

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, October 22, 2019
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.**

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

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

I. CALL TO ORDER

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

II. PRESENTATION-MS UPDATE

Principal Bagley provided an update on the MS Challenge Options program which is moving forward at a slow pace. It is still early in the school year; there has been turnover across the school. He will return once there has been more time to gather data and possibly have a student share their experience. Letters were sent home to parents explaining how it works. Challenge options are open to all students; there is no penalty if they try and do not do well. The idea is to challenge themselves without fear. The program was introduced as a pilot last year; information has been shared with the Co-Op Connection, School Board and sent home. Communication was had with parents during parent/teacher conferences. He reviewed how many students are in the program in each grade and subject area. He believes the numbers are up from last year. There are a mix students participating (not just the same students in varied disciplines), some are more comfortable in certain classes and feel more comfortable challenging themselves in those areas. Teachers have collaborated to come up with common comment codes. A request was made to have an update on success of how the 8th graders are doing interacting with the older students as there was community concern with mixing this population (older and younger). Principal Bagley will report on that at 2nd quarter and notes they are eligible to take honors math and have band and chorus together. He confirms teachers are differentiating, some on a higher level and some are staying on grade level but instruction is directly from the teacher. Testing varies on the course and teacher; lots of hands on work. It was suggested to have the teachers come and provide feedback.

III. PUBLIC COMMENTS

Chairman Ballou reviewed the public comment section of the agenda and reminded the public that comments should be kept to 3 minutes; total of 15 minutes for public comment and to please be respectful.

Ms. Sue Bogdan, WLC Booster Club spoke regarding the booster club being dissolved and clarified the assets will go to the athletic department (not WLC Co-Op) for the programs in that department. This is being coordinated with Mr. Brice Miller. She voiced appreciation for all the help in the last few years.

Ms. Brianne Lavalley, Lyndeborough, requested the public get updates regarding the 5th grade class sizes; it was not included in the Superintendent's report. She did see the state minimum standards included in the board packet. She is interested in having the Superintendent provide feedback that the teachers have provided him and what steps he is taking to ensure it takes place.

Ms. Jane Farrell, Wilton, spoke regarding the November 9 special meeting and questioned what the options would be.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent reports working with staff to bring forward information. A lot of good work has been done by Ms. Baker and working with Principals and department heads creating what would be considered conservative encumbrances as we move forward. Budgets reviewed tonight will be SAU, curriculum, transportation, MS/HS and a line item budget is included for next year and a YTD expenditure report (this year). Strategic Planning Committee met to discuss SRO; more to come. Regarding the booster club, he apologized to Ms. Bogdan for not seeing the By-Laws. He confirmed 5th grade class sizes are 26 and 27. He reports the teachers would like to have another teacher for 5th grade but realize it

may not be an option; they want other support in the building. Two paraprofessionals will be hired and once this happens we will find ways to use those extra supports. Information will be put out from Mr. LaRoche indicating how much time and support they will have. Interviews are set up. He did not attend the Southwest Superintendent's meeting last Friday but will attend the Statewide meeting this Friday. He will attend the Selectman's meeting tomorrow. He spoke to Town Administrator, Paul Branscombe today and at a town meeting there was discussion of the town's cash flow. He reached out to him to see if there was a need for Wilton to adjust the school district's payment as we are in a better cash flow place now. Someone had indicated the tax rate would not be set for 45 days; that is not accurate. In an email to him today he relayed that he spoke to Jaime Dow from the DRA; if we move forward with the meeting on November 9, we then in turn get the information to the DRA and they can set the tax rate; it would appear they would have a 20-day difference from when the bills would be due. He is supportive of helping the town of Wilton with cash flow matters if they are low in the spirit of how they helped us, we should do the same.

ii. Director of Student Support Services Report

Mr. Pratt reported this is a precursor to his budget presentation in November. There are 126 students identified in total with 14 of those attending High Mowing or Pine Hill; they are still considered in our district. There is funding for them through the IDEA grant through us. There are 112 students in our district with IEP's. He reviewed the SPED rates for our schools and out of district noting we are at 19.7%, well over the national average of 14% (NH SPED rate is 15.2%). He cautions however as some can be as low as 6%-8%. There are 4 students in the referral process not identified yet and 2 are "aging out" within a month or so. The RISE program has 13 students and 12 ABA therapists. There are 20 students with autism; not every student that has autism goes through the RISE program. He reviewed the breakdowns of number of students, number with disabilities and SPED rates for each school and disability type. He notes the percent of autism is higher than the US percentage and speech-language is significantly lower; still investigating. He thinks some students may be receiving services by 504's. In general, it is interesting that higher concentration is at the MS and HS. He is working with the Principal and not sure what the relevance is but will continue to look at it. He spoke a little about the IDEA grant. The Federal Government provides a percentage of each IDEA grant that you must spend on students enrolled in private/nonprofit schools. We guarantee a certain percentage of the total IDEA grant based on population at the private school vs. our total SPED students. This year it's about \$24,000 out of the \$91,000 grant. Private schools felt they were doing a service for the public by educating the students and disabilities were still present. He works with the schools collectively to decide how it is used; typically for tutoring. A request was made to look at the lower percentages at LCS and FRES and determine if there is a way to look at the data regarding effects of RTI to see if there is a correlation. Also to look with the current population, provide updated data on the RISE program and special needs students with keeping them in district vs. out of district; the cost effectiveness of the program. This will be covered during his budget presentation. He confirmed the speech and language disability types do not include English as a second language.

