

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, October 8, 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, Curriculum Coordinator Julie Heon, and Clerk Kristina Fowler*

**I. CALL TO ORDER**

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

**II. PUBLIC COMMENTS**

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

Mr. Adam Lavallee commented he was informed there are 27 students in his daughters 5<sup>th</sup> grade class; it appears the problem is not fixing itself.

Ms. Deb Mortvedt, Wilton Heritage Committee and Historical Society along with Ms. Jessie Salisbury will be providing historical tours this Thursday for the 4<sup>th</sup> grade. The students will learn about local historical spots; this is the 3<sup>rd</sup> year providing these tours. She thanked Superintendent Lane for opening up FRES for a special tour during old home days which was done in two parts. Dr. David Young from class of 1942 attended and was grateful he could reminisce; it was positive for the district.

**III. BOARD CORRESPONDENCE**

**a. Reports**

**i. Superintendent's Report**

Superintendent reported he and Ms. Baker spoke with Attorney Graham about pieces to work on regarding the deficit and additional information will be brought forward during the 19-20 budget discussion; the concept for the Board to accept a special meeting with the recommendation of the Budget Committee. Letters were written to town administrators and he spoke with both of them for a while. Mr. Boland, Lyndeborough Town Administrator requested he attend a selectman's meeting. He will attend the October 23 meeting. All the department heads and Principals were asked to provide any encumbrances by Oct. 11 to determine a more accurate scenario; with the proposal this evening that may change a bit. With Ms. Baker's recommendation we will focus on salaries and benefit this meeting as it is anticipated to be a lengthy discussion. The full budget will be ready for the next meeting. Exclusive of salaries, the budget is up less than 1%. Ms. Baker did a great job with deep dives in regard to forensic accounting. If you want to move forward with a forensic accountant, we will do that. Per a parent request regarding 5<sup>th</sup> grade class size, he reached out to the 5<sup>th</sup> grade teachers and is waiting for their response. He did learn another 5<sup>th</sup> grade student had entered since he wrote this. Schedules did not match to allow the media generalist to assist the 5<sup>th</sup> grade which would have helped but not solve the issue. The School Board's time to meet with NEASC was changed to 4pm on October 27 and will be at WLC instead of Nashua (room was unavailable) as planned. The full Board is not required but if available it would be great. Superintendent was scheduled to attend the Bradley Kidder Law Conference but did not attend due to the need to be in district. Mr. Vanderhoof voiced disappointment that the whole budget was not here especially given what happened last meeting but understands the reasoning. He feels the group could focus on the salaries and benefits part of the budget. Superintendent responded Ms. Baker's office has been extremely busy and wanted to be sure we are accurate; we could have rushed it. Ms. Baker noted she has a full budget; it is done. Tonight you will see the salaries and benefits are going up.

**ii. Business Administrator's Report**

Ms. Baker reported the auditors are in now doing the finance audit. Tonight we will discuss the shortfall. We will look at salaries and benefits for FY21.

**iii. Principals' Report**

Principal Bagley reported WLC received \$3,000 in grants for MS and HS to start Lego Robotics thanks to teacher, Mr. Tyler who helped access these and organize it. On Sept. 24 the robotics team was lucky enough to have another team visit and share their knowledge and experience. The students are excited to create their own program and robot. Eighth graders are working on a new curriculum for coding and programming and are programing their own apps. Early release day was beneficial with 13 teachers working with Bill Preble focusing on school culture. Dr. Heon led the remaining staff with discussions on student led conferences and preparing for NEASC. Parent/teacher conferences will be Thursday from 3:30pm-7:30pm.

Principal LaRoche gave an overview of his report which included in September holding open house, PTO meetings and other staff meetings. The PTO is enthusiastic and active planning events through June. The Read-A-Thon is Oct. 15-Oct. 3; end with a big parade at both LCS and FRES. The W.I.N (What I Need) program does support the classrooms but does not solve the issue of large classes. We are looking at services at LCS to make sure we have enough staff to support them and keeping a close eye on it. Discussions are had with Mr. Pratt regarding special needs. The PTO has stepped up in regard to "Artist in Residence" which grades 1-5 will participate in. The artist will work with students to make mosaics. The plan is to mount them on the outside of the school but will check with Mr. Erb and the Facilities Committee to be sure it is appropriate and procedures are followed. There was a generous offer to fix the slide from a parent but we will hold off for now due to liability and reviewing playground needs. During early release day the teachers worked with the math program. The W.I.N program has great information from Star 360. Teachers submitted their budget requests and submitted to the SAU.

