

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, November 12, 2019
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.**

Present: *Matt Ballou, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere (6:36pm), 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. ADJUSTMENTS TO THE AGENDA

Additional action item regarding Artist in Residence to accept funds and allow Superintendent to sign a contract at no cost to the district. Additional request for an action item regarding the district's legal counsel (attorney).

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to accept the adjustments to the agenda.

Voting: all aye; motion carried unanimously.

III. PUBLIC COMMENTS

The public comment section of the agenda was read, comments should be kept to 3 minutes; total of 15 minutes and please be respectful.

There was no public comment to report.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent provided an overview of his report including having the documents for the DRA (Department of Revenue Administration) ready by 9:00/9:30 this morning. It was confirmed all documents were verified and approved by the DRA by 3:00pm today. Apportionment scenario was provided with a minor change due to the change in valuation, not the ADM (average daily membership). A letter was provided to both town administrators; the Board was given copies. He attended Wilton's Select Board meeting. Questions were raised regarding setting the tax rate which was of concern. He confirms everything we can do has been completed. Insurance rates were received today and there is essentially a zero increase. This will create a \$60,000-\$65,000 decrease in the budget for 2020-2021. Rates for dental are not available yet. Enrollment for 5th grade is at 54; differs from Oct. 31 enrollment in the packet. Principal LaRoche is working on providing extra support via paraprofessional coverage. Documents have been provided regarding the budget presentations this evening. Superintendent met with a student who wanted to have the entire school go vegan. He had conversations with the student and will work with the Food Service Director to create some vegan options. He thanked those involved with the FRES Veteran's Day celebration; it was well done and moving. A request for more information regarding the tax rate was raised. Superintendent reported comparing last year to this year the apportionment for Lyndeborough increased slightly .0045 due to the increase in valuation of the town. The ADM for Lyndeborough was slightly down, .45. The ADM for Wilton increased by .45 and the apportionment decreased by .0045. Town valuations increased for Lyndeborough at .013 and decreased the same for Wilton. The valuation of the town made the difference. It was requested to inform the Board if the towns make any requests for help. Superintendent agreed and is in contact with the town managers.

ii. Business Administrator's Report

Ms. Baker reported doing an early check-in on food service. Free and reduced has increased by 9 students. LCS is down due to lower enrollment. On a positive note; student debt owed is down \$1,145 from last FY. The Food Service Director is mailing out bi-weekly reminders to parents. We do have \$17,899 owed to the district on 276 students; about \$65 per student. Five thousand three hundred is for 122 inactive students; it is challenging to collect on students who are not in the district. The State considers this bad debt and the School Board could write this off or write off a

certain amount below a specific threshold. There are active Free and Reduced students (46) owing \$3,975; this is also challenging to collect and most likely due to allowing these students to charge ala cart items which is no longer taking place. Students (106) in paid status active, owe \$8,565. There are 17 families who owe greater than \$100, total \$6,520. Five families who owe greater than \$400, total \$4,535. One family who owes \$2,515. The next Food Service Committee meeting is Tuesday, November 19. Question- how many years does it take for one family to owe \$2,515? Superintendent-it is one family with multiple children and although he doesn't know the exact year of entry, it would take about 8 years for 2 children entering in the 1st grade. The amount is not increasing at this time. Responding to a question, Superintendent confirmed that he sent a letter out to parents in October who owed over \$100 and included the forms for free and reduced and also offered to provide help to fill out the forms.

A request was made for a cash flow report showing negative balances; a snap shot of where we are. Ms. Baker responded we could create something like that.

iii. Principals' Reports

Principal Bagley reported NEASC completed their visit on October 30. A brief review was presented to teachers. The Chair of the committee described WLC as special; there is a long list of commendations and a short list of recommendations presented. They were impressed by the quality of education and commitment to our students which included culture and climate and social emotional progress that has been made. Recommendations include continue writing of curriculum, continue implementing higher level of thinking and provide PD that will support it. Completed report will be shared when received. Principal Bagley read the Vision of the Graduate which was a collaborative effort with teachers, community members and students. The National Honor Society inducted 10 new members on November 6.