iii. Director of Technology's Report

Mr. Kline gave an overview of his report which included Chromebooks and iPads being out to all students; 1st grade is sharing. In many cases the devices are old and have exceeded a useful life. Many with battery life issues. To purchase new batteries, it would cost about \$80-\$100 and not feasible to put this into an old laptop. Whiteboards are showing their age as well and some have been moved around to help alleviate the issues. There are approximately 15-20 Chromebooks in for repair at a time. With the budget freeze we are not replacing any at this time. Inventory is close to being completed. He provided information and documentation on inventory. The technology audit continues with external scans, external penetration test and internal scans completed. A report should be available at the end of the month and we should have more information as far as security of the network and privacy issues. In our effort to continue to prevent against ransom attacks we are trying to make sure to do everything to prevent spam emails and attacks. DMARC has been configured on the DNS settings at the sau63.org domain host which allows for monitoring of email addresses and reject ones that shouldn't come in. A brief discussion was had about staff training in regard to computer security. He was asked to clarify the impact on teachers and students regarding the budget freeze. He confirms replacing the computers has to do with the replacement cycle for the most part and battery life of the computers as it doesn't last long without having to be plugged in. Chromebooks continue to be cycled through and people are not using broken things, they are just using things that are 8-10 years old and may be a bit slower at this time. A number of the interactive whiteboards have had to have several repairs and if something does break, it does get replaced. A brief discussion was had regarding desk tops vs. laptops and the need for computer labs. He confirms most teachers have laptops and there are some programs that do not run on the Chromebooks such as Adobe Illustrator and student would use the computers in the computer lab (desktops) for this. He notes there has not been much discussion about replacing the desktops and certainly this would not be done if they are useful but he is not making any predictions about this.

b. Letters/Information

i. Attorney Letter-Special Meeting

113 Superintendent provided written documentation from the attorney regarding the budget situation and how he sees the
114 need to move forward and timing being important. Superintendent reports, if the towns will struggle to get the tax rate in
115 time, the longer we take the more it is an issue. Regardless of the outcome on the 9th, we will get information to the
116 DRA. It will create a 2-week delay to the towns and if Wilton needs help with cash flow, we will happy to do that. The
117 primary piece here is moving forward with the timeframe the Board agreed to.

118 119 **V. CONSENT AGENDA**

120 There was no consent agenda to report.

121 122 **VI. ADJUSTMENTS TO THE AGENDA**

123 Superintendent provided drafts of the public hearing presentation for the Board to consider under action items and an
124 additional personnel matter for non-public.

125
126 *A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the adjustments to the agenda.*
127 *Voting: all aye; motion carried unanimously.*

128 129 **VII. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**

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

132
133 The Budget Committee was already in session; they met prior. This session started at 7:15pm.

134
135 Superintendent provided the state minimal standards and what we are required to offer.

136 **a. FY 2019-2020**

137 This was a very lengthy discussion with varying opinions shared. Superintendent addressed “why we are where we
138 are”. He provided a document to explain the deficit. Essentially breaking this down to 3 factors, first is items not
139 budgeted during the budget process which include new teacher orientation (thought would be budgeted through grant),
140 summer custodial work (not budgeted) and kindergarten screening (not budgeted) all totaling \$18,400 with \$5,900 that
141 will be offset through a grant for new teacher orientation (underestimated of how many new teachers we would have).
142 Factor 2 was unanticipated SPED cost after the budget was created totaling \$142,504 (most were to meet the needs of
143 new students or changing needs of students). Factor 3 was non-special education costs totaling \$144,740. These were
144 changes in staff in regard to plan choices and plan changes. He notes changes can happen during the year not just at
145 open enrollment (married/have a child). There was discussion regarding how to prevent this in the future. He
146 confirmed there will be monthly expenditure reports provided to the Board and Budget Committee and the BA
147 (Business Administrator) has made some recommendation such as providing the Board with notice of all hires not just
148 those with certified positions. Also there will be no budget transfers for the next 2 years and have greater
149 communication. Kindergarten screening and summer custodial will have separate lines so you will see if they are
150 missing. A request was made to have once a month or once a week a record of the general ledger and the general ledger
151 codes (in excel or .csv) so the Budget Committee can keep track of it as the summary sheets do not provide enough
152 information where the money is going. Superintendent advised the Budget Committee could make this recommendation
153 to the Board and the Board can direct him. Chairman Ballou agrees there needs to be more detail provided. Ms. Baker
154 noted we need to tighten the process of new hires with new hire forms and funneling all new positions through the
155 School Board and review this so if we are going to go over budget, everyone knows. She feels salaries and benefits need
156 the most oversight given the history. She confirmed there will be tracking of new hires not budgeted. She provided all
157 staff, positions and salaries; if we start to go over that needs to be communicated. Superintendent notes with the
158 manifests and expenditure reports (account by account), it should provide the level of detail they are looking for. He
159 adds some expenses will be listed in multiple accounts such as electric and some teachers may be expensed in multiple
160 accounts for example, may teach in both MS and HS. A question was raised regarding the BCBA salary increase and
161 how do “post salary increases” work. Superintendent explained the position is not in a bargaining unit, there were
162 discussions with the prior special education director regarding the level of responsibility changing and he negotiated the
163 increase. Salary increases for nonaffiliated staff (those not in a bargaining unit) are provided through the “SAU
164 increases” line at his discretion and at this point we will not overspend that account. We basically budget a 2.5%
165 increase but one of the issues is the number of the people in this category increased but the funds didn’t increase.

