.  
327 We need to know which students need remediation and those who don't; it is more about where are you now and to  
328 look at growth goals for the rest of the year. Ms. LeBlanc responded that we already know how they ended the year;  
329 not being proficient. Superintendent adds by doing the assessment we will know where they are and are not. Dr.  
330 Heon confirmed we will know results the day after the student takes the assessment which is this week.  
331



332 Mr. Clark looked into broadcasting the meetings and notes we can do it ourselves and it can be run from an app on an  
333 iPhone; there are options but it will cost money and he would want tax payers to decide if they want to watch us or  
334 read minutes and come to the meeting.

335  
336 Chairman Ballou spoke regarding the budget process last year and that it was less than ideal. He is hoping for lots of  
337 discussion and believes there are some structural things in how some things are budgeted and how much we carry  
338 and give back to tax payers. It was about \$6,000-\$7,000 this year which is very low; this year probably zero. He is  
339 hoping to have an honest and frank discussion. He hopes an upcoming agenda will include the 5<sup>th</sup> grade discussion.

340  
341 Mr. LoVerme spoke regarding 7<sup>th</sup> grade math and it is his understanding that they are doing extra work in SEER with  
342 math and notes they just picked up where they left off and are trying to catch up from last year. He hopes when they  
343 finish 7<sup>th</sup> grade they are where they need to be as a lot of people will be upset if they are not.

344  
345 Ms. Cloutier-Cabral commented she really enjoyed the Principal Reports and it is nice to see staff and students happy  
346 and excited to start the new year; good job with that!

347  
348 Ms. Lemire questioned if we can consider looking at an “oldest” policy where the oldest child in one family is sent  
349 home the notice instead of every child in the family getting the same notice. This would be better for the  
350 environment, the parents and help with the cost in supply lines.

351

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

353

353 **i. Negotiations**

354

354 **ii. Personnel**

355 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to enter Non-Public Session to*  
356 *discuss negotiations and personnel matters RSA 91-A: 3 II (A) (C) at 8:08pm.*

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

358

359 **RETURN TO PUBLIC SESSION**

360 The Board entered public session at 9:14pm.

361

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

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

365

366 **XI. ADJOURNMENT**

367 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to adjourn the Board meeting at*  
368 *9:15pm.*

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

370

371 *Respectfully submitted,*

372 *Kristina Fowler*

373

## JICJ - UNAUTHORIZED COMMUNICATION DEVICES

*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, September 10, 2019***

***Revised:***

DRAFT

## 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 (15-minute maximum) after budget sessions and (15-minute maximum) prior to a nonpublic session or at the end of each meeting if none is scheduled. 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, comments (including complaints) regarding individual students and employees, other than the Superintendent, be directed to the Superintendent in accord with the complaint /grievance resolution process set forth in School Board Policies BKE 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 maintaining 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***

***Reviewed: September 10, 2019***

***Revised:***

## BDE - COMMITTEES AND DELEGATES

### Category R

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

#### 1. Policy Committee-

~~2. **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.*~~

3. **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 public participation is needed on School District Committees, public notice will be given after the second board meeting in March. Members of the public will have 15 days to show their interest. Those members of the public will be named on an annual basis or as needed 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.
- 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  
Reviewed: September 10, 2019  
Revised:

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 content involves complaints regarding staff or students. 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, September 10, 2019

Revised: January 22, 2019