Principal LaRoche reported October and November were event filled months with a Veteran's celebration and the parade through downtown Wilton. He notes hearing a lot of questions about where is the money going and how is it being spent. He reviewed process for when a student is struggling; if the teacher uses all their tools, they then turn to the Student Support Team (SST), pulling in SPED educators, OT and PT and WIN program. Tier I is what the teacher does and Tier II is the WIN program. The WIN coordinator is teaching and coordinating the program made up of 3 Title I teachers. Students are assisted for about 6-8 weeks. The alternative if there is not Tier II assistance, is the teacher struggles with no alternatives, then the IEP process starts. There are inclusive IEP's and separate classrooms and also 1:1 para-educators. Principal LaRoche indicates SPED numbers seem to be right on the percentage of the States. He is working with Mr. Pratt and reviewing things; are we servicing students too much, looking closely at all IEP's and making sure it is just enough to teach independence. Some of the "jump" in percentage from elementary to MS is the challenge that things get more difficult with social situations. They are making some adjustments to work toward, "in classroom". At elementary, it is moving more toward a "push in" model. The plan is to build on that and get teachers more training to help in the classroom. They will start a student leadership group. Students want to speak to the Board about things they feel are important. Superintendent confirmed there are 3 Title I tutors, prior were 2. Two are part time, grant funded and working more hours than the prior person with no additional cost. A request was made for pull out data and the reduction in referrals especially with kindergarten moving into the 1st grade. Principal LaRoche responded is prepared to give more data. The students that were in full time kindergarten were at 80% at or above reading levels; "80% is what you shoot for, it is really good". A question was raised if there is a connection between MS and the 5th grade knowing what they need to hit the ground running. Superintendent responded there are team meetings with MS and case managers. Last year there was a meeting for the 5th and 6th grade teachers to talk about strengths etc. and this usually happens in April or May.

iv. Curriculum Coordinator's Report

Dr. Heon reported last February at the teacher workshop, all of our K-12 teachers met in subject groups. She noted there are a number of 1st grade students who were not in our district prior, who are way below the students who were here last year. Some are virtual nonreaders; they don't recognize numbers. She reports we have a strong need for our own intervention program. In terms of PD, the Title I grant provides us some teachers for that program. There are 2 more noncompetitive grants approved. One will support culture and climate and learning for grades 6-12 and the other has a variety of things, one of which will bring a well-known consultant on February 7 to "shore up" the math automaticity. Regarding the WLC accreditation visit from NEASC, teachers are already working on developing components of strong curriculum and this year will focus on performance and high level assessments. A year and a half ago during the accreditation review, the school improvement plan was written with 5 goals. First was curriculum writing and 2nd is assessment and instruction. The UDL (Universal Design for Learning) team met with the accreditation team. The benefit to teachers has been that they are talking across all grades about how to better meet the

needs of students and student engagement. The accreditation team was impressed with this; it's not something the majority of the schools take on. Students K-8 will have completed the end of quarter STAR 360 assessments. A question was raised regarding students moving into the district that are performing lower than grade level and are there students moving in that are above? Dr. Heon replied that it does happen, in one particular class the majority is not well prepared. A comment was made that it speaks to the desirability of the district and are we only attracting underperforming students. Dr. Heon replied we do have students that are working at a high level as well. Responding to a question regarding low test scores last year and what is being done to bring up test scores and bring students up to speed. Dr. Heon confirmed 6th grade scores were strong this fall; these were provided in September. Students in 6th grade got an extra math period almost every day, January –May. This helped a lot and we are testing an online program that is focused on mathematical reasoning which is a typical weakness of upper elementary and HS students. This could be beneficial to students and are looking at some materials for reading comprehension. A question was raised regarding the intake process for new students if there are any tests performed or evaluations. Dr. Heon confirmed some lower grades have screening; there have been conversations about this lately.

b. Letters/Information

i. Enrollment

October month end enrollment shows LCS 59, FRES 236, MS 115 and HS 162, district total 572. Superintendent reported 5th grade now has 2 classes of 27. The district is up 7 students from the 1st day of school; there are minor fluctuations but each grade level holding reasonably steady but it is still early.

V. CONSENT AGENDA

There was no consent to report.

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

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

The joint session started at 7:05pm.

Superintendent shared the memo he sent to the town administrators with the Budget Committee in regard to apportionment. The ADM decreased in Lyndeborough and increased in Wilton by .45. Increase in apportionment formula of .0045 for Lyndeborough is coming from town valuation.

He provided and reviewed an updated document from the last meeting regarding retirements and cleared up the text which was unclear and filled in actual salaries of staff that replaced retirees. Cost savings for hiring the 8 new staff was \$132,673, costs for service/attendance awards, FICA and NHRS totaled \$87,004 bringing net savings to district of \$45,669.