166
167 Superintendent reviewed the document provided regarding retirees and explained the way the CBA is worded the person
168 receiving the separation or retirement pay can be paid up until July 31. His past district works differently than Ms.
169 Bakers. For example, if 5 people retire at \$50,000 each in his past district it was not budgeted. The reason the contract is

written this way is you are supposed to take advantage of the new hire to pay the separation pay. The document shows the budgeted salary, anticipated salary and service award cost. Cost of service awards was \$87,000 and we had an anticipated savings of \$12,000 more than what we were going to spend. We had \$108,000 savings with hiring new staff in place of those retiring. It was not budgeted and per CBA, allows for it to be paid in the following year. It was noted the benefits are not included and this can be a factor in the savings with insurance changes (2 person plan to 3 etc.) as those costs could negate the savings. There have been 3 family plans budgeted in next year's budget as contingency. There is one retirement for the end of this year known at this time. Superintendent confirmed we do put funding into NHRS when someone retires as required by statute, it is not a salary piece but is another piece to this. He reviewed that 2 who received service awards did not have NHRS as neither were in the district long enough to qualify for this. He confirmed administrative staff such as Ms. Moore not in a CBA are required to provide notice by December 1 and qualify for the same service awards as teachers. For Mr. Deignan, over 50 years of age and retiring, qualified him for \$25 per each number of sick days unused. Ms. Tiedemann voiced that it is a bit misleading that the document is really reversed; you lost \$7,000. The cost of the service awards is \$87,000 and the anticipated savings is \$79,000. Superintendent looked at this again and agrees the math is incorrect; he will redo this document and get it back to them. She also noted benefits are not included on this documentation. He confirmed it has not been budgeted in past budgets that he is aware of, it has been covered by the fund balance to the best of his knowledge; whether that is good or bad practice that is how it was done. It will be budgeted going forward. Chairman Ballou commented it had been budgeted years ago which is the reason the deadline is November 1. It was requested to use the actual staff replacement cost when it is redone.

He provided a document regarding prior requests for information based on a memo from the BA on 10/1/19. He reviewed on the 2nd page 2nd bullet, that there were questions about an RBT increase. He explained the previous preschool teacher was experienced (budgeted at \$67,500) and did the SPED case management. We replaced that teacher with one who is less experience at \$37,000 and could not do all the case management at LCS like the last teacher. The candidate pool did not provide for this. There was still a need to take care of the SPED needs and a stipend of \$10,000 was given to an experienced RBT who is on her way to becoming a BCBA and didn't hire another person. It was still a reduction from what we would have spent with the prior teacher.

Regarding the summer program, a question was raised as to why the program was budgeted at \$12,000 but has been higher in the past. Were there conversation as to why it was lowered. Superintendent confirmed there was discussion during the budget process and this was the number given. The question was asked if it may be because they rely on the capital reserve. Superintendent responded no, it was with existing students and that was the number given. It was under budgeted.

A question was raised if we will be looking at multiple pay scales for BCBA. Superintendent confirms it will depend on the level of responsibility they have. A BCBA with less experience would cost less. He confirms the stipend is added to the salary account. He did this because he needed to find a way to provide the services to the students.

Ms. Baker provided a YTD expenditure report in the packet. Each area was reviewed. This looks at the FY20 budget after the department heads did all the encumbrances, keeping in mind we are only in October with 4 new administrators learning their budgets. Salaries and benefits are included and start at the top. She has published a \$305,663 shortfall and the rest is sliced by function code. She notes at this time we are now looking at a \$44,000 shortfall overall. There is always going to be salary shortfall, the other areas of the budget can accommodate this. Superintendent added there are things we would do that we are not such as storage units for athletics and maintenance, we are holding on new computer pieces, we have \$5,000 for iPads for 1st grade we are not implementing. The Principals and department heads are being conservative. Two weeks ago there was 1 FMLA but now there are 2 more. He is sure there will be other things that will happen. If we need to replace something we make sure it gets done. Ms. Baker added the department heads were told to put in anything contractual, phones, electricity, safety related, any important programing such as we needed to purchase things to use with the science kits we had bought and leave out any discretionary items. Superintendent added text books are still funded, supplies, but for example PD for the central staff is not there anymore. A request was made to see anything that was taken out that is large enough that it is bumped to next year; anything that we are rolling over into another budget. It was noted regarding supplies, the Board doesn't want to see teachers spending their own money to buy things such as paper. Superintendent responded you can see in the 610 supply accounts there is still some balances in supply accounts. If there are things beyond encumbrances, they are not in there.

