

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, November 26, 2019  
Wilton-Lyndeborough Cooperative M/H School-Media Room  
6:30 p.m.**

Present: *Matt Ballou, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof (after budget committee meeting), Mark Legere, Alex LoVerme, Tiffany Cloutier-Cabral (6:36pm), and John Clark*

*Superintendent Bryan Lane, Business Administrator Beth Baker, Principal Brian Bagley, Director of Student Support Services Ned Pratt, Technology Director Mark Kline, and Clerk Kristina Fowler*

**I. CALL TO ORDER**

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

**II. 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.

Brianne Lavallee commented it was great the HS students approached Mr. Lane with some concerns they had (reported in Superintendent's Report) and asked for more information on what their concerns are and requested that as he meets with the students he provide updates. Superintendent will address this during his report time.

**III. BOARD CORRESPONDENCE**

**a. Reports**

**i. Superintendent's Report**

Superintendent reported all pieces were in place to get the tax rate set for both towns; tax bills went out last Thursday. He has spoken to both town managers and things seem to be moving in a positive direction. Wilton Selectman voted to delay the November payment to the school district for a while. He spoke to Lyndeborough town manager who reported he doesn't think there will be an issue but if so payment may be delayed only by a day or two. This is not a problem for the district in either case. Budget documents have been created for review. At the next meeting a public hearing will be held for the Board to listen to public input and consider accepting additional revenue. There was a heating issue at WLC due to a software and hardware issue. The system is old and took a while to get it to work. Mr. Erb and Ms. Bird did an outstanding job; kudos to them. The classrooms that were affected by the lack of a circulator were over come in all but one classroom. Parents were alerted; feedback was received. There was a brief phone outage at WLC; an uninterrupted power source (UPS device) was interrupted, the cause is unknown. Mr. Kline got the phones back on quickly. Superintendent met with about 6 students at WLC who had concerns including the heat. They thought the heat fluctuated when he came in and out of the building; this doesn't happen. They also voiced concerns regarding food service and asked for vending machines which he is researching. Profits would go back to food service; he is working with some vendors at this time. Students also had concerns regarding the cleanliness of the building. Vandalism was discussed and that it is not OK. The students have been receptive. The students also want to have the cafeteria open all day and be able to eat throughout the day; this is not feasible in our scenario. He is working toward finding solutions. He will not make them happy with everything. They meet again on Monday. He will attend the superintendent's meeting in Concord on Dec. 13.

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

Mr. Pratt reported this is part 1 of a 2-part report which provides an overview of staffing. There are 50 FTE's in the department. There are 112 students identified and 4 out of district students. The RISE program has 13 students, 12 ABA therapists, 52 students served by speech and language staff, 5 students served by PT staff, 25 students served by OT staff and 11 students served by reading specialists. The student's IEP determines the frequency and intensity of services. He reviewed the 2 charts provided in his report which show the student to teacher ratio and student to teacher and para ratio. He will provide substantial information on related services in his next report. He was asked to define the difference between a reading specialist and how it differs from the SPED teachers. He responded-student's having a severe need work with the reading specialist and student's with a mild need work with a SPED teacher. A question was raised if this is due to having general special education certifications as opposed to specific certifications. Mr. Pratt responded some have Wilson Reading or Orton Gillingham; we are trying to determine how they best fit in with our needs. He adds, it can fluctuate depending on the students and staff. A request was made to

provide a more in depth look at the ABA role/RISE and how that works. Mr. Pratt will provide more information in his next report regarding the RISE and ABA program.

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

Mr. Kline reviewed his report including the departure of Mr. Andrew Stevens who has left for a new position. He did a great job for us and stepped up last spring when the technology director resigned. He thanked the librarians who took care of a number of things while he has been shorthanded. The technology audit report is expected this week or next week. The e-Rate form 470 is the first piece of paperwork that gets filed in the process for e-Rate. If approved, we would be reimbursed roughly 50% of the cost. He is applying for reimbursement authorization for things in category 1 which relate to connections to the Internet. He would like to increase the broadband capacity at a lower cost. He would like to continue to look at uniting all 3 buildings into one network if at a reasonable cost. Category 2 relates to pieces of equipment that support network connectivity. He is looking to see if we can get some of the Meraki costs reimbursed. There have also been a couple of issues with the UPS's not performing as well as we would like therefore he is looking to replace 1-2 a year. There are a few areas where Wi-Fi is weak and would like add some access points. He also spoke of WyBot (a Wi-Fi analyzer) that analyzes the performance of the Wi-Fi network and provides information on how to improve it. We are not committed to purchasing these things but the form 470 gives us the ability to ask. He spoke of subscribing to Hapara Teacher Dashboard which allows teachers to see a snap shot of all student's laptop screens or an individual screen. It allows the teacher to share it with the class or temporarily lock the student's screen to keep their attention. He reports a phone outage related to a power supply shut itself down which is unusual. He determined which appliance (switch) it was and restarted it; phones were back up quickly. He confirmed the appliance is in a locked room; custodians use the room and technology staff but no one else has a reason to be in there. A question was raised regarding phones; why don't we go back to landlines. Mr. Kline reports cost is the main reason; he guesses it is about 50% more or better but not sure exactly. It was noted we were connected to TDS before with less issues and likely the connection is still there. Superintendent Lane responded we can look into this.