Superintendent reported health insurance rates came in today with a zero increase; a reduction in the budget of approximately \$65,000 which will be adjusted in the next budget provided.

i. LCS/FRES

Principal LaRoche reviewed his budget line by line noting increases and decreases. Due to miscommunication regarding line 838, books and other printed media will increase by approximately \$26,000 to account for the math program. Supplies (FRES/LCS) increased for teacher's workroom, art, music, Title I tutors, and RTI for additional students and "Foundations" reading. Increase to line 846 (LCS) for a new cafeteria table (\$1,859) and line 847 for furniture for preschool and materials for school counselors for 504 materials. It was noted 504 program lines were moved to SPED and request was made to please differentiate this. Superintendent explained in speaking with school counselor, it is counseling curriculum that go hand and hand to find ways to help struggling students with and without 504's. Principal LaRoche reported many accounts have a 2% increase or are level funded. It was noted lines 863-865 are zero due to being accounted for on another line. It was again asked that transfers be noted. Kindergarten screening, line 850, includes supplies but salaries are listed on a separate line in personnel. Lines 859 and 860 are for contracted services for nursing; there are times we need to contract with an outside agency for nursing staff which is a higher rate than our substitute pool. Five days have been budgeted for this in each school. It was suggested that the supplies be listed in the notes as well. Line 847 decreased by 65% due to new collections for library materials being purchased in prior years; now we are back to where we were 2 years ago. It was suggested it would be helpful to put more description in the notes as many lines do not have any descriptions. A question was raised if there is "any making up for things not happening this year". Superintendent confirmed we need to wait to see if there is any ability to do somethings. A brief discussion was had regarding this and if no line item transfers are being done and it is not

funded how can this happen. Superintendent explained accounts can be overrun; if things are overfunded in one area and underfunded in another, we are not doing any transfers therefore it would show where the issues are. We can run a line in the red but not the bottom line.

ii. Facilities

Superintendent provided an overview of the facilities budget starting on line 775, ending on line 833 reviewing increases and decreases. He noted \$5,000 was moved into WLC budget for cafeteria tables creating an overall actual increase of \$9,076 or 1.7%. It was noted snow plowing was not split by percentage; it should be. Building insurances include an anticipated 5% increase; actuals to come in April. General supply lines increased by 2%. Fuel and oil include a 3% increase; it is variable, depends on the winter. Lines 819-823 are new equipment and contingencies; cost of \$2,900 for a 12HP snow blower at FRES with downward traction. A replacement slide has been budgeted for FRES at \$10,000; a topic of conversation in the community and thought it should be included. Areas of decrease include custodial contracted services (\$1,500 left in for contingency) due to not as much of a need; this has been covered within existing custodial staff. Lawn and grounds were decreased but include a 2% increase from FY18. Repairs and maintenance include contingencies plus replacement stair treads (\$6,700), lockers (\$6,000) both for WLC. Electricity includes 3% increase from 18-19 but decrease from this year due to better rates (3-year contract). Cafeteria table for LCS are in this budget \$1,800 (? why LCS tables are not in LCS budget) this line decreased by \$800. Line 831 should have a comment regarding WLC café tables moved to lines 672 and 673. Concern was raised regarding replacing the FRES slide which has been broken for years and there are other slides in the playground. It was suggested to modify the slide, weld a piece on to make it safe and remove the slide portion. The cost will be researched. It was noted to remove the workers comp reference to contracted services custodial. Concern was raised that the contingencies are not overly transparent and would it be better to be into a line item and go before the Board before spending or have 2% over as a district contingency plan. Superintendent noted the DOE needs this done by building; we could create a separate line elsewhere. He has created a document listing where all the contingencies are he is still working on it. A brief discussion was had regarding if contingency is the right word for some of the costs. Superintendent comments by consensus he can bring it back with specific definition, is that appropriate. No objection was heard. Mr. Erb confirmed we are not doing the install for stair treads; they about 20 years old (useful life about 5) and dry out and become smooth/slippery. A brief discussion was had if they should be added to the CIP as part of continued maintenance. Superintendent commented it is appropriate to keep in the budget and as the CIP goes along if the useful life is 8-10 years you have a cycle for replacement. Concern was raised with varying opinions that items listed in the CIP (such as chimney pointing) were not paid with 100% CIP funds. Superintendent is not aware of this but will check on the various projects. It was noted \$120,000 was the amount previously discussed for the CIP warrant article (section of WLC roof).