A question was raised if the items on the "additional items list" were things in this year's budget that were cut out to make up the shortfall. Superintendent responded no, the AC and athletic trainer were taken out last year; the rest are

new requests up for consideration. An additional question was raised as to how it was managed to get the deficit down to \$45,000 from the original projection and what was deleted from the budget. Ms. Baker spoke that it's a current look at YTD based on current expense, nothing was taken out. She refers to the lengthy spread sheet and notes anything that has a positive balance is part of t \$257,000. Superintendent adds, we are not replacing some of the technology we would have replaced for example. Ms. Baker spoke that part of the strategy of having the special meeting is to not execute this plan. This answers the question could we cover the shortfall I am projecting. A statement was made that people want to know how can we shave that amount off. Superintendent spoke in regard to what happens if the vote is no. We will have to come up with another \$44,000 and risk a 0 fund balance and that can lead to a cash flow issue. We have a \$325,000 bond payment for FRES and LCS due on July 15. The reason we went to the Town of Wilton was a cash flow issue. We do not get the checks from the towns until the 10th and 15th of the month and wouldn't be able to pay the bond on time. In an effort to not have that happen again, the fund balance is important and that goes back to tax payers. The cash on hand allows us to do things prior. If the vote was no, we would have to find another \$44,000 (would be difficult). We would still be prudent (with a yes vote) with expenditures but allow for things to flow normally. Thing such as FMLA for example, if a person has 90 sick days, they are paid the whole time and we pay a substitute as well. That happened a couple of times last year. The reality is this was a conservative approach, I didn't change anything they (principals or department heads) gave to the BA; we didn't ask them to do anything specific. They (principals and department heads) said we can work this scenario although it may not be the best scenario. It was noted, the question would likely be asked on Thursday. Superintendent agrees the information is needed and will provide it.

b. FY 2020-2021

i. SAU

ii. Transportation

iii. MS/HS

iv. Curriculum

Additional items for consideration, the Superintendent reported the AC and athletic trainer were taken out of the previous budget (during the budget process) the other items are new and not in the proposed budget. The budget (2020-2021) as a whole is up 5%, \$618,049.86. There was an increase to the budget in what was the bond payment, approximately \$300,000; you will see increases in varied areas of the budget for your consideration, some are buffers. A recommendation was made to have the line item budget projected on the screen. It was noted it will not be very visible and decided and extra 20 copies would be provided for the public.

MS/HS Budget:

Principal Bagley provided an overview of his budget. The individual departments put together a list of needs, he reviews them with the department heads with Dr. Heon and Mr. Kline were involved. A thorough review is done for any items over \$3,500 and either approved or denied; some end up on the additional items list. Increases in this budget include supplies across the board including Project Lead the Way supplies and 5 cafeteria tables. He noted some expenses have been assigned to other lines. Concern was voiced that this can "muddy the waters" and this is done each year probably to get better clarity but if we looking back it is not clear and continues to get diluted. It was suggested to not transfer or make new lines next year. Ms. Baker stated she did do a bit of reconstruction for copiers, phone and internet. The copiers were all over the budget and you will see a bunch of new accounts; she drilled it down to 4 accounts, she hates doing this however as the new BA here feels she needs to be given some liberties. It is the same with the phones, the business office almost needs a flow chart to pay the bills. She created a new account of 290 for PD; instead of using the travel account of 580 for PD. It was suggested going forward no additional changes to the lines would be made. Superintendent agrees, and notes from our perspective you have our commitment. Ms. Post notes the Budget Committee likes to do a 5 year look back and suggests it becomes a commitment of 5 years. Superintendent confirms you have that.

Principal Bagley continues to report budget increases including MS HS athletic replacement equipment for storage containers, bleachers, and replacement soccer goals. In the library, replacement of the rolling chairs. Increases related to NEASC include changes to the climate and culture as recommended through the improvement plan which they are focusing on this year with a grant funding. The grant is not available next year (year 2 of 2). There is a group working with teachers and students to improve the climate and culture and with that increase student achievement.

Principal Bagley reported decreases to the MS HS budget including less need for books due to not needed them and moving forward with one AP class (in past have been more). Decreases in software (some of this has moved to technology lines), new equipment (none needed), field trips (only MS science camp), 504's have been moved to SPED accounts, copier lines and telephone have been moved to new lines. A suggestion was made to list where the expense

has been moved to in each case. Discussion was had regarding if there was a plan to move away from photo copies. Superintendent responds although he would love to see this, doesn't see it happening in the near future.

A question was raised why field trips were reduced, Superintendent explained the cost of a bus is expensive and it varies on student interest. If you don't have enough students, the cost is too high. The van was used for a couple of trips last year. The field trip for MS science camp is 4 days, 3 overnight and \$5,000 is funded through the budget to make it more affordable for parents. Last year cost was about \$250 per student.

Discussion was had regarding the 504 lines moved to SPED as moving these lines creates a budget decrease for WLC but it is still in the budget moved to SPED's budget and that is the source of a lot of the shortfall. Superintendent explained, it is more appropriate in SPED.

A request was made to provide what the budget would have looked like year to year. Superintendent will do this as a gross number.

Principal Bagley confirmed books are still being purchased, its just fewer of them. A suggestion was made to reduce the amount of copiers and printers in the buildings.

Request was made to show line items that moved; net moved out and net moved in, show comments where it was moved to as well and for GL codes.

Curriculum Coordinator Budget:

Dr. Heon reviewed her budget which included professional services which are school wide and relate to math in particular; this is 3rd year of math and 2nd year of core resources once we decide if we are keeping the resource. The rest is primarily for the curriculum coordinator to remain up to date with national events and changing curriculum. Last year the national conference was held in Boston; next year is California. There is \$50 for reference materials and expense for state and national associations to provide resources to the curriculum coordinator. A question was raised if we could do without the \$28,000 expense for summer academy. Dr. Heon responded for the last 2 summers there was grant funding which included transportation. The number of students increased to 30 this year and is beneficial to students. We cannot guarantee we will have a grant to cover this. The \$28,000 includes cost of transportation which was key for parents. Dr. Heon confirmed professional services was decreased due to year 3 of 3 and for an independent contractor for math and now we pay through a publisher which is at a discount.