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

Dr. Heon reports a fruitful month with PD (professional development); having the time is helpful. Professional Learning Committee (PLC) happens 4 times a week for HS and 1 for MS and this semester is performance based with a variety of assessments. Assessment data has been provided. In reading, grade levels 1-7 are at grade level or above. Teachers report some older students still struggle with taking tests seriously. Some of the new students perhaps didn't benefit from our instruction (new to us) and this can affect our data from scores of .2-.5. In math, 7 out of 8 (1-7) are on or above grade level and this includes the current 7<sup>th</sup> grade which was last year's 6<sup>th</sup> grade. We have been offered this year to pilot ST Math; over 50% of Massachusetts school district use it successfully. A question was raised if having summer school is a reflection of some of the assessment results we are seeing. Dr. Heon agreed it is; this is the 2<sup>nd</sup> year of the program for K-5. She adds fewer students are regressing during the summer and can hit the ground running. There were only a few MS students who attended summer school; she did not separate the data. A request was made to obtain data to show comparisons of full day vs. half day kindergarten. Dr. Heon will provide more detail looking at reading. Out of the students who did early literacy, we tested all and were scoring at a 1<sup>st</sup> grade level although for kindergarten it is more age than grade level. About half took STAR 19 and are scoring at 1.3 grade level which is significant. There is also a number of students who didn't come to our pre-k and may or may not have attended a full or half day program somewhere else. Dr. Heon confirmed testing can be a half an hour for some; others will take over a 2-day period. Breaks are encouraged but some want to push through. A request was made to see examples of some of the testing questions. Dr. Heon will pull some state questions as STAR does not release sample questions.

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

##### **i. Medicaid Information**

Superintendent reports a letter was provided from the Department of Health and Human Services regarding changes in the Medicaid to Schools Program. Ms. Bernet was kind enough to provide some information at the last meeting regarding the changes. There will be allegedly more opportunities for students on 504's vs. students with IEP's. Also there are changes regarding who can give and prescribe services to students; we are looking into finding which of our vendors are licensed in accordance to this. This information was not available at the time contracts were issued. He noted Mr. Pratt has more information on this if anyone has questions.

#### **IV. CONSENT AGENDA**

There is no consent agenda to report.

#### **V. ADJUSTMENTS TO THE AGENDA**

Request to add second and third public comment.

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to accept the adjustments to the agenda.*

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

111  
112 **VI. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**

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

115  
116 The Budget Committee was called to order by Chair Browne at 7:00PM.

117  
118 **a. FY 2019-2020**

119 Ms. Baker reports spending time trying to figure out budget to actual for FY20. She has this documented in a memo  
120 which has been provided. She reviewed some of the issues she found.

- 121 1. Retiree Service Awards: Awards for FY19 \$87,000 paid out of FY20 as there were insufficient funds to pay  
122 them out of FY19. Ended FY19 with fund balance of approximately \$6,700 and this is before the audit;  
123 usually there are some adjustments made, she is hoping it ends in the positive. A question was raised who  
124 made the determination to pay them in FY20. Superintendent confirms he did; per the CBA they can be paid  
125 up to July 31. He confirmed the School Board does not have to be informed at the time. A question was raised  
126 if paying them out of FY20 raised red flags. Superintendent responded Ms. Baker saw the red flags and we  
127 moved through them quickly.
- 128 2. Supplemental Pays Not Budgeted-\$113,400: Ms. Baker spent time looking at teacher contracts to see if she  
129 saw any patterns. She could tell each year there were certain supplemental pays that hit the salary account that  
130 were not budgeted. ESY was budgeted, but underbudgeted, mentor pays, summer custodial, attendance  
131 awards, kindergarten screening and other supplemental pays in FY18-19 and different slices of pay not  
132 budgeted such as wellness fair, responsive classroom, special projects, classroom moves and interview team.  
133 A question was raised regarding a prior memo from the Superintendent which shows increases of salaries and  
134 teachers was \$114 and since we are at \$140,000 was this something got that swapped around. Superintendent  
135 looked at the memo and noted the CBA was projected to be \$104,000 and was an anticipated increase and is  
136 considering the people employed which is not necessarily the same people. Ms. Baker had pulled the original  
137 warrant article on what the impact would be and perhaps with staff change and time, it could be the \$104,000  
138 that the Superintendent came up with. Ms. Baker continued, looking at regular education for FRES, FY18, 19  
139 and 20, salaries were budgeted properly but what was missed was the other slices of pay. FY18 is a bit of an  
140 anomaly. It shows the net and savings from switching to consumer health care. The warrants should have  
141 shown the salaries and savings with health plans when the warrant passed and the budget should have been  
142 adjusted up and health adjusted down; the net effect was fine.
- 143 3. Positions Not Budgeted-\$64,425: Certain positions were not budgeted that hit in FY20. She is unclear if it  
144 was an error in budgeting or her opinion is they were new positions created after the budget was made (ABA  
145 Therapist, RBT and other temporary positions).
- 146 4. Salary over Budget-\$34,172: She does not feel that is one big issue for FY20; it is not that simple. When you  
147 total them up it is \$298,000 projected to hit this year that was not budgeted. That number is offset by savings  
148 which the Superintendent did mentioned and tracks.
- 149 5. Staff Turnover-This is expected during the budget process and can result in savings or overages.