iii. Special Education

Mr. Pratt provided an overview of his budget which includes lines 1070-1154. He presented a few student support devices including devices for speech to text. He spoke of some programs that break down news to a format that is language sensitive to the student's level. He spoke of the amount of specialized and individualized needs a student may have in the SPED area. Unlike some other parts of the budget, he is planning for students who did not arrive yet. He provided a 3-year budget comparison. Increase of \$186,544 FY 20 budget to FY 21 proposed. There is a significant reduction in the FY 19 expended to FY 20 budget; the main driver appears to be out of out of district (OOD) tuitions and SPED transportation. He provided increases over \$500 and decreases over \$500. He based it on actual tuitions plus \$100,000 contingency for 2 OOD. Superintendent noted the SPED capital reserve is down to \$45,000 and if it was higher the contingency would not be included but it is essential to have a contingency. Discussion was had regarding if it is more appropriate to have the OOD contingency in the budget or in a warrant article as well as the option of keeping a percentage as the towns do. Having it not budgeted and in a warrant article that may not pass runs the risk of the line being severely overrun. Superintendent confirmed SPED aide would go to SPED lines and funds from the general fund cannot be put directly into a capital reserve. Funds can only be added to a capital reserve by a vote of the public. Superintendent reported there are school districts who have created warrant articles that states funds from the unexpended fun balance would go into a capital reserve. He did bring this up in his first year here but both the boards felt strongly it was important for it to be separate. A question was raised if there was any contingency regarding staffing the autism program as it continues to grow as positions are added each year. Mr. Pratt confirmed we do not have a contingency or mechanism for ABA Therapists built into this budget for new students coming in. Superintendent confirms the program will shift into the HS as a natural progression; program still needs to be approved by the State. He wonders if we can we bring students back from out of district. Stipends for the program are accounted for and included in the budget. Superintendent will check to confirm that the last capital reserve withdrawal for SPED (done in August to cover FY 19 expense) was included in FY 19. A brief discussion was had regarding speech and OT contracted expenses (increase of almost \$65,000). Mr. Pratt indicated as a whole students coming in have more needs and we are seeing more needs in early years especially in PT. A request was

made to see the number of students, teachers and more specifics of staff such as caseloads. It was noted there are other ways to provide speech therapy to students that work well such as tele-therapy while still providing the service with a highly qualified person. Mr. Pratt has concern with the relationship between student and therapist and the consistency this type of service provides. It was suggested to include Mr. Pratt in the discussion regarding a SPED warrant article. It was noted the Board previously discussed \$300,000 was the goal to have in a SPED capital reserve. Discussion was had regarding Medicaid reimbursement. Mr. Pratt noted there is a lot of concern regarding the type and amount of reimbursement we will get. He kept this flat this year and many directors including himself have stopped submitting to Medicaid until the State is clear on how to approach reimbursement. The fear is if we submit and are not following the rules we may owe back money. Everything is completed up until the point of having the vendor submit. He has been holding off submitting since October 16. Superintendent reminded the group that Ms. Bernet spoke of Medicaid changes a few meetings back. There has been a change on how things can be submitted and which services are Medicaid eligible; it depends on certain certifications and who is delivering the service. Specifics have not been provided at this time. Previously, submissions were done every week or two. It was confirmed it does affect our cash flow. Mr. Pratt reported personnel is based on a student's IEP and in looking at the overall program there are ways to add efficiencies. He is working with Principals LaRoche and Bagley analyzing things and looking at the way we provide support to students. Discussion went back to contingency for personnel in the RISE program; cost is roughly \$24,000 plus family plan benefits for a staff member.

