

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, January 21, 2020
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.**

Present: *Alex LoVerme, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof (after Budget Co. mtg.), Mark Legere, and Tiffany Cloutier-Cabral*

Superintendent Bryan Lane, Business Administrator Beth Baker, Principal Brian Bagley, Technology Director Mark Kline, and Clerk Kristina Fowler

I. CALL TO ORDER

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

II. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

III. PUBLIC COMMENTS

The public comment section of the agenda was read. There was no public comment to report.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent provided an overview of his report which included spending time on negotiations and the budget process. Regarding the CBA, this has gone to mediation with no contract resulting, next step is fact finding but does not look feasible although there is still a little time left. They await response from the teachers. He has been working with Chair Browne of the Budget Committee on documents that would help in coming to a final recommendation from the Budget Committee regarding the budget they would like to present. School Board and Budget Committee positions have been posted in Wilton and Lyndeborough as required. He provided a document regarding the process to interview principal candidates. He is in final stages of hiring a BCBA. If he is able to hire this candidate, there may be time for some overlap with Ms. Casavant (outgoing BCBA). We have had 3 snow days to date. He will attend Superintendent meetings outside of the district on January 17 and January 24.

ii. Director of Student Support Services Report

Superintendent reviewed Mr. Pratt's report in his absence. The report consists of his day to day functions and how he goes about his business. He is in the buildings having conversations and building relationships. He was out of the office for a period of time last week and there were no issues the Superintendent needed to address in his absence; this speaks to the work he has been doing.

iii. Director of Technology's Report

Mr. Kline reported working with Ms. Baker regarding the options for the copiers and printers for the future. They are looking at 3 options. One is to go with one company to get the best pricing although there are questions of the management piece with this option, second is doing something similar to what we have now with one company maintaining all of them completely and the last option is to contract with a company to maintain the high volume machines and we would handle the lower volume machines. All of our copiers are considerably older machines than what would be used in many places; 8-10 years old. We would like to be on a better cycle for the machines and possibly lease them to achieve this. Through their research they found 4 printers not enrolled in any maintenance plan with Conway (current provider); they are enrolled now for supplies and maintenance. They also found one duplicated machine and will receive a refund on that. Raw data has been received from ATOM group (technology audit). Some of the things they found are fairly easy to fix. Others involve adjusting registry setting etc. He estimates finishing about 2/3 of the critical fixes and is still working through it. He attended the NH CTO (Chief Technology Officer) Council; this is a valuable resource for him and hopes to continue to attend. A question was raised regarding the out of pocket expense for the 4 printers that were recently enrolled in the maintenance agreement. He responded that 2 are color at FRES and toner alone would cost about \$800-\$900 dollars for a full set of cartridges and those last about a year; total cost about \$1000 to maintain two color printers and the other 2 are black and white and estimated cost is \$400 a year. With the maintenance agreement we pay a bulk charge. Last year we paid approximately \$37,000 for about 10 copiers and 45 printers. He notes the volume is fairly low on some machines printing about 100 pages or

less. A question was raised if those printers should be removed and instead use one main printer. Mr. Kline responded it doesn't cost much more for the printers and you would need to look at the cost of having someone leaving their desk vacant to make copies which could be a distance away. Since we have the printers and they are functioning we might as well use them however overtime when they need replacing it may not be worth doing.

V. CONSENT AGENDA

i. Treasurer's Report-June 2019-November 2019

Treasurer reports were provided. A question was raised regarding the jeans fund. Superintendent confirmed the jeans fund is a scholarship fund.

A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Cloutier-Cabral to approve the consent agenda. Voting: five ayes; one abstention from Vice Chairman LoVerme, motion carried.

The Board recessed at 6:43pm until 7:05pm when the Budget Committee joined.