150 Documentation is provided which shows the funding from the state; the state budget recently passed.

151 Recommendation from the DRA and attorney is to proceed with a town meeting and expedite that ASAP prior to  
152 setting the tax rate. A place holder has been added for retirees of \$60,000 for those who may retire the end of this  
153 year. A question was raised if retirements should be paid in FY20-21 instead. Ms. Baker prefers not to push that out  
154 to the next FY instead to pay this year and get back on track. It was noted the point of asking for retirements in  
155 November is for this and somewhere the process broke down. More detail was requested on retirement service  
156 awards and if there were things created after the budget passed. Ms. Baker confirms you can have stipends created  
157 after the budget passed; for example, teachers to look at a new curriculum. Superintendent can provide positions and  
158 dates of hire and notes if it is ABA Therapists or nurses, these are SPED required. Ms. Baker notes an area of  
159 consideration to look at is the process when hiring new staff or giving out new supplemental pays or a change in the  
160 contract that is above the contract; perhaps this process should be tightened up so everyone is aware very early in the  
161 process when a position will go over budget. Regarding the shortfall, Ms. Baker reports she and the Superintendent  
162 spoke with Attorney, Gordon Graham to figure out the best strategy regarding the issue. It is not as simple as going to  
163 the voters and asking for additional funds. However, there are 2 things happening to our advantage. This year we are  
164 getting extra revenue from adequacy aid and SPED aid totaling \$297,000 which is just around the shortfall amount.  
165 Some years when the Commissioner or Department gives out extra money, they make a stipulation it can only be used  
166 to lower the tax rate. This didn't happen this year and we can ask the voters to use these funds to add to our budget.