iv. Technology

Mr. Kline indicated some adjustments have been made to the technology budget to more accurately reflect expenses. Software subscriptions were moved into this budget and in addition have received requests for new software which is included. The technology capital reserve is at about \$8,000. He expects there will be recommendations for improvements based on the technology audit; report should be available the end of November. Costs can fluctuate depending on enrollment, and damage that may occur. Contingencies of \$29,499 have been included due to this. This budget has increased about \$71,000 excluding printers and phones. He notes where indicated MS in the budget, it refers to Microsoft and under computer supplies is where repairs are budgeted per the business office. He reviewed the budget line by line indicating increases and decreases. It was noted there are some significant increases; he attributes this to not having been able to replace a lot this year. It was noted there has been a lot talk this evening the Board's not being comfortable with contingencies and would prefer more specifics. Mr. Kline noted he was only here 1-2 months before he had to submit the budget but believes he is pretty close in what he thinks is needed. Superintendent suggests it be looked at again regarding the contingency scenario to see if we will come up with something different and if so will come back with a modification. A comment was made that the descriptions are clear and what everyone else should be doing except the ones that say contingency. Discussion was had regarding the technology capital reserve, should it be built back up and input would be welcomed from Mr. Kline on what may need to go into that. The purpose of the fund is to deal with services and things like that and help with the 1:1 initiative. Mr. Kline confirmed the line for repairs and maintenance is for contracted service if a third party had to come and fix something or work on a server. Discussion was had that Chromebooks and Promethean Boards are aging out and repairs are needed. A brief discussion was had regarding moving away from paper text books and moving toward utilizing technology. Superintendent noted that book companies are not putting out electronic copies. Mr. Kline reported lines for security cameras 1037-1038 were moved. Superintendent added the cameras are higher resolution and not replacement equipment but new equipment. Mr. Kline recommends for HS that each year new Chromebooks are purchased for the 9th grade and students use them through grade 12 and then recycle or sell them. A question was raised regarding what is the cost for phones and internet. This information will be brought back. Mr. Kline confirmed the replacement schedule for computers has not been followed, he cannot seem to locate one. A brief discussion was had regarding not following replacement schedules that are brought forward; if it's not the right plan it can be changed but should not be ignored. A question was raised if we move toward buying students a computer for 4 years, is it unreasonable to ask families to fund some it. Discussion was had regarding this and consideration should be given to who would own it, the schools maintaining it and controlling it vs. the student, burden for tax payers to buy each student a computer, not all families can afford to and creating a scenario of haves and have nots. Superintendent confirmed Schooldude is a computer program for maintenance and tech reporting. Mr. Erb determined it was not something he wanted to continue with. Mr. Kline uses a helpdesk email ticket and Mr. Erb receives emails directly for work requested. Dr. Heon responded to a question regarding Mystery Science and confirmed they would like to use Mystery Science one more year; budget includes supplemental materials for this but are transitioning to Project Lead The Way (PLTW). Mr. Kline will take another look at line 994, computer software for FRES as for example Microsoft license IXL is \$4,800 budget does not reflect this. It was suggested to update the comments with exact numbers. A brief discussion was had regarding details in the comments, contingencies and FY 19 "look back" in the comments and is this confusing. It was determined to leave the FY 19 look back in for now and remove it prior to being published for the public. Mr. Kline confirmed regarding e-rate reimbursement, typically the full amount is

budgeted as e-rate reimbursement is not guaranteed although we do have consultant we work with to obtain maximum reimbursement. It is not determined yet if PLTW engineering classes will need new workstations in the computer lab. Mr. Kline reviewed his budget for new computers which included at the HS, 50 Chromebooks with a 3-year warranty, at FRES, 10 iPads and adapters. Replacement equipment includes at the MS 2 document cameras, 8 teacher laptops, at FRES 45 Chromebooks, 2 document cameras and at HS 2 document cameras and 8 teacher laptops. Mileage and memberships are lumped into one SAU line instead of broken up. Line 1053, SAU tech supplies, has to do with network infrastructure and adding additional wireless access points to gain better Wi-Fi. Mr. Kline confirmed his budget has increased by \$71,918 not including items such as phones and printers which were in different lines previously.

VII. PUBIC COMMENTS

The public comment section of the agenda was read, comments should be kept to 3 minutes; total of 15 minutes and please be respectful.

Ms. Jane Farrell, Wilton, spoke noting she would be happy to take names and numbers for people to stuff envelopes to get the “numbers out”. She asked as a resident, she understands the issues of forensic audit and that it takes money and time, and requests if residents can see reports by expenditures by month to make it more transparent. Ms. Baker replied we do produce something detailed at the end of each manifest. Ms. Farrell asked that it be put on the website. She adds regardless of everything that has happened we will see hits on our tax bills and they keep coming. People are concerned, we all are, we will pay big bills that are not going down. She asked with the early June payment what will happen with the need to spend money in June of 2020? She commented she has been looking at the numbers presented tonight and the budget increase is 4.5%, that’s \$555,000. However, part of the change in expenditures and savings is the payment of the bond; \$329,000 non-expense between two years; the actual number proposed being discussed is \$875,594 and adding on the warrant articles, you are talking a million. Everything costs money but there will be a revolt. She comments, I don’t know what the resolution is, I have thoughts of my own.