VI. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION

Present: *Leslie Browne, Christine Tiedemann, Jennifer Bernet, Dennis Golding, Lisa Post, Jeff Jones, Bill Ryan, Adam Lavallee and Kevin Boette*

The joint session started at 7:05pm. The Budget Committee was already in session as they met prior.

a. FY 2019-2020 YTD

Superintendent reports the fund balance remains consistent. He spoke with Ms. Baker today and he will be asking in the next 2-3 weeks for encumbrances to be looked over to determine if they are still appropriate. There may be accounts that can be adjusted, less or more funds encumbered. There are some accounts that have not been spent but may need to still be encumbered, such as graduation has not happened yet. A question was raised if the additional funds of \$184,811 had been dipped into as it should not be used unless there is a vote from the School Board approving it. Discussion was had about this and Ms. Baker reports we have only spent 48% of the budget and the \$184,811 is in its own separate account. She adds we have always needed that amount coming in. Superintendent added the fund balance over the last reports has been between \$119,000-\$115,000 even with the \$184,811 included; we are projecting long term. Ms. Baker reviewed the YTD columns noting we have spent 5.2 million of the 12 million so far and have encumbrances out there of 6.8 million. The \$115,000 is almost looking at the entire year; she doesn't want to give the impression that we will end with \$115,000; the negative amount has been increasing over time and there are things that have not been encumbered yet such as mileage, PD, nurse substitutes. This is our best forecast at this time. It was noted if we get to the point of needing the \$184,811 it will be brought to the Board for a vote; none of the \$184,811 has been spent it's a "future number". Ms. Baker anticipates it will need to be spent for salaries and benefits. Chair Browne suggested that the line item YTD does not need to be printed out each time, just the summary page is all they need and an electronic copy of the line item. A question was raised what can be put into place to monitor the budget for areas of savings so that the \$184,811 is not exhausted as the towns were hoping to get money back and it would show we are trying to work within the means we were given. Superintendent responded the encumbrances will be reviewed again to determine if there are changes needed; encumbrances too high or low at this point in the year. If it is too high the money comes out of encumbrance and goes into the fund balance. This is the process we can do for stop gap measures.

b. FY 2020-2021 Proposed

Chair Browne reported the committee met last week and came up with some suggestions/recommendations and the total they have reduced the budget by is \$116,548. Areas for reduction include cafeteria tables, security cameras, FRES slide, half time library aide, iPads for 1st grade, and recommending removing the French teaching position and the funding for climate and culture's 2nd year at the HS. The committee supports adding in a half time position for the business office (no benefits) and adding in the HS field trip and recommend adding in funds for a superintendent search although it will be a school board decision. The total reduction from draft 5 proposed is \$116,548 which brings the new proposed amount to \$12,548,446.56. She adds there was a lot of conversation about one item and not all supported it. It was noted from the proposed draft 1 (\$12,871,281) the current Budget Committee's proposed number (\$12,548,446.56), it is a reduction of \$322,835. A question was raised regarding the technology contingencies and what is being pulled out. Superintendent responded, in speaking with Mr. Kline, we left all supply money in there, the contingencies for computers were left in; there is enough to support the programs we have. It was noted if technology keeps getting pinched, do we want to look at our 1:1 model and the current effectiveness. If we continue to not buy for

the lower grades we may need a more accurate model. Superintendent responded within the plan the 9th grade will get new Chromebooks and keep those until 12 grade, that is still in there. The 1st grade does not get them; we may want to relook at it. It was suggested to relook at the technology plan as a whole and possibly have a capital improvement plan. Discussions moved to foreign language in the district (French and Spanish) and the recommendation to remove French. Superintendent spoke that in discussions with Dr. Heon, French and other languages can be offered through VLACS (Virtual Learning Academy Charter School). Currently French 1 has 5 students and French 2 has 4 students. It can be taken next year online at no cost with support through the district. He confirmed students would not be able to take French in Milford, only option is online, no other classroom option would be available. He reports the enrollment numbers in French have been low overtime. Chair Browne noted, we didn't want to cut a position but it is \$90,000 with only a few students taking it and there are other options. Mr. Boette added, it is not ideal but this budget is expensive and we have to balance the tax payers concerns as well as education concerns; we went through every line carefully and talked about the impact. Mr. Lavallee expressed by the time you add in the materials; it is another \$10,000 extra. Superintendent reported there are no students in the MS taking French and across the country Spanish, German and Chinese languages are expanding but French is not; losing a program is nothing he would advocate for. Regarding the removal of the half time library aide, a question was raised if there is another position available the staff person may be eligible for. Superintendent responded they would be eligible if they chose to take it, same as the teacher. Superintendent confirmed summer academy has been grant funded, a dollar has been used for a place holder should the School Board choose to fund it by reducing other areas in the budget if the grant did not come through.