The tax impact is minimal because we are getting extra revenue in and increasing the budget at the same time. Superintendent was clear there is a tax impact; the tax impact is that there is no reduction. Discussion was had regarding what if the remaining parts of the budget are also inadequate. Superintendent notes it appears money is sufficient and slight; there are capital reserve funds we can use if needed. He confirms student experience will still be “equitable” but doesn’t mean we won’t be prudent; he does not want the student experience to change. Members of both Boards discussed what they have heard and read from the documents provided. It was noted the requested budget for next year will increase significantly. A question was raised if we were not in this situation (deficit) what would the additional funding from the state be used for. Superintendent clarified it would be used for tax relief. A concern was raised that there has been discussion regarding the bond expiring. A question was raised if there are other items put off in anticipation of the bond expiring. Superintendent reports in looking at the budget (FY20-21), we will finalize things and notes has a place holder for an out of district placement. If this is not spent, it goes back to the tax payer until we can get the capital reserve back up. Also included is a 5% health insurance increase (\$60,000). A lengthy discussion was had regarding moving forward or not with the recommendation for the special meeting, the deficit, the process. It was noted if the additional funding had not been in the equation, the process would be the same but would affect the tax rate for \$306,000. Superintendent confirmed the special meeting could be done at a later time; process is the same and purpose is to accept the funds to be used to supplement the budget. A concern was raised it is different than asking the tax payers for money; this is not funds that originated from property taxes, it would be a dollar to dollar credit going back to tax payer. It was noted that whichever way the tax payers are asked; it needs to be explained. A concern was raised some of the issues were due to expenses that happen every year; how could that be missed (retiree service awards, new hire orientation, summer custodial etc.). Concerns were raised and discussions had regarding if the entire budget should be looked at before deciding how to proceed. Superintendent confirmed the special meeting would be the School Board’s meeting per the attorney. Superintendent confirms he and Ms. Baker are asking for the School Board and Budget Committee’s permission to schedule a public hearing in accordance to RSA 197:3-a to have the public come and comment on the request for \$297,071 to go toward meeting fiscal needs of the district for FY19-20. He reviewed the process in regard to a public hearing and special meeting. He confirmed 3 vacancies are included in the shortfall; the 4<sup>th</sup> is not being filled. Discussion continued about the remaining parts of the budget and what if it is not adequate. Superintendent explained some of ways the district is being prudent with expenses. A question was raised if due to transferring between accounts may have been the reason some of the items did not get into the budget. Superintendent responded no, with personnel there is not a lot of budget transferring, each person has their own line; salary and benefits etc. A question was raised do we need a forensic accountant to say “these are the mistakes” and why they happened. Superintendent responded, Ms. Baker has identified the issues. It was noted she cannot confirm why they happened. Concern was raised regarding the budget work being checked. It was noted people will look for an explanation on what took place within accounting practices and payables and people want an outside explanation that has nothing to do with this school. Ms. Baker commented that she is as about as outside as you can get; she is not invested in this and is new to the district. Appreciation was voiced that Ms. Baker has done a great job; it is clearer and there is a more confident feeling on where the shortfall is and there is a belief there is someone paying attention to this and the places we are short. Superintendent reports inquiring if the Budget Committee could be brought into a non-public session; they cannot. He confirmed the mechanism is a matter of public record but job performance is not. Chair Browne asked the committee to move forward regarding a vote.

*A MOTION was made by Mr. Boette and SECONDED by Mr. Ryan to support a recommendation to move forward with a public hearing and subsequent town meeting. \**

Superintendent clarified the meeting is to add additional funding. Concern was raised again regarding transfers and perhaps accounts are restructured every 5 years.

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

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to hold a special meeting to accept additional funds. \**

Discussion was had regarding rushing into a meeting and not having all the information. A concern was raised that not everything has been accounted for and the meeting could wait until the middle of November instead of rushing due to the desire to set the tax rate. It was noted the dollar figure can change on the floor plus or minus; this is for scheduling purposes to get things moving. Additional information will be provided at the next joint session. Discussion was had regarding a district being able to overspend voted appropriations or not.; additional revenue sources are what the Superintendent and Ms. Baker believe can be asked for within the guidelines of how appropriations work.

Superintendent noted we will provide a figure with justification for the dollar figure as quickly as possible. The question was raised if these funds were not available what would the process be. Ms. Baker responded she believes there must be a method but it is pretty dire and bleak. Discussion was had that at this point, we have not overspent, we under-budgeted. This is a projected shortfall. Superintendent confirmed additional funds would be given to us by the state regardless. He confirmed again, we could wait to hold the meeting; we are presenting the recommendation from the DRA and the attorney. If the vote passes the meeting will be posted tomorrow. Dates will be set tonight for the meetings. Discussion was had regarding setting the meetings, the timeline, process and how soon the tax rate could be set; potentially November 15.

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

Superintendent reports the soonest additional information can be provided is late Monday/Tuesday. Ms. Baker does not think anything will change asking for \$297,071; the budget still needs to be monitored this year and can hopefully work within that \$297,071. She does not have any additional information on the how and why; she presented what she has tonight. Next joint meeting is Oct. 22, the board packet goes out Oct. 16. The Superintendent suggests holding a public hearing on Oct. 24 and the town meeting November 9 to keep with the Saturday district meetings. He adds we would go through the process of no budget transfers and move forward that manner.