Ms. Baker reviewed new accounts for cell phone stipends (facilities director, assistant principal and LCS/FRES principal for calling substitutes), PD and tuition, staff development, new accounts for principal, technology and business office PD, she carved out what is PD vs. travel. Reviewed the school board and superintendent accounts which is pretty much status quo except the legal line was increased quite a bit to \$12,000; this is difficult to forecast. It was suggested the Board be selective when using legal. Superintendent clarified we use Primex first and then NHSBA as they are at no cost and do not use legal unless there were a reason. Chairman Ballou suggested looking at legal again as it may be a little high although understands it is based on actuals, suggests looking at prior years. Ms. Baker reported increasing Tyler (IVisions) software to include 4 additional users in the district as opposed to being portal users as they are now. Regular transportation is budgeted with a 2% increase; contract is one more year and spread between all schools. Previously it was only budgeted for LCS and FRES because MS/HS is not required to provide transportation. She reviewed the budget for copiers and notes the contract needs to be reviewed and it is a future project. She reviewed phone and internet budgets. Mr. Kline reported E-rate applies to broadband connections and we get roughly 50% back for broadband connectivity. Comcast provides WLC and FRES but not Lyndeborough; that is TDS fiber and is expensive. We are in a 3-year contract and next year hope for better speed at the same cost. He doesn't anticipate the cost going down. A question was raised regarding the \$6,000 discount we were to get from TDS for the call forwarding. Superintendent responds he is speaking with Public Utilities. We did put out to the community to use the 732 numbers but some are still using the 654 numbers. At this point it is a matter of keeping the 654 numbers or not. It was noted the AC is listed in both the CIP and the additional items list. Moving forward it should be listed only on one. Mr. Legere confirmed it is on the CIP slated for 2025. Ms. Baker reviewed lines for debt service, transfer for food service and capital reserve for SPED as place holders. A brief discussion was had regarding a warrant article for out of district placements and why wouldn't we just have a larger warrant for SPED to replace the capital reserve account. Discussion was had regarding warrant articles vs. being in the budget. It was noted if it is in a warrant article it may not be approved and if it's in the budget it is because it is necessary. Superintendent added money from capital reserves cannot be put into the budget it is not legal. There are 2 out of district placements in the budget at \$50,000 each. Ms.

Baker notes this shows her tying out the numbers and is probably a bit misleading. Mr. Boette commented we have a sworn statement nothing will be transferred for 5 years. Superintendent responded for the remainder of this year and next year we will not do budget transfers; even small ones that cross my desk will be no, we are giving you that in verbal. If it is in the budget, it can only be spent for that purpose. Mr. Lavallee suggests it be made policy. Ms. Lemire suggests it may be worth doing both in the budget and in a warrant article to not put ourselves in a risky spot; do them both simultaneously. Superintendent responded it is a Board decision as far as creating a warrant article. He will have updated document for the next board packet.

Ms. Post spoke regarding the CIP that the Budget Committee discussed the 1999 roof phases 4 and 5; it was indicated they were done but the price was still on that for the summer of 2021. She said Mr. Erb was going to check to see if they were complete or not and how much is left. She asked to keep the CIP updated and to be brought to every meeting so it here for everyone to look at as part of the planning and for more coordination and oversight.

VIII. PUBLIC COMMENTS

Chairman Ballou reviewed the public comment section of the agenda and reminded the public that comments should be kept to 3 minutes; total of 15 minutes for public comment and to please be respectful.

Ms. Laura Gifford, Lyndeborough Central School Nurse, spoke regarding difficulty obtaining nurse coverage and that there is a contract with a nursing association (believes it's Heaven Sent) and thinks they charge \$400 a day for substitute nurses and suggests there might be an option to do more recruiting as the district typically pays \$130 a day for nurses not contracted through an agency. She notes sometimes a PD day is denied as there is no coverage.

Ms. Jane Farrell spoke to clarify a comment made earlier regarding a topic discussed at the select board meeting. The towns urgency to have a tax rate set is due primarily to the prior request of \$600,000 given back in July. We anticipated having to get our tax bills out at this point and cash flow in. There is going to be a serious problem for both towns to meet obligations. Lyndeborough has tentatively, don't hold me to this number, but to get a "TAN" and could cost \$10,000. Wilton has not looked into this yet. We don't know what we will do. We asked earlier what happens if the voters vote this down. We are waiting for this process. As a tax payer I want to know why has it taken to get to this point for it to be addressed. The end of June the books were closed, why are the numbers so dramatic at this point. Tax payers will attend hopefully Thursday and I hope you have these documents and move explicit reports to help people understand. This is huge impact on tax payers and you are all clearly aware based on conversations.

Ms. Brianne Lavallee spoke regarding questioning how many paraprofessional candidates we have and if all open positions are available. Some parents are aware we will have a substitute again in the 7th grade math and all were aware of the long term sub we had before. She had been told we are looking for coverage and wants to know what is going to be done. Its 15% of their days in; also can we get a list of items that are frozen so we know what impact this will have on our students. In regard to SPED information averages, we are higher in the US and for average town, we are lower. There is a direct correlation where lower income families have a higher percentage of special needs.

