

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING AND PUBLIC HEARING  
Tuesday, February 18, 2020  
Wilton-Lyndeborough Cooperative M/H School-Media Room  
6:30 p.m.**

Present: *Alexander LoVerme, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, and Tiffany Cloutier-Cabral*

*Superintendent Bryan Lane, Principal Bob LaRoche, Director of Student Support Services Ned Pratt, Technology Director Mark Kline, and Clerk Kristina Fowler*

**I. CALL TO ORDER**

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

**II. PUBLIC HEARING-UNANTICIPATED REVENUE RSA 198:20-b**

Vice Chairman LoVerme opened the public hearing explaining this public hearing is being held for unanticipated revenue, a donation, per RSA 198:20-b. Superintendent added it is to determine whether or not the district should accept \$6,224.40. A generous donation was made from an anonymous donor totaling \$6,224.40 for the purpose of clearing the food service debt for active students at FRES and this hearing is to determine if there is any input from the public.

**• PUBLIC COMMENT**

One member of the public voiced "take it".

*A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Cloutier-Cabral to accept the donation from an anonymous donor totaling \$6,224.40 for the purpose of clearing the food service debt for active students at the Florence Rideout Elementary School as per a customer balance list generated from our food service software (Mealtime) on January 24, 2020. \**

Mr. Legere questioned how we account for revenue. He had asked for a list of unanticipated revenue from Ms. Baker as he thought there would be an accounting of this in the financial system, something that would say where the unanticipated revenues are. He received information on the donations brought to the Board but this was not really what he was looking for. Superintendent explains in this case it's not the part of the budget that affects the tax rate, it goes into the account for food service. Further discussion was had including for example, if someone wanted to pay the electric bill, where is that accounted for. Whatever account we are spending it would look like it is over spent. Superintendent clarified grants start with an account number of 06 and all others are 04. Grants do not go into the lines of the budget. Capital Reserve accounts happen in a different fashion and do not affect the general fund. It was noted the fact that you are taking in \$6,000 and you are eliminating an expense of past due services has a broader effect on the budget. Superintendent suggested the Board instruct the Business Administrator to have a running tally of any additional funds and specific lines in which they come from so there is a specific accounting of it. For example, a grant for Summer Academy, we can account for it coming in and out and most likely it should be a separate document and be provided to the Board monthly with the YTD expense report. A question was raised if we are always formally accepting unanticipated revenue. There have been reports indicating a teacher received training paid for through a grant but there was no agenda item for it. Superintendent notes it's not required if under \$5,000. Mr. Legere believed it was needed for any amount. Superintendent explains any unanticipated funds need to come to the Board and should be voted on and should have an accounting of it. Mr. Legere requests to see what the total amount of unanticipated revenue for last year was. Superintendent will work with Ms. Baker on a specific protocol to do this and report to the Board with a running total for this year and last year.

No further Board or public comment.

*\*Voting: four ayes; two abstentions from Mr. Vanderhoof and Vice Chairman LoVerme, motion carried.*

Public Hearing was closed at 6:41pm.

56  
57 **III. ADJUSTMENTS TO THE AGENDA**

58 A request for a nonpublic session to discuss personnel matters was made.

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60 *A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the adjustments to the*  
61 *agenda.*

62 *Voting: five ayes; one abstention from Vice Chairman LoVerme, motion carried.*  
63

64 **IV. PUBLIC COMMENTS**

65 The public comment section of the agenda was read.

66  
67 Principal LaRoche presented the donation check.  
68

69 **V. BOARD CORRESPONDENCE**

70 **a. Reports**

71 **i. Superintendent's Report**

72 Superintendent reviewed his report which included an update on the principal positions for next year. There have  
73 been 11 applicants for FRES and 13 for WLC. He thanked all those who volunteered their time and support. A  
74 rubric process has been used to narrow down candidates. Final candidates are coming to the Board in a nonpublic  
75 session on Thursday for review and final decisions. Since the public hearing he has been gathering documents and  
76 working with Budget Committee Chair Leslie Browne. He met with the Police Chief, Principal and Vice Principal of  
77 WLC last week to ensure protocols the Police want followed are being followed in accordance with the safe schools'  
78 act. He thanked them for attending. He did not attend the Superintendents meeting on Friday as planned. He shared  
79 the Robotics Team Judges Award. He is hoping it's the first of many. He complimented the students for doing great  
80 job and thanked teacher Mr. Tyler who was instrumental in this. Regarding the principal interview committees, he  
81 confirmed there were two people who were on committees for both principal positions. He would have preferred to  
82 do just one but didn't have enough people who volunteered. A question was raised what kind of checks are done on  
83 the candidates prior to the interviews. Superintendent responded he has spoken with the candidates, contacted their  
84 contacts and makes sure there are no issues around the resumes. He did this all prior.