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to hold a public hearing on October 24, 2019 at 6:00PM and a special school district meeting on November 9, 2019 at 9:00AM.*

*Voting: seven ayes; one abstention from Mr. Vanderhoof, motion carried.*

#### **b. FY 2020-2021**

##### **i. Salaries & Benefits**

Ms. Baker reviewed the provided information regarding salaries and benefits and supplemental pays for FY20-21. She has included 3 vacancies; the 4<sup>th</sup> will not be included. There are no teacher raises budgeted; they will be in a separate warrant. It does include increases for WLCSSA staff of 2.5% and nonaffiliated staff both totaling \$59,695.43. She noted certain supplemental positions are grant funded and assumes that will continue. She reviewed the supplemental pays on page 7. Discussion was had regarding this. Ms. Baker notes she has budgeted for the ones she knows about if there are others, you may want to budget an additional amount; \$5,000-\$10,000. Superintendent responded there are not additional unless they are grant funded. Regarding substitutes, Ms. Baker took an average for the last 3 years; last year was an anomaly with several leaves (5 FMLA). Discussion was had regarding service awards; Superintendent noted someone could retire at any time. Service awards of 15 years qualifies for 1<sup>st</sup> level award. There are approximately 12-15 teachers who could be in that category; we would know and could increase or decrease the amount. It was suggested to budget kindergarten screening at \$2,000 instead of \$1,500. Documentation shows teachers/staff allocated in two different places due to some work in multiple locations such as MS/HS. Pages 8-17 reflect what account the staff is in. Page 18 includes benefits; 1 family plan was added for 3 different teacher accounts as a contingency; if this is not spent it is returned to the voters. Page 19 is a recap of all the work completed, positions, salaries, benefits, supplemental (combined amounts); FY21 projected amount totals \$9,332,068.21. Pages 20-36 are spreadsheets representing salaries and benefits. Page 36 shows actual FY19, \$8,758,733.19 and proposed FY21, \$9,332,068.25; increase of \$573,335.06. Page 37 shows why there is such a large projected increase. FY20 was not used due to a question of accuracy; only compares FY19 to FY 21. Showing the data in this manner gave Ms. Baker confidence that this made sense as to why there was such a big difference between the years. Discussion was had regarding the large increase which included, how can we ask the tax payers for this; will they be able to pay their mortgages, this is the cost of smaller class sizes, there are two sides of thinking, this is not even the final number and hard decisions may need to be made. It was noted contingencies are budgeted that were not previously. A request was made for a list of essential personnel, those who are helpful and SPED. Discussion was had regarding a lot of hiring has been done, adding positions, SPED positions being required by law. Superintendent confirms he will in conjunction with Mr. Pratt, provide a list of SPED staff indicating positions such as 1:1 aide or program aide through the district. There are 126 identified students. Class sizes will be provided. Clerical and custodial positions will be provided. It was requested to show a breakdown of SPED vs. regular education. It was noted there needs to be justification to have such a robust SPED program; over 25% of the student population is identified. A breakdown of out of district placement (OOD) cost factors will be provided. The only cost avoidance program we have is RISE and these numbers will be provided as well (cost of RISE vs. OOD). Discussion was had regarding SPED national (13%) and state averages (15%) compared to our district (25%). Discussion was had regarding class sizes and if they are increased what would the savings be. Superintendent will provide that. A request was made to provide the savings

compared to what would have been spent having a school psychologist on staff. Superintendent will provide the state recommendations for class sizes.

## **VII. PUBIC COMMENTS**

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

Ms. Brianne Lavallee spoke of Ms. Joyce Fisk resigning and questioned if there would be a gesture of appreciation for her hard work and many years of service to the district. She volunteered to facilitate something for her. She also spoke of class size and having done some research which she found showed our district consistently on the higher end of average size for the whole state with the exception of a couple. In regard to SPED, she questioned, historically how much have we been able to bill Medicaid for. She wondered if that was something that could be looked at such as getting reimbursement for nursing. She also noted when we go to the town meeting and ask for a number, what would happen if student needs change and if we walk the line and don't have the funds, how do we go about doing that.

Superintendent replied we need to ensure through the budget process we are being prudent and have contingencies in areas and if we can have flexibility in looking at that as a whole it would be part of the figures we come forward with and any funds we can be prudent with and reserve we would.

Ms. JoAnne Dufour spoke commenting as a person listening to this and as a teacher in the district, it is very disconcerting. Your teachers are working with more students in the classroom, they are concerned but don't complain. She spoke of not budgeting enough should not reflect on the staff who are working hard for students and hopes this is kept in mind when going to the town meetings and approached in that way. Your students deserve that and you have excellent teachers that change student lives and that should not go unnoticed.