Ms. Deb Mortvedt, Wilton, spoke that she was here at the last meeting with 17 of the elected officials. I am sure you will attend on Thursday. I hope you will be able to address the deficit. I don't know if each of you are going to speak; it's important to know what your take is on it, if you are just deciding to take this money because its easy to do or if you will look serious at this budget. I remember the last meeting your BA said we are looking at an additional 1 million for next year. Ms. Baker noted she did not say this. Ms. Lemire commented she made a comment going back over 5-6 years she did say it increased by this. Ms. Mortvedt spoke, I hope there is something other than, we will do what we have to do. I am all for quality education I want our dollar to dollar to be spent wisely and that is what you guys are for. Continue to ask questions, there were lots of good comments tonight.

Mr. Charlie Post, spoke questioning what are the consequences. In business management there would be consequences. Obviously there was a big mistake made. Tonight, we hear another math blunder, what was supposed to be a savings was a loss. The community wants to know what happened and what you are going to do about it other than take tax money.

Chair Browne questioned as far as the public hearing, is this all just the school board presenting? Superintendent responded according to our attorney, yes.

Mr. Clark spoke regarding speaking as a school board member and not personally. He would personally like to have more of the members contribute. Chair Browne noted where it is a school board presentation she doesn't know how much we want the Budget Committee speaking to it.

Mr. Golding would like to see the presentation a head of time.

It was decided the Budget Committee would be seated off to the side.

Ms. Post questioned where the issue of the forensic account ever landed. Where there any plans to look into the "nitty gritty" of how it happened.

Mr. Lavallee commented "everyone I talked to wants to know how this happened". Mr. Boette responded they didn't just find \$250,000; they didn't just say we are short. They said in order to make that up, we will not do things we were going to do. Ms. Post commented, Beth works for us. A forensic accountant shows the public we have done our due diligence and have an outside entity. Mr. Clark spoke regarding a forensic accountant and that it is different. He commented that if we want an independent accountant to review and investigate that's something else. Chairman Ballou commented, we are focusing on this part first. He doesn't think if we did an audit it would be done in time. Perhaps when we have the regular audit we could request an additional task. Mr. Lavallee commented when Bryan announced that it is a procedural audit that was a surprise that finances are not being audited. Mr. Clark commented it's doubtful we can get anything ready by Thursday or for the 9th.

A MOTION was made by Mr. Ryan and SECONDED by Ms. Tiedemann to adjourn the Budget Committee session at 9:41pm.

Voting: all aye, motion carried unanimously.

IX. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. LoVerme to approve the minutes of October 8, 2019 as amended.

Voting: all aye; motion carried unanimously.

b. Policies-3rd Read

i. BDB-Board Officers

Mr. Clark noted he had additional edits that the committee agreed on but are not reflected in this draft.

A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral table policy BDB-Board Officers.

Voting: seven ayes; nay from Mr. Clark, motion carried.

• POWERPOINT PRESENTATION

This was also a lengthy discussion. Two versions were provided. Discussion was had regarding the tax impact and the first slide called tax impact and the language. Superintendent reviewed the slides. He confirmed its not a difference in budget, it's a difference in revenue. If the vote doesn't pass or it was decided to not move forward, the public is required to pay on the same original voted budgeted number and the tax rate will be calculated with an additional revenue source. The tax payer is still responsible for the same amount it's just additional funds that go toward the tax rate. Discussion was had regarding slide 2 and the language. Superintendent confirmed if we didn't do the special meeting, the DRA would have set the tax rate this week for Wilton and Lyndeborough based on this revenue. Suggestions were made for the language of slide 2. A question was raised, if we were not in this position would the \$287,000 still come from the state; Superintendent confirmed yes. Discussion was had why are we not just returning the money and let the tax payers have it as it doesn't belong to the school district to balance their books. If later it is needed by the school district, we go to the tax payers and say we need the money but only after if it is needed. Superintendent explains to the attorney's point, if we waited and needed the money in April, the entire impact would happen in June and the cash flow part wouldn't work. Not only would the \$287,000, as he understands, is sort of split between both tax bills. You will see it over two separate tax bills in 2 separate bundles. If we wait, there will be a tax increase in the 2nd bill because half of it will already have gone back to the tax payer. Confirmation was given the deficit is down to \$44,000. Superintendent confirmed he heard of 2 more FMLA and the concern is cash flow and being able to pay the bond payment. The attorney and DRA says if you will do this, you should do it now. We do have the choice to not do it at all and figure out our way through this. The attorney and DRA have said we can't ask for any more than \$287,071 in regard to these