c. Warrant Articles

i. Educating Educationally Disabled Children Capital Reserve

ii. Building/Equipment & Roadway Capital Reserve

iii. Collective Bargaining Agreement

Chair Browne reported the committee discussed warrants and voted to recommend warrant articles 7, 8 and 9. A unanimous vote was had on Warrant Article 7 (Appropriate to Capital Reserve Fund, \$150,000 added to the Building/Equipment & Roadway Fund) and Warrant Article 8 (Appropriate to Capital Reserve Fund, \$100,000 added to the Disabled Children Capital Reserve Fund). She reports there was a lot of discussion regarding Warrant Article 9 (Financial Audit, \$30,000). The committee had discussed if it got across their intention the way they wanted it to. Superintendent responded the intention could be noted at the public hearing and district meeting. The Budget Committee did support it but in their discussions they were not all in favor of spending the \$30,000 and vote was 7-2. Certain members do not support it but do support letting the public make the decision. There was discussion regarding the committees vote if it was 7-2 or 9-0. Superintendent asked for clarification; the vote was 7-2 to recommend the article with Mr. Boette and Mr. Jones voting nay. Superintendent clarified when the School Board presents the article he hopes the dialogue that goes along with that would reflect the concerns in both directions; it's the School Board's prerogative and the Budget Committee can comment as well. Any member of either Board can speak their opinion as a citizen and vote as a citizen. He believes it is appropriate to say you are a member of the School Board for example but as a citizen I personally feel... etc. He also believes it is important in the presentation at the public hearing and district meeting to be transparent and include the bond scenario.

*A MOTION was made by Ms. Lemire and SECONDED by Mr. Vanderhoof to support the Budget Committees number of \$12,548,446.56. **

It was noted, this is a thorough and responsible/reasonable budget that can be worked with. There was continued discussion regarding the French program; students who participate in it appreciate it and there was a request to hear more about VLACS. Superintendent explained The Virtual Learning Academy is at no cost to the student, credits are transferable at every HS and we have a staff person who supervises the students who work on all online programs (in the alternative education room next to Guidance). There is a VLACS teacher which they have access to during certain "office hours". You can speak on the phone but it doesn't happen often. In foreign language there is dialogue back and forth so the teacher can listen to your voice and what you are saying. Students can take other foreign languages such as German, Italian and Latin he believes. It was noted there are also teaching assistants available through VLACS and if there is something you don't understand you can hit rewind but there is an adjustment period. Superintendent confirms an online learner has to be a self-starter and motivated. Ms. Cloutier-Cabral expressed being impressed with the French program we have and the teacher over the years and does not want to be hasty in eliminating it. A question was raised what percentage of students move on past the required minimum in foreign language. Superintendent estimates 2%. Principal Bagley confirmed there are not any students taking other languages through VLACS.

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

Superintendent estimates the tax impact to be 21 cents in Lyndeborough, \$51.47 and in Wilton 23 cents, \$48.85 not including warrant articles, only budget. He reported the School Board has already voted on the warrant articles (no additional vote needed). He confirmed the CBA has not been settled with the WLCTA; they did have a meeting today but he has not had any information regarding this and as long as there is a decision by February 4 they can move forward. He will inform the Board as soon as he has any information. If no agreement is reached by February 4, there is no new contract, no warrant article for it. It was agreed in Warrant Article 6 that in the first sentence should read "if Warrant Article 5 (not 6) is defeated..."; this will be changed.

VII. PUBLIC COMMENTS

The public comment section of the agenda was read.