Mr. Charlie Post commented the School Board overspent by a significant amount of the budget. It is your responsibility and you went over. The \$87,000 was known by November 1 and the Board never voted on that. You kicked that expense into this year and it's almost a 1/3 of it. You didn't vote for it and there was no reason to kick that can down the road. The money was earmarked for property tax reduction, here is the money coming back and you spent it and you talked about the bond retiring, I have heard discussion that you will spend that. For the last 3 years particularly in Lyndeborough the cost went up; to think your taxes won't go up, I am pretty sure they will. They will go up because of the unassigned fund balance. He commented that (unassigned fund balance) is another reason it will go up. You may not be familiar, but our student levels dropped and didn't cut spending.

Ms. Deb Mortvedt, Wilton, spoke that she is the deputy treasurer of Wilton and reports this morning we cut a check for \$600,000 to the school district and in July we gave you two checks with the agreement we won't give you another check in June. She wants the 17 Board and Budget Committee members who we elected to be ready to get called to the carpet. That meeting (town) was live streamed on July 17 and we were shocked we were doing that and our treasurer was shocked. She reported because of this it affected their investments and you need to be sure your administration will be doing what they need to. She has lived in NH for 4 years today and likes seeing how many people you have here being elected into these offices. That's a lot of money are giving you; be careful.

Ms. Julie Lemire, Wilton spoke regarding the programs put into place the last couple of years has been really intensive and valuable. The elementary staff has jumped in to those programs and we are seeing a lot of successes. The RTI structure is invaluable and the people who work in those are important and help save a lot of dollars from a child needing SPED or just a little boost. The RTI program is an amazing tool and the way it's run positive. At lower elementary, to have smaller class sizes is amazing. My class size of 16 is very manageable. I came from Lyndeborough where a class of 8 was too small; I get it. Keep these things in mind when you talk about those hard decisions and as a tax payer I get that too.

The next joint meeting is scheduled for October 22.

*A MOTION was made by Mr. Boette and SECONDED by Mr. Golding to adjourn the Budget Committee session at 9:05PM*

*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. LeBlanc to approve the minutes of September 24, 2019 as amended.*

*Voting: all aye; motion carried unanimously.*

**b. Protocol for Unauthorized Communication Devices**

Superintendent provided the WLC protocol from Principal Bagley which includes consequences. Principal Bagley confirmed the offenses would be recorded in PowerSchool (student information system). Discussion was had regarding consistency from classroom to classroom. It will be up to the teacher in the classroom when cell phones can be used and when not. Principal Bagley reported on opening day teaches went over this and since received 2 emails with the expectation of all to be consistent. This was also discussed at a faculty meeting. He has received far less complaints; it was expanded to advisory as well. It was suggested to change the word “should” in the first paragraph, last sentence to “must”. This will be changed. A suggestion was made to make it more general. Superintendent explained if the teacher develops a lesson using the cell phone, that is something planned for by the teacher and approved. It would not be on again off again. He cannot speak to using a cell phone to take pictures of notes on the board for example. Appreciation was voiced for doing this. Principal Bagley reiterated the teachers are being consistent.

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to accept the WLC Cell Phone Protocol with modification to change the last sentence in the first paragraph from should to must.*

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

**c. Policies-3<sup>rd</sup> Readings**

**i. BDE-Committees and Delegates**

Superintendent reviewed changes which included adding the Policy Committee charge. A brief discussion was had regarding the need to have a vice chair on each standing committee. It was noted situations could arise that a vice chair may need to call the meeting to order. No changes will be made.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to accept policy BDE-Committees and Delegates as written.*

*Voting: all aye; motion carried unanimously.*

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

Superintendent reviewed the changes. Discussion was had regarding combining 1 and 2. Mr. Vanderhoof noted some of his suggestions were added to the draft but not all and feels there is some redundancy. Several changes were suggested and policy will be amended.

*A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to accept policy BEDH-Public Participation at Board Meetings as amended.*

*Voting: all aye; motion carried unanimously.*

A suggestion was made to have a visual for changes for policies so everyone can see them. Superintendent will look into this.

**IX. COMMITTEE REPORTS**

**i. Budget Liaison**

Mr. Vanderhoof reported there is a Budget Committee meeting scheduled for next Tuesday and he will bring back a good report. He spoke of the meetings being held when he is attending a Board meeting. The next meeting is scheduled on a different day, Tuesday, October 15.