funds. Discussion was had regarding splitting the difference or asking for a lower number and going back to the tax payers at the end of year if needed. Superintendent explains, the issue really comes from the budget itself being tight and not a lot of “fluff” in it, we were able to tighten the belt more and find a way a way to make ourselves work but will still be short. He notes it’s also about cash flow and you don’t get the whole amount in one lump, you get the money from the towns each month and on July 15 there will be a bond payment due of \$325,000 and if the fund balance is not where it needs to be; the funds don’t come from the town until the 10th or 15th this is an issue. A question was raised if this doesn’t pass are we able to reduce staff at this point in the year. Superintendent responded teacher contracts are teacher contracts; only if there is a RIF (reduction in force). It doesn’t appear to him at this point it is realistic for the teaching staff, as far as paraprofessionals they are based on need and mostly SPED. Discussion was had regarding the situation the district is in and the need to be transparent and may need to make cuts next year to bring the numbers down. There is a need to tell the tax payers how this will not happen again and there is concern regarding the budget not being supported next year. Discussion was had if these funds could be put in a warrant article. It was noted there may be staff that can cut if they are not directly involved with education. It was noted 72% of the budget is staffing and without the additional funds, we can only hope there won’t be any other issues; we don’t want to be in this situation in May or June and not able to pay the bills. Superintendent confirms the warrant language is the language and cannot be changed; the presentation can be changed. Discussion was had if the presentation can provide options and put all these questions up to the public and let them know all these things have been discussed and thought about. Such as could we have asked for more, what would happen, could we ask at a later date, could we ask for less and all the reasons relating to these. It was decided slides would be added regarding this. Discussion was had regarding putting funds into a SPED capital reserve requiring a Board vote to use any of them. Superintendent responded it can’t be put into a SPED capital reserve. A question was raised if slide 1 is changed can it be put into a SPED capital reserve. Superintendent will find out tomorrow. He explained you can direct the BA to create a revenue line in the budget and deposit the funds into that line and direct her not to release any funds from that line without a Board vote. Mr. Vanderhoof noted he wants it to be changed to go into a SPED capital reserve and if it’s not expended we won’t be asking for money to replenish the funds for 3 years. Discussion was had regarding this and creating a line for the funds. A concern was noted that there may not be time to have language ready and back from the attorney by Thursday but adding the line may be the only mechanism we have by Thursday. If it is not expended it will go back to the tax payers. Further discussion was had regarding the wording of slides. Superintendent will incorporate the changes and send it back out by noon tomorrow for feedback. He asks members to email him (not full Board) and he will continue to make adjustments and send the presentation back out. He notes 3 additional slides will be created about timing, funding and how much. He will create another slide regarding putting money into a line item that only the Board can approve and draw from.

A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral for the Board to accept changes on slide presentation as noted, to add additional slides to answer potential questions from the public and create a slide that designates a specific revenue line that may only be expended by a vote of the Board and with full knowledge of the Budget Committee.

Ms. Lemire WITHDRAWS her MOTION and Ms. Cloutier-Cabral withdraws her SECOND.

A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral for the Board to accept changes on the slide presentation as noted and to add additional slides to answer potential questions from the public.

Voting: six ayes, one nay from Mr. LoVerme, one abstain from Mr. Vanderhoof; motion carried.

A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral for the Board to approve a revenue line specifically for the purpose of depositing monies from Warrant Article #1 that can only be expended upon a formal vote of the Board and with full knowledge of the Budget Committee.

Voting: seven ayes, one nay from Mr. LoVerme; motion carried.

X. COMMITTEE REPORTS

i. Facilities

Mr. Legere reported the walkthrough from September was reviewed; it was suggested for Mr. Erb to look at LED lighting and look into replacing ceiling tiles in this building and get prices and space it out. Discussion was had about what work will be done in the summer of 2020 including roofing at WLC. The committee will bring to the School Board as an agenda item to discuss and vote on. They spoke of projects in development, dishwasher, bathrooms, LCS roof and discuss an amount to put on warrant for CIP.

ii. Strategic Planning

The committee met with Ms. Edmunds and Chief Oleseon. They discussed the positive impact of an RSO. This will not be discussed further until the cost is determined (for a warrant article) and Chief Oleseon believed it would be 100% funded by the district.

iii. Negotiations

Mr. LoVerme reported the committee met last night. This will be discussed during non-public.

XI. RESIGNATIONS / APPOINTMENTS / LEAVES

Superintendent reported math teacher, Ms. Miller has made it public that she will be out for approximately 6 weeks. Ms. Gisele Dailey is a certified teacher K-8, certified to teach math in MS and has been involved in curriculum and knows the subject matter. In the candidate pool there was 1 person who would have been good but only wanted to work for 2 weeks and the others had no experience or out of teaching for a while. Mr. Pratt has found a way to cover the resources in the building for SPED and Ms. Dailey will be paid \$6,300. A question was raised if there has been any effort to support Ms. Dailey. Superintendent responds that Ms. Miller has created almost 5 weeks of lesson plans and did a great job. She has spoken with all of her students and parents at open house. The support is already in place. She will be focusing on geometry and has done paraprofessional work in those classrooms for a long time. It will be approximately 28 school days. She will be shadowing for the teacher for 2 days. Ms. Miller is anticipating to be back after Christmas. Mr. Vanderhoof requested more detail on what is involved in shuffling around coverage for SPED.

XII. BOARD BUDGET DISCUSSION

Mr. Vanderhoof commented that it seems he has heard a lot of contingency plans and we are asking for the additional funds. Your budget is going to be astronomical. He thinks it's starting to get a little overboard if you add contingencies for everything. Superintendent responds contingency is for 2 out of district placements, 3 family plans, that is about \$200,000 worth of contingencies approximately. It is the Board's decision collectively; it was noted it is the Budget Committee's decision. Superintendent added that is correct but the Board's recommendation is important.

XIII. PUBLIC COMMENTS

Chairman Ballou reviewed the public comment section of the agenda and reminded the public that comments should be kept to 3 minutes; total of 15 minutes for public comment and request to keep it respectful.