Ms. Brianne Lavallee commented regarding the increases in legal services and if it is normal for a district our size. She feels we are spending a ridiculous amount and questioned if the Board can determine the root cause for why we are spending that much. Superintendent responded that next year we will have a contract to negotiation with the support staff and may be for teachers, representation may be required for meetings and there will be a cost factor; we were budgeting \$3,000-\$4,000 which was not sufficient. Ms. Baker felt this increase was appropriate but the Board can do a study. Ms. Lavallee notes there have been contracts negotiated for years and its only over the last few years we have seemed to have an increase. Superintendent responds, there was a grievance filed, we went to mediation and these are all a part of the costs; it is best to be prudent in case you need them. Ms. Baker notes she has never seen a legal budget that small; any myriad of issues can pop up in a district. Superintendent notes we do call NHSBA first and any liability issues we call Primex first before we pay for an attorney.

Mr. Charlie Post questioned if the School Board voted on the audit (referring to the \$30,000 3-year look back audit). Response was the Board voted at the last meeting on this and it is noted in the minutes.

A MOTION was made by Mr. Boette and SECONDED by Ms. Tiedemann to recess the Budget Committee session at 8:07pm (to continue across the hall).

Voting: all aye, motion carried unanimously.

VIII. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Cloutier-Cabral to approve the minutes of January 7, 2020 as written.

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

b. Principal Interview Process

Superintendent reported the openings for both principal positions have been posted and he has provided a suggested process to follow for interviews. There would be 3 committees at FRES consisting of a staff, parent and a grade 5 student committee (all separate committees) and for WLC, 4 committees consisting of 2 staff, one parent and one student committee (all separate committees). Candidate will rotate through the committees with 30 minutes per interview. The information is brought forward with 2-4 candidates being chosen for interview with the administrative staff, and 2-3 candidates being interviewed by the School Board. Discussion was had regarding this process and committee groups. The students can offer a different perspective and the 5th graders would be moving on to 6th grade and wouldn't have the candidate as principal. The timeline was discussed; Superintendent feels it is reasonable. The School Board will have the final say. There was discussion if there should be School Board members on the committees. The interviews will be done in one night. Committee input will be shared with the Board. Logistics of how the committees work and when was discussed. Superintendent will send out an email to parents notifying them of the opportunity to volunteer for the committees, one person would not be on multiple committees. Discussion was had regarding how the candidates are narrowed down. Superintendent responds each committee puts together strengths and weaknesses of the candidates and general impressions. He will have an open forum on strengths and weaknesses from the School Board and can come up with a series of 3 questions of the Boards choosing. He confirmed the committees will be tasked with the strengths and weaknesses the Board is looking for. It was suggested to try to get parents representative of their kids in each grade as opposed to several parents from one grade. He will narrow down volunteers by grade level and if needed draw names from a hat. It was suggested his process should be included in the email.

A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. LeBlanc to proceed with the recommended process (for hiring the principals)

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

Superintendent notes an email will go out tomorrow.

c. Audit Acceptance-Year Ending June 2019

Superintendent reported members have received a copy of the audit and will need to accept it or not.

A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. LeBlanc to delay the audit acceptance.

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

d. Policies-1st Read

Superintendent reviewed that in 2014 there was a change through the DOE but NHSBA was not notified and time was needed to obtain language that meets the federal standards. There are 11 policies brought to the Policy Committee, 4 are brought forward this evening for the 1st reading. All of them have to do with how we manage federal funds. We may have a similar policy but does not deal with federal funds as these do. He notes changes can be made such as adding "or designee" but changing the procedural pieces would be a struggle.

i. DAF 5-Conflict of Interest and Mandatory Disclosures

Superintendent reviewed the policy. Changes requested-add "or designee" in 2nd paragraph after Superintendent of Schools and in last paragraph add "or designee" after Superintendent. Superintendent noted in a district of our size it is not as pertinent but still provides the opportunity.

ii. DAF 7-Travel Reimbursement-Federal Funds

Superintendent reviewed the policy. He notes we already do these things but have this policy at this time. He Business Administrator has a major role in this policy and we need to follow federal guidelines. No changes were requested.

iii. DAF 8-Accountability of Certifications

Superintendent reviewed this short policy noting it is required. Changes requested-add "or designee to the last sentence after Business Administrator and remove it from the first sentence.

iv. DAF 9 –Time-Effort Reporting Oversight

Superintendent reviewed this policy noting we do these things currently but need to have written procerus as required by law. No changes requested.