**ii. Negotiations**

Mr. LoVerme reported they did meet. This will be addressed during no-public.

**X. RESIGNATIONS / APPOINTMENTS / LEAVES**

**a. Resignations**

**i. Joyce Fisk-School Board**

Superintendent reported Ms. Fisk has provided written confirmation of her resignation/retirement from the School Board. He adds with over 40 years of service to the district; it warrants some sort of gesture of some kind and some community members may also want to celebrate her dedication. There was no objection to Chairman Ballou

394 contacting her to see if there are people who would like to participate. He suggested having something prior to a  
395 Board meeting. Discussion was had regarding how to proceed. Superintendent believes there are 2 options, have an  
396 additional Wilton resident appointed until March elections (not many meetings left) or leave the seat vacant until  
397 March and fill through elections. He will inquire regarding clarification of options.

398 **ii. Shirley Schneider-WLC Math Teacher-Retirement**

399 Superintendent confirms Ms. Schneider intends to retire at the end of this school year. She is aware she can be  
400 rescinded by April.

401  
402 **XI. BOARD BUDGET DISCUSSION**

403 This was a lengthy discussion which included requesting information on the RTI program and how many students are  
404 serviced, how many are discharged from the program, and how many do not enter SPED due to the program.  
405 Discussion was had regarding polling teachers to get feedback regarding PD and the value it has brought, value in  
406 regard to the assessments, is the curriculum clear and instruction more productive and the value of the position. It was  
407 noted there are financial aspects that should clearly show savings from having the position. A request was made to see  
408 data regarding the need for less contracted reading services by having full day kindergarten. Superintendent will  
409 provide percentages of referrals comparatively. Discussion was had regarding overspending and the Board can't  
410 overspend; this was under-budgeted or some other error in budgeting. Ms. Baker noted it did happen in FY19 and the  
411 SPED capital reserve was used. Superintendent clarified the dollar figure is the figure that can be spent, no more. If  
412 there are other revenue sources that exist whether through capital reserve etc. those can be tapped to deal with  
413 additional expenditures beyond the budget, last year, the SPED capital reserve was used to deal with over-  
414 expenditures in SPED. Capital Reserve can only be used for the intended purpose. You can overspend as long as you  
415 have a mechanism. He referred to the slides from the previous meeting and looking at actuals and what was budgeted  
416 the following year. When the budget was created they didn't have all the actuals. Discussion was had regarding  
417 clarifying the safeguards put in place. Superintendent reported currently transfers over \$5,000 come to the Board to  
418 approve, if \$1,000 the Superintendent approves and any under \$1,000 the Business Administrator approves. If the  
419 Board would like to modify that as part of a protocol they can as an action item. Superintendent confirmed the process  
420 for accepting additional funds is different than a public hearing for grant funds; grants-we inform the public via public  
421 hearing, the Board votes to accept the funds, there is no public vote. Discussion was had regarding what happens if  
422 the meeting is not held until May or June, the tax rate is set and then additional funds are needed. Superintendent  
423 reported the tax effect of an increase is greater in June. In this scenario, the funds from the state would help. He noted  
424 the public comment on the extra pay from the town was not a budget issue, it was a cash flow issue because the bond  
425 payment was due and we didn't have the funds from the town to pay it yet. He adds I don't know what I don't know, I  
426 could tell you we can squeak by that might be true but do we want to do that; if funds are not used, they go back to the  
427 towns. If the voters say no, we don't have any recourse to meet our bills. If we wait until May or June and I need  
428 \$100,000 someone won't get paid and we will be in breach of contract. Discussion was had regarding paying the  
429 retirements in July so that there is a solid number. Ms. Baker responded she has worked in several districts and some  
430 pay in July and you book a payable so you use FY19 funds to pay it; you don't push it into next year. She does not  
431 recommend scaling it down, this district has done that for years and tries to budget just enough instead of things  
432 flowing normally. She is trying to lessen the "pain" we will bring to the community if there is a way to mediate it  
433 somehow, to spread it out. Discussion continued about the "number", the retirements, the deadline for notice of  
434 retirements, transfers and concerns of having 1 joint meeting then a public hearing and presenting to the public.  
435 Discussion was had regarding the need for spreadsheets that add up which have not been provided, having a clear  
436 explanation together and the lack of confidence to provide all of this in time for the meeting and the feeling that this is  
437 rushed and it doesn't need to be and the fear of getting into the same problems we had before. Superintendent notes  
438 the meeting date can be changed if information is not ready. Ms. Baker noted around this time she has to complete the  
439 MS24 and the DRA is willing to work with us so that it can be completed using the \$297,000. She believes we are in a  
440 unique time that we can do that now. Superintendent reiterated we have advice from the DRA, they are the ones who  
441 set the tax rate and have "no skin in the game", they are willing to work with us to create a tax rate that makes sense  
442 and at the recommendation of the attorney is that we move forward with the meetings. Discussion was had should the  
443 attorney be present. Superintendent confirmed the attorney represents the district not him. Ms. Baker suggests  
444 speaking with the attorney again to clarify some of this such as what happens if we don't go this route, what are we  
445 looking at. This is a lot of information to process that she just received today. Superintendent and Ms. Baker will  
446 speak to the attorney in the morning. Appreciation was voiced for Ms. Baker coming in and quickly finding an issue  
447 with juggling day to day operations. Superintendent confirmed it is the Board's prerogative to have the attorney and  
448 or moderator present. The clerks will need to be present.