Ms. Lisa Post commented she thinks Ms. Cloutier-Cabral is right on the money to put in the explanations. She thinks if you show some transparency people will be more apt to have an understanding that you worked through all of those things. She questioned if the Board took a vote on the \$287,000 and if there was, what was the vote and was it unanimous. Mr. Vanderhoof responded the Board voted to create the meeting schedule. Superintendent added, by voting on the presentation and moving it forward with changes as amended the dollar amount was voted on. Mr. Vanderhoof noted that was not clear to him. Ms. Post commented she thinks you should add a line by line items and look at a line of staff that you can actually cut to show people the affect it will have. Just to show the facts. She thinks people will feel better about that and not feel like it was skewed one way or another. She thinks its important to put everything on the table and show them. The other thing is this is costing the towns money. She knows Trish Schultz, Lyndeborough Town Clerk wants to speak and she hopes she does. She is the tax collector and setting the tax rate is done prior to November 1 to get the bills out and the timing is crazy. Tomorrow there is a Lyndeborough Selectman meeting and Ms. Post recommends everyone from this committee be there. At least the Lyndeborough representatives to listen to their concerns and issues so at the public meeting it can be brought forth. She adds last year when they set the tax rate, in the public presentation we showed there would be no increase to Lyndeborough and there was. It had a big effect on the tax rate and the towns had to waylay a lot of projects they had and they thought with the bond payment dropping off they could do a lot of the projects with that.

Ms. Laura Gifford spoke that the teachers are concerned; there is a growth with students and outcomes and ask the members keep that in mind. She would present to the tax payers that there is a benefit and we are seeing a benefit to the education piece like full day kindergarten but it does come with a cost. She asks wasn't there a lawsuit with Claremont in the works that would try to fund the school system more?

Mr. Charlie Post spoke regarding Ms. LeBlanc asking about the vote and if you were going to have to go to the town for money, you need approval from the Superior Court Judge and from the DOE and one of the reasons you can do this is for a tree falling on the roof (for example), what isn't there is mismanagement of funds which is what happened here. That is coming back from the state is part of that work and the notion that it is a bonus is ridiculous. This was to offset increases in taxes and you are taking that money away from the tax payers and other towns will be betting that money rightfully so. Apparently you still don't have a vote, you should think long and hard.

567
568 **XIV. SCHOOL BOARD MEMBER COMMENTS**

569 Mr. Legere spoke regarding a prior discussion about a member who resigned previously and he questions if this should
570 be on a future agenda. He did some investigating through NHSBA and the statute says we are supposed to replace that
571 person but the caveat is regarding the amount of time of the replacement. There is no set vehicle for choosing a
572 replacement. Feedback he received is the question is legislations intent and is it just people from that town (who vote):
573 the gray area is at-large members. This will be put on an upcoming agenda.
574

575 Chairman Ballou commented the whole purpose of having a public hearing is to hear public comment and then vote.
576 Mr. Vanderhoof commented, once its presented, you can't change it unless you schedule another meeting.
577 Superintendent clarified you can vote to zero it out and not move forward at all. Mr. Vanderhoof added you can't
578 change the amount. Superintendent again commented you can go to zero. He will double check the statute and call in
579 the morning. His recollection is at a public hearing the vote can be to support or not support. If it is not to supported,
580 you negate the warrant article and the November 9 meeting is eliminated. Mr. Vanderhoof commented you can't change
581 the number. Superintendent commented as a matter of protocol a board member can ask for a reconsideration on the
582 presentation to determine the dollar figure on the presentation.
583

584 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Clark to accept slide number 1 as created with*
585 *\$287,071 on article #1.*

586 *Voting: seven ayes, one nay from Mr. Vanderhoof; motion passed.*
587

588 Mr. Vanderhoof commented that at the last meeting \$297,000 was given as the amount not \$287,000. Superintendent
589 clarified he met with the BA and there was a typo and discussion was had based on the \$297,000 (should have been
590 \$287,000).
591

592 Mr. Clark reported that he spoke to Principal LaRoche who spoke of having school board members come into classes
593 and see what they are doing for the year. A request was made to add this to a future agenda. Superintendent commented
594 he is presenting at the next board meeting. Mr. Clark also reported a community member suggested a pot luck dinner.
595 Mr. Clark questioned if there was a possibility of having child care on Thursday and/or Nov. 9. Superintendent noted
596 Thursday is short notice but will look into providing this Nov. 9.
597

598 It was confirmed Chairman Ballou will present and Superintendent will provide a script for him and he will be available
599 to answer questions.
600

601 Ms. Cloutier-Cabral voiced appreciation for everyone working through this and listening to everyone and taking the
602 time. It is a tough situation but is nice to have everyone to talk with about it.
603

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

605 **i. Negotiations**

606 **ii. Personnel Matter**

607 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to enter Non-Public Session to discuss*
608 *personnel matters and negotiations RSA 91-A: 3 II (A) (C) at 11:26pm.*

609 *Voting: all aye via roll call vote; motion carried unanimously.*
610

611 **RETURN TO PUBLIC SESSION**

612 The Board entered public session at 11:49 pm.
613

614 *A MOTION was made to seal the non-public session minutes by Mr. LoVerme and SECONDED by Ms. LeBlanc.*
615 *Voting: all aye; motion carried unanimously.*
616

617 **XVI. ADJOURNMENT**

618 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to adjourn the Board meeting at 11:49pm.*
619 *Voting: all aye; motion carried unanimously.*
620

621 *Respectfully submitted,*
622 *Kristina Fowler*