IX. COMMITTEE REPORTS

i. Budget Liaison

Mr. Vanderhoof reported the committee had two meetings last week that were really good and have come forward with good results. There was a significant amount of discussion around the French program; it was the majority of the last meeting. They are moving on to the public hearing presentation.

ii. Negotiations

Vice Chairman LoVerme reported at this time we still have not come to an agreement.

iii. Policy

Mr. Legere reported the committee has 11 polices to review and 4 were submitted this evening. They also have the Wellness Policy to review; they are waiting for a draft of changes.

X. RESIGNATIONS / APPOINTMENTS / LEAVES

There were none to report.

XI. BOARD BUDGET DISCUSSION

Mr. Vanderhoof spoke regarding the document the Superintendent provided of the breakdown of cost in certain lines. He questioned the math program fees (we budgeted \$25,000 over 2 years) and recalls at an earlier meeting the Board was told the company would work within our budget. Superintendent to follow up with Dr. Heon. Mr. Vanderhoof suggests in the future that project codes are used; anywhere there are for example, multiple items in one line the Budget Committee doesn't know what that number includes. It was suggested when the budget is presented it should be pointed out to the public the \$300,000 is above and beyond. It was noted parents are concerned with class size. Superintendent confirmed in the following year a 3rd grade teacher will need to be hired as we would have 2 sections of 31 students and that is above where we should be. Mr. Vanderhoof noted the Budget Committee is aware of this as they have discussed it.

285 **XII. PUBLIC COMMENTS**

286 The public comment section of the agenda was read.

287
288 Mr. Peter Howd, Wilton, suggested when establishing the Principal Interview Committees to include the tax payers
289 who may not have students in school as there is a large part of the community that he believes as tax payers has an
290 interest in how our schools are run. He volunteered for the committee for WLC.

291
292 Ms. Brianne Lavallee questioned how many applicants are there so far for the principal positions. Superintendent
293 responded 6 and 6. Ms. Lavallee asked when the parents will receive a list of names of the applicants. Superintendent
294 responded prior to the interviews, about 2-3 days and resumes and letters of interest as well. Recommendation letters
295 will be reviewed at the interview but no transcripts. She suggests input from the staff person who is running the
296 student committee be provided. She suggests the process of “picking out of a hat” be included in the email that is sent
297 out asking for volunteers. She questioned if when the Wellness Policy is reviewed is there a healthcare person
298 involved. Superintendent confirmed there is. Mr. Legere added the Policy Committee gets a draft of what they
299 recommend.

300
301 Ms. Lemire suggested to be sure there is clear representation of both towns on the committees. Superintendent agreed.

302
303 **XIII. SCHOOL BOARD MEMBER COMMENTS**

304 Mr. Legere asked regarding the principal committees if the committee members will meet ahead of time to
305 submit/review questions. Superintendent responded they will get a list 3-4 days in advance. Mr. Legere added,
306 everyone should get the same experience.

307
308 Vice Chairman LoVerme suggested when the Seniors have the NH College Day, when they apply to colleges, that
309 their grades go out with their applications the same day so they don’t get letters saying they didn’t get their grades.
310 Superintendent will speak with Ms. Kovaliv regarding this.

311
312 Ms. Cloutier-Cabral thanked everyone; it was a good session.

313
314 **XIV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

315 **i. Negotiations**

316 *A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. LeBlanc to enter Non-Public Session to discuss*
317 *negotiations, RSA 91-A: 3 II (A) (C) at 8:45pm.*

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

319
320 **RETURN TO PUBLIC SESSION**

321 The Board entered public session at 9:42pm.

322
323 *A MOTION was made to seal the non-public session minutes by Ms. LeBlanc and SECONDED by Ms. Cloutier-*
324 *Cabral.*

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

326
327 A question was raised if the French teacher had been informed of the intent to discuss the position. Superintendent
328 confirmed she had.

329
330 **XV. ADJOURNMENT**

331 *A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Cloutier-Cabral to adjourn the Board meeting at*
332 *9:44pm.*

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

334
335 *Respectfully submitted,*
336 *Kristina Fowler*

337