Mr. Charlie Post spoke commenting; do I understand in August the Board took a vote to take money from the capital reserve to pay for June. Is that illegal or appropriate accounting? Ms. Baker replied she did consult with an attorney and they sanctioned it. Mr. Post commented, you came to the public less than a week ago stating you have cash flow problems; the fact that you are not asking for reimbursement from Medicaid... why didn’t we hear about that last week? The optics are bad; it seems the mismanagement is continuing. He asked for that to be addressed. Superintendent responded regarding holding off on submitting to Medicaid. We are still bringing in grant funds, town allotments are going in and our cash flow is good at this point. He spoke regarding Ms. Farrell’s question of where are we going to be in June. Grants come in 4 different time periods and are a flow of money over time. We will have the cash flow and be in a good situation in June. It is to our advantage to hold on Medicaid submissions as we are at the mercy of the DOE as they created an undefined rule. We are waiting to be sure we will bill appropriately and not have to pay back. This is the consistent practice of school districts throughout the state.

It was noted that this was a cooperative meeting and members were thanked.

A MOTION was made by Mr. Boette and SECONDED by Mr. Golding to adjourn the Budget Committee session at 9:40pm.

Voting: all aye; motion carried unanimously.

The next Budget Committee is November 26 at 6:30pm prior to the joint session.

VIII. SCHOOL BOARD VACANCY

Discussion was had regarding replacing the vacancy on the School Board. It was noted this is a Wilton seat and the RSA says to replace it but doesn’t give a time frame. Boards have held off replacing in the past and it would not be against the RSA. It was noted this is in the middle of budget season and may be difficult for someone to jump in; elections are in March. A question was raised if Wilton members feel represented; no indication made that they do not feel represented. Mr. Vanderhoof noted if it were a Lyndeborough person he would want them replaced ASAP.

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to not replace the vacant seat.

Additional discussion was had including a suggestion to take no action and should only Wilton representation vote.

Mr. LoVerme *WITHDREW* his motion and Ms. Cloutier-Cabral withdrew the second.

A *MOTION* was made by Mr. LoVerme to table it (vacancy) until after the budget season.

Mr. LoVerme *WITHDREW* his motion.

A *MOTION* was made by Ms. Tiffany Cloutier-Cabral to table this (vacancy) until after the budget season.

No Second to this motion, motion fails.

IX. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A *MOTION* was made by Ms. Lemire and *SECONDED* by Mr. Vanderhoof to approve the minutes of October 22, 2019.

Motion *WITHDRAWN* by Ms. Lemire and Mr. Vanderhoof.

A *MOTION* was made by Ms. Lemire and *SECONDED* by Mr. Vanderhoof to approve the minutes of October 22, 2019 as amended.

Voting: all aye; motion carried unanimously.

A *MOTION* was made by Mr. Legere and *SECONDED* by Ms. LeBlanc to approve the minutes of October 24, 2019 as amended.

Voting: six ayes; two abstentions from Mr. Vanderhoof and Mr. LoVerme, motion carried.

b. Budget Discovery

Superintendent reviewed the document provided regarding a formal budget review from an outside vendor. He noted both he and Ms. Baker believe due to comments made and the outlook of the budget, they should not be part of this. It has been suggested the best course of action would be to hold a conference call with Plodzick and Sanderson and the chairs and vice chairs of both School Board and Budget Committee for representation. Discussion was had regarding this including concerns using Plodzick and Sanderson who do our annual audit. Superintendent confirmed this would be asking them to look at different things but a different group can be used. Cost and scope are not determined yet. A suggestion was made to ask the Budget Committee to provide written documentation of their objectives and more detail is needed of what they are looking for. Discussion also included putting out an RFP for services once the scope is determined, forensic standards, finding the origin of the deficit, what the cause was, and who should be included in the call. Discussion was had what the Budget Committee may be looking for; there was public request for it also. Information would be brought back to the Board for review.

A *MOTION* was made by Ms. Cloutier-Cabral and *SECONDED* by Mr. Legere to have the Chair and Vice Chair of the School Board and Budget Committee be on the call with Plodzick and Sanderson.

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

c. Policies-3rd Read

i. BDB-School Board Officers-3rd Read

Superintendent reviewed changes listed on the policy; this is the 3rd reading.