85 **ii. Director of Student Support Services Report**

86 Mr. Pratt reported most of his report centers around Medicaid. Clarity was received which now states qualified  
87 medical professionals need to sign off on all medically related IEP services. Claims were put into the pipeline but  
88 stopped before submitting to Medicaid until clarity was received. We are now ready to move forward. Many of his  
89 colleagues were following the same process of putting claims into the pipeline and get into the queue. MSB has a  
90 working relationship with a medical group that will review our IEP's and sign off on them allowing Medicaid money  
91 to flow back to us. This meets the spirit and letter of the issue. It is good news. He doesn't know how much money  
92 we will get as some pieces have changed. Additional information will be shared as it becomes available through his  
93 Board Reports. He confirmed there is a cost for the service, the relationship MSB has with this medical group allows  
94 for a certain number at no cost and after that it's a flat fee of \$30. He anticipates this to go smoothly. It was  
95 requested to keep the Board informed. A question was raised if we can anticipate to get the same amount for the  
96 services as we did before. Mr. Pratt is not sure as we did have some teacher and paraprofessional submissions in the  
97 past; we are having them fill them out and will see what happens the first time around. Superintendent confirms we  
98 did budget for a reduction of the funds for next year. A question was raised if we are receiving any money back for  
99 student psychological services that are being obtained outside of school, using the student's health insurance. Mr.  
100 Pratt responds no, it is only services being obtained through the schools.

101 **iii. Director of Technology's Report**

102 Mr. Kline spoke of the prior phone outage which Superintendent Lane noted at the last meeting. It was a problem  
103 with the provider; a large chunk of the State had lost service. He has increased reliability with the phone system with  
104 better power protection. In regard to the recent audit, he reports a lot of changes have been made. A list has been  
105 provided in his report. He is looking at secure printing; the copier doesn't print until you enter a code at the copier.  
106 Checks have been completed regarding password strength; about 2 dozen were found that need changing. People  
107 have been notified; help was provided where needed. He has been cleaning up systems. We have an on/off boarding  
108 process; Ms. Fowler fills out a form letting IT know of changes such as new staff or exiting staff. The DMARC  
109 process is started to ensure emails are authentic. There are many other things that are still needed. He spoke of 2 big  
110 issues, ransomware or phishing attacks and protecting student privacy. He reports trying to make sure the vendors we  
111 use have an agreement in place to secure and protect student data. As we move forward, he would like to purchase an  
112 anti-phishing and testing program called "KnowBe4", cost is under \$3,000 for one year. It's a way to provide staff

training and simulate phishing attacks to determine how bad the issue is. It can be tracked over time to see if there is improvement. He would like to obtain a membership for the district in the Student Data Privacy Alliance (SPDA). By being part of the SPDA, we can see companies/vendors that meet the requirements of NH law for protection of privacy. He asked for questions or concerns from the Board. It was expressed that younger students tend to have weaker passwords. Mr. Kline responded, there is a different measure for students; this is mainly for staff. The younger students cannot access much and there are other safeguards in place for that demographic. It was requested to share the website links to the companies with the Board. Concerns were raised regarding the cost and it was questioned if this can be done in house. Mr. Kline reports the advantage is the test to be able to send out the phishing emails and help determine what kind of training is needed. A short discussion was had regarding how many phishing emails the Board has had through their SAU email accounts; it varies. Mr. Kline's experience with Google is pretty good and if an email is considered suspicious they go to the spam folder or is blocked. He confirms there is not a way to determine how many are coming to the spam folder. Mr. Kline is very concerned about being hit with a ransomware attack. He notes in his last district they were hit by 2 and now have the ability to corrupt your back up files as well. This is something he worries about as Chief Information Security Officer. He recommends moving forward with this and notes it may be possible to add the service now and pay for it in the new budget (it is budgeted). It was suggested to have input from Chairman Ballou and see what they are doing in his district. Mr. Kline confirms if we are adding the School Board and Budget Committee accounts the cost will be more; is about \$13-14 per user, close to \$3,000.

Regarding the copiers, a question was raised if this may cause a jam and what is the cost. Mr. Kline responds, the copiers already have this capability and it shouldn't jam them up. It is just a matter of figuring them all out and training staff. Laser printers cost more and we would save if we use them less. It also solves the issue of needing a laser printer to print confidential documents.

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

##### **i. M/S Minutes**

Superintendent reports, Principal Bagley provided the "M/S Minutes" to inform the Board on what has been happening in the different subject areas and grades in the MS.