449  
450 **XII. PUBLIC COMMENTS**



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

Ms. Laura Gifford commented she thinks the Board has been doing a great job and are in a tough spot. She adds, I think you have some instructions and I think you are being prudent looking ahead and trying to see where you can save and be wise. She questioned in regard to the Medicaid program, and school nurses getting reimbursed for Medicaid services, perhaps there may be some other avenues to gain some other financial support. She notes there is a student at WLC who has a 1:1 nurse.

### **XIII. SCHOOL BOARD MEMBER COMMENTS**

Mr. Vanderhoof would like to see a breakdown of service awards and overall salary savings mentioned. In regard to the meeting presentation, it is his opinion if you have the numbers, then they are what needs to be presented, if there is confusion as to what the numbers are, this will come into play. The slide at FRES is boarded up but kids are climbing over the plywood and is a potential hazard. It appears the slide can be unbolted and removed without a ton of effort. Superintendent will look into that. Ms. Lemire commented Mr. Erb did reference the possibility of that.

Ms. LeBlanc agrees with Mr. Vanderhoof if we don't have the facts how can we expect the people to feel confident. She is glad to know the date of the public meetings can be changed if we don't feel the information is ready.

Mr. Legere voiced appreciation for answering questions and all the hard work that is being done.

Mr. LoVerme spoke regarding Steve's Bus Service paying for the district van and questioned paying for two athletic trips. Superintendent will look into this. Mr. LoVerme had positive things to say about his hot lunch at WLC. He notes Ms. Roske is doing a great job and putting in a lot of hours.

Chairman Ballou spoke of reviewing positions as it has been a long time since these have been looked at.

Ms. Lemire spoke of being really impressed with the adjustments made in 2 years at LCS and wanted it passed along. She notes you can tell they are trying to make this program age appropriate and positive. She has been impressed with the changes and mindfulness since the endeavor began. She questioned if there are NH audits for SPED regarding if students are being over identified or if services are appropriate and notes she is not assuming anything is amiss. Superintendent responded the audits exist around the number of days and things of that nature; none regarding if we are over identifying students or things like that. Ms. Lemire notes it is a large number and it would be helpful to have more information. Again, she is not assuming anything is wrong or there is fault. Superintendent confirmed there is a team of people who determine student needs. He can provide the numbers for 504 students, not every student who needs accommodations is in SPED.

Ms. Cloutier-Cabral spoke about looking at staffing in another light; not for elimination but to substantiate having them. Ms. Lemire agreed.

### **XIV. NON-PUBLIC RSA 91-A: 3 II (A) (C)**

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Leblanc to enter Non-Public Session to discuss negotiations RSA 91-A: 3 II (A) (C) at 10:22pm.*

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

### **RETURN TO PUBLIC SESSION**

The Board entered public session at 11:01pm.

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

*Voting: all aye; motion carried unanimously.*

### **XV. ADJOURNMENT**

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to adjourn the Board meeting at 11:01pm.*

*Voting: all aye; motion carried unanimously.*

*Respectfully submitted,*

*Kristina Fowler*