A *MOTION* was made by Ms. Lemire and *SECONDED* by Mr. Clark to accept policy BDB-School Board Officers as written.

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

• LEGAL COUNCIL (ATTORNEY)

A *MOTION* was made by Mr. Vanderhoof and *SECONDED* by Ms. LeBlanc to no longer use Soule, Leslie, Kidder for representation and advice. *

Discussion was had regarding this matter with opinions shared including being provided information shortly before the public hearing that was different than what was received prior as the DRA didn't agree. Superintendent noted the advice received was a legal interpretation and as far as he is concerned, the DRA trumps the attorney. The DRA indicated they felt it was not appropriate route. Discussion also included having no confidence in the information

being received and issues surrounding the arbitration. It was noted “legal” is over budget already. Superintendent noted NHSBA recommended Wadleigh and Starr as an alternative. Each firm has attorneys that deal with finance or negotiations etc. Regardless of the Superintendent in place, there would need to be an understanding this is not a law firm you deal with.

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

- **ARTIST IN RESIDENCE GRANT**

Superintendent reported Artist in Residence was being paid for by the PTO and a grant that Mr. Lamers, FRES art teacher received. The Board would need to accept the grant funds in accordance to the paperwork he has received from the State Council on the Arts. Recommended motion is the Wilton-Lyndeborough Cooperative School Board agrees to accept the grant funds from the NH State Council on the Arts in the amount of \$2,500. In addition, the School Board duly authorizes that the Superintendent (*will*) to enter into a contract on behalf of the Wilton-Lyndeborough Cooperative School District with the NH State Council on the Arts and authorizes the Superintendent to execute required documents. The School District will have no financial obligation by authorizing the Superintendent to be the agent for this grant.

A MOTION was made by Ms. Lemire and SECONDED by Ms. Cloutier-Cabral to accept the recommended motion.

Amendment to the motion by Ms. Lemire and Ms. Cloutier-Cabral to include the District will have no financial obligations and the Superintendent will enter into the contract with NH State Council on the Arts.

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

It was noted if this is a repetitive grant, it may not need to be budgeted.

X. COMMITTEE REPORTS

i. Budget Liaison

Mr. Vanderhoof reported the committee met last week discussion was mostly surrounding the special meeting. A vote was taken and recorded in the minutes. They discussed the audit; he told them if you want it find out how much it will be, put a line in the budget and point it out to the Board and public that the money is there to do it. The vote they took (listed in their minutes) was 5-3 and he voted to go with it, 3 were against. Two were against because they didn’t feel it went far enough and not as pointed and one person voted no because he believes they wanted to support the article. He believes they are all looking forward to getting back to the budget.

ii. Negotiations

Mr. LoVerme reported this will be discussed during non-public. The next meeting is November 18.

XI. RESIGNATIONS / APPOINTMENTS / LEAVES

i. Resignation-Andrew Stevens-IT Support-FRES/LCS

ii. Resignation-Mary Anne Hamlin-SPED Para-WLC

iii. Retirement-Brian Bagley, Principal WLC (at year end)

iv. Resignation-Dream Dawn, ABA Therapist-LCS

v. Transfer-Jillian Lundstrom-ABA Therapist-LCS

vi. Hired-Alex Chambers-SPED Para-FRES

Superintendent reviewed the staff changes, resignations and retirement. He noted Principal Bagley will be retiring after 10 years at the end of this year with a service award of \$5,000 indicated in his contract. He noted there will be a cost savings in two positions for ABA therapist and SPED paraprofessional. Due to a transfer in positions, a position has been posted for replacement of personal care assistant.

XII. BOARD BUDGET DISCUSSION

It was noted the joint session was productive; there is a lot of work to do and decisions to make including warrant articles. Discussion was had regarding having a lot of pilot programs which cost less but once initiated they are hit with the continued cost and may be committed in the coming years; seems to be a trend. Regarding PLTW there seem to be a lot of things budgeted which was not expected. It was noted the math program did not seem to be well vetted. Discussion continued from prior this evening regarding funding the SPED warrant article vs. having it in the budget. There is a need to see the contingencies, where they are, how much and what they are for etc. Concern was expressed that the budget is high and there is fear it may not be approved and may go to a default budget. Earlier in the evening