##### **ii. MS-27**

Superintendent reported the MS-27 document has been provided for Board review. It gets signed by the Budget Committee.

### **VI. CONSENT AGENDA**

#### **i. Treasurer's Report-December 2019**

*A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to approve the consent agenda. \**

A question was raised if this ties in with the prior discussion regarding unanticipated revenue. Superintendent responded there may be a way to meld them both together.

*Voting: five ayes; one abstention from Vice Chairman LoVerme, motion carried.*

### **VII. YTD FY 2019-2020 EXPENSE REPORT**

Expense report year to date and food service review of Aug.-Jan. was provided. Superintendent reports he and Ms. Baker looked through all the encumbrances and figured out what percentage was spent. A series of accounts are in question; do they still need to be encumbered. In some areas such as supplies, there are things that are not purchased until spring and these encumbrances are appropriate. He is looking to see if we can unencumber in any areas. The fund balance number is going down and if there are any encumbrances that can be released it would go up. He will continue to work on this process and thanked the Principals and secretaries for helping.

### **VIII. CALENDAR DISCUSSION**

Superintendent provided 3 options for discussion regarding the district calendar for 2020-21 and requested direction from the Board. A calendar will need to be submitted to the DOE in mid-April. Part of the WLCTA agreement is that we consult with them. One of the options presented is dependent on the new contract passing. He would like to meet with the WLCTA prior to the next school board meeting to discuss different proposals as a concept so the Board can hear their input. Options were discussed. A question was raised if it was better to have the 6<sup>th</sup> PD day in the middle of the year when additional data points would be available. These are drafts for Board input. He notes other than the Memorandum of Understanding the language is the same. Superintendent to obtain input from the

WLCTA. One option (180 plus 5) would require the teacher's day to be shortened to 7 hours; this would satisfy the arbitration. He reviewed scheduling changes at the buildings to accommodate changes. The only change for students would be the drop off time at WLC and advisory; academic classes remain the same. For LCS no impact except in bussing, we may need to go back to having students picked up at WLC first then FRES. Superintendent confirms he would speak with Dr. Heon to determine if the 6<sup>th</sup> PD day is best at the beginning or middle of the year. It depends if you want to look at data and how effective it is then mid-year is best or if it's about how to implement curriculum it makes more sense to do it in the beginning of the year. Superintendent requests guidance on which option/s to present or if the Board. He also notes the Board may want the new Board (newly elected members) to decide; he can have interim conversations with the WLCTA in preparation of whatever the vote is. If the decision is 180 days, it is irrelevant.

*A MOTION was made by Ms. LeBlanc to move forward with the 180 with 5 PD day calendar and SECONDED by Mr. Vanderhoof (for the purpose of discussion).*

Discussion continued including options and concerns were raised.

*Ms. LeBlanc WITHDREW her MOTION.*

It was noted clarification should be sought with the WLCTA regarding 173 vs. 174 days and it was suggested to hold off deciding on a calendar until this is known. The Board agrees for Superintendent to obtain clarification.

## **IX. DISTRICT MEETING DISCUSSION**

Superintendent reports Chair Browne will be presenting the budget. He will provide a draft of the script for the other warrant articles. He confirms the Board can add or change the language. He suggests on March 3, the next Board meeting, they look at these as a group and make any last minute changes.

Superintendent questioned if there was anything the Board wanted to do to recognize a member who served more than 40 years. He notes there is money in the budget for a small gift. The Board agreed the Superintendent should coordinate with the Board Chair and Vice Chair on this matter.

He confirmed there are no changes in the language of the warrant articles. The Board can choose to include an insert to the annual report or have a handout for district meeting. The annual reports are completed and were picked up today. He adds, what makes sense to people is if we estimate what the tax rate is now, what it is with the 21 cents (for example) and what it will be in comparison if everything stays the same. If you have a \$250,000 house, this is the total dollar figure to have total transparency. It was noted people in the community don't say my taxes went up 21 cents, they say my taxes went up \$200. Superintendent adds that it will be part of the presentation from Chair Browne.

## **X. ACTION ITEMS**

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

*A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to approve the minutes of January 30, 2020 as written.*

*Voting: five ayes; one abstention from Vice Chairman LoVerme, motion carried.*

*A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to approve the minutes of February 4, 2020 as written.*

*Voting: five ayes; one abstention from Vice Chairman LoVerme, motion carried.*

## **XI. COMMITTEE REPORTS**

### **i. Facilities**

Ms. Lemire reported this was a short meeting and not many attended. Most of the discussion was regarding what will be done this summer. Discussed the tennis courts, LED lighting and communicating with the community to get input on the use of the tennis courts and maybe go about it in a different way. Looking into rebates for LED lighting; doing more research. The meeting was very brief.

## **XII. RESIGNATIONS / APPOINTMENTS / LEAVES**

### **a. Jamie Skinner-Hired-LCS Food Service Worker**

227 **b. Michele Boette-Hired-LCS-Paraprofessional .80**

228 Superintendent reviewed new hires to the district. There is an opening for a personal care assistant. He noted the food  
229 service salary of the new and replacement position remained the same at \$10. He confirmed we are meeting the legal  
230 requirements while we look for a personal care assistant.

231  
232 **XIII. PUBLIC COMMENTS**

233 The public comment section of the agenda was read.

234  
235 Ms. Kate Dowling, Wilton, spoke regarding the presentation for district meeting. She found the Budget Committee  
236 presentation at public hearing informative but not transparent. The screen was busy and may not have made sense to  
237 everyone. Her concern is there is a large amount of money being asked for and people in town are concerned about  
238 this and the education. She questioned if the public hearing presentation was on the website. Superintendent  
239 confirmed it was. Ms. Dowling questioned if there is a way for the Board to present a clear budget. For example,  
240 when you have 5 warrant articles, it will increase by x amount. She thinks examples are good but notes there was  
241 different amounts and not very direct. She states “we need dollars and cents”. Superintendent explained we  
242 determine what the average cost of a home in Lyndeborough and Wilton are, those are two separate numbers. Ms.  
243 Dowling notes she felt the average cost for a home in Wilton was different in different articles. Superintendent  
244 responds it will be clearly stated. Ms. Dowling adds, “as a tax payer who is voting and has an invested interest, I  
245 didn’t feel like I knew what was going on”. Superintendent is hoping Chair Browne will have the presentation in  
246 advance to put on the website. The Annual Report is on the website, available electronically, and hard copies will be  
247 available in the towns.

248  
249 Ms. Cloutier-Cabral commented that the warrant articles need to be looked at differently and that is why they are  
250 listed separately. Ms. Dowling commented she wants “apples to apples”, and a set precedent in dollar value. If it’s  
251 clearer to the community, they can break it down easier and maybe be more receptive.

252  
253 Mr. Vanderhoof commented that there is a standard give and take in any budget from year to year. The spending  
254 changes as different people are hired or leave. He believes this year people are focusing on the bond that came off  
255 (something that doesn’t happen a lot) and they were expecting a little bit of a drop and that didn’t happen. Saying the  
256 budget is up 1% is accurate but people are focusing on the spending part and that’s something that will be clearly  
257 presented.

258  
259 **XIV. SCHOOL BOARD MEMBER COMMENTS**

260 Mr. Legere questioned seeing the spring sports coaching slate; Superintendent has not received the names from Mr.  
261 Miller. Mr. Legere questioned if there is a way to put together a graph of test scores to show there is benefit from the  
262 programs; a visual available. Superintendent will look at this.

263  
264 Vice Chairman LoVerme commented a student, working on a school project, googled ‘knife” and was immediately  
265 called to the Principal’s office; our system seems to be working. The student had to provide an explain for this. Vice  
266 Chairman LoVerme spoke of his attendance to a DAR (Daughters of the American Revolution) luncheon. Every year  
267 we have a student who is picked by members of faculty to compete against Milford and Amherst with an essay. This  
268 year we “beat them out” and the student gets to have lunch with the Governor and 20 other students from around the  
269 State. He would like to see us promote our students. Students who have gone on to college, the military etc., he feels  
270 they get lost and would like to know where they are going before they graduate.

271  
272 Ms. Tiffany Cloutier-Cabral commented that maybe there is something we can put together to recognize them at the  
273 last Board meeting to talk with them about where they are going. The more “good news” the better; it reassures  
274 people our schools are effective.

275  
276 **XV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

277 *A MOTION was made by Ms. Lemire and SECONDED by Ms. Leblanc to enter Non-Public Session to discuss*  
278 *personnel matters RSA 91-A: 3 II (A) (C) at 7:55pm.*

279 *Voting: five ayes, one abstention from Vice Chairman. LoVerme, via roll call vote; motion carried.*

280  
281 **RETURN TO PUBLIC SESSION**

282 The Board entered public session at 8:10pm.

283

284 *A MOTION was made to seal the non-public session minutes by Ms. Lemire and SECONDED by Ms. LeBlanc.*  
285 *Voting: five ayes, one abstention from Vice Chairman LoVerme, motion carried.*

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287 **XVI. ADJOURNMENT**

288 *A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to adjourn the Board meeting at 8:12pm.*

289 *Voting: five ayes, one abstention from Vice Chairman LoVerme, motion carried.*

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291 *Respectfully submitted,*

292 *Kristina Fowler*

293