Mr. Pratt commented he was working with Principal LaRoche regarding efficiencies and it was suggested to see some data on this. It may not be realistic to change the system when all IEP's are written for the year. Discussion was had moving the capital reserve from a catastrophe fund and having it more of a working capital reserve scenario. Superintendent confirmed the math consultant was no longer in the budget and would have still been needed with a different math program. This is due to math not being a major focus for elementary teachers during their schooling. It was noted if the accounting practices are fixed, the SPED capital reserve would not likely be dug into on an annual basis. A comment was made that at some point you need to work with the money you have; there should be some contingency but there needs to be a shift of attitude on which side of the ledger we are managing (income vs. expenses). A comment was made the tech plan needs to be updated and regarding curriculum it was suggested to have a concise mapping of what we are doing and where we are doing it, how many years into it are we and a whole plan around each level and the effectiveness, what testing we are using and how effective that is. Superintendent has an outline of this and will share it. He noted there will be SPED aide funding in next year's budget as well; it's biennium but this is not a long term solution. It was noted there is a lot of things that are out of the control of the Board such as who takes healthcare and IEP's written. Discussion should be had regarding retaining 2%. They briefly discussed this and funding staff from a capital reserve which has not been done in the past. A question was raised if it would be appropriate to direct the business administrator to work with the towns to not have to take out loans. Superintendent responded, he has spoken with the town administrators and they know to let him know if they need anything. It was suggested to have a presentation at the end of the year regarding contingencies so the public could see these at the beginning of the year and where it ended.

XIII. PUBLIC COMMENTS

There was no public comment to report.

XIV. SCHOOL BOARD MEMBER COMMENTS

Mr. Vanderhoof requested several changes to the presentation and one was adding information regarding the \$93,000. It did get into the script anyway. He also asked for an explanation regarding the Board decision regarding what got cut, how it affected the fund balance and the situation we are in and an explanation about adding the school psychologist, how it affected the number and with benefits. He requests this be included the next board meeting with supporting documents and a record of the vote. He spoke of a vote taken a half hour before the public hearing to include an email from Ms. Baker to be read out loud which starts with "I would like to express my opinion" and what can happen. The vote was unanimous to include Ms. Baker's email. What he wanted included, were things that already happened and were documented. He is disappointed they were not included and wants a record of who was for it and who was against it.

Mr. Legere spoke regarding Ms. Farrell's request for people to stuff envelopes. He questioned if there may be a chance to ask students for volunteer hours. Superintendent agrees; just needs to know the help is needed.

Mr. LoVerme spoke that we have not even hit the cold season yet and space heaters are in the classrooms which is a fire hazard and shouldn't be there. This happened last year as well. Superintendent will look into this. Mr. LoVerme also commented that Ms. Baker has raised her hand on many occasions and been ignored. He would like to change. He also noted that if these meetings continue to go this late, they should start an hour earlier.

Chairman Ballou spoke of the Veteran's celebration at FRES which was well done and moving; its positive for the community.

Ms. Lemire spoke regarding the slide at FRES, she understands the public wants another slide but suggests putting up something that doesn't look makeshift, is safe and it's done sooner than later. Superintendent will look into this. She requested if it would be possible for Mr. Pratt or his staff to explain what the RISE program is, what the ABA and RBT's expertise is, and why there is a need for so many. This will be brought back.

Mr. Clark requested to have the Strategic Planning Committee consider looking at electronic forms of instructions and see if it is feasible in the future. It was suggested this may be better accomplished as a workshop.

Ms. Cloutier-Cabral spoke regarding hearing the public comment that several teachers are saying they don't have supplies. Superintendent responded a staff email would go out tomorrow to address this; kids should never be put in the middle, staff should not spend their own money and if they need something to let him know. He will also inform staff that health insurance rates are not increasing.

511
512 **XV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

513 **i. Negotiations**

514 **ii. Personnel Matter**

515 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Leblanc to enter Non-Public Session to discuss*
516 *personnel and negotiation matters RSA 91-A: 3 II (A) (C) at 11:12 p.m.*

517 *Voting: all aye via roll call vote; motion carried unanimously.*
518

519 **RETURN TO PUBLIC SESSION**

520 The Board entered public session at 11:40pm.

521
522 *A MOTION was made to seal the non-public session minutes by Mr. LoVerme and SECONDED by Ms. Lemire.*

523 *Voting: all aye; motion carried unanimously.*
524

525 **XVI. ADJOURNMENT**

526 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to adjourn the Board meeting at 11:40 p.m.*

527 *Voting: all aye; motion carried unanimously.*
528

529 *Respectfully submitted,*

530 *Kristina Fowler*
531