Superintendent Lane spoke of an issue revolving around girls' basketball. Seven girls signed up and after the first day or so 1-2 of them decided to swim instead representing WLC in Milford. That left 5 and this is not a tenable scenario. He spoke with Mr. Miller, Athletic Director and the girls have been approached to see if they wanted to try out for the boys' basketball junior or varsity schedule. The NHIAA said we don't have a viable program but can go back to it in the future. We would need to petition and send them a letter. The program has struggled to be successful and this could be the mindset of students who may or may not want to participate. Today we agreed the girls who wish to participate can play varsity or junior varsity. The boys had 14 that went out and a few more would allow us to run a junior varsity. Mr. LoVerme expressed this has been an ongoing issue for a number of years which he has been speaking of and it has fallen on deaf ears. He feels as a school, we don't put enough emphasis on female sports and should put as much emphasis on female sports as male sports. He noted the youth programs in the community are declining. Superintendent responded senior leadership is extremely important; there are only 11 girls in the 12<sup>th</sup> grade. He is not sure how we can reach out to the youth programs to make sure we are moving forward.

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

#### **i. Board Request**

Superintendent reported this was requested by Mr. Vanderhoof and it would be appropriate to address it when he is back from the budget committee meeting.

## **IV. CONSENT AGENDA**

There and was no consent agenda to report.

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

The following adjustments were requested to be added under action items; manifests (under financial information), budget/audit update and request for funds from the Building/Equipment & Roadways capital reserve. Also additional resignations and an addition to the joint session for Chairman of the Lyndeborough Selectman to speak regarding collaboration plus one addition to nonpublic for personnel matters.

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

*Voting: all aye; motion carried unanimously.*

Skipped to resignations/appointments and leaves while there was time before the joint session.

114 • **RESIGNATIONS / APPOINTMENTS / LEAVES**

- 115 ▪ **Hired-Theresa Gonio-WLC-SPED Para**
- 116 ▪ **Hired-Michele Boette-LCS-Personal Care Assistant**
- 117 ▪ **Transfer-Dan LaSala-IT Support**
- 118 ▪ **Transfer-Albert Boucher-FRES Custodian**

119 Superintendent reviewed the changes in staffing noting Ms. Boette is a long-term substitute and in addition we have  
120 received a resignation from Ms. Jennifer Freeman, Kitchen Manager at FRES; position posted as cook/site  
121 coordinator. A resignation was received from Mr. John Clark, school board member effective mid-December. Mr.  
122 Clark was thanked for his service.

123  
124 Reviewed some committee reports while there was time before the joint session started.

125  
126 ➤ **COMMITTEE REPORTS**

127 ▪ **Negotiations**

128 Mr. LoVerme reported they met and the discussion will take place in nonpublic.

129 ▪ **Food Service**

130 Mr. LoVerme reported the committee met with Ms. Roske, Food Service Director. Financial reports from Ms. Baker  
131 were reviewed (Board received at last meeting). Ms. Roske is putting together a survey. She spoke of grab and go  
132 breakfast and lunch improvements. They are open for 10 minutes at the start of advisory. She spoke of the pros and  
133 cons of vending machines. Mr. LoVerme is waiting to hear from a vendor to see if we can program them for  
134 particular hours such as turning them on from 1pm-2pm and back on for 2:30pm for athletics and students on their  
135 way out. She spoke of rotating staff for cross training. They continue to move forward in the right direction.

136  
137 **VI. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**

138 Present: *Leslie Browne, Christine Tiedemann, Dennis Golding, Lisa Post, Adam Lavallee, and Jeff Jones*

139  
140 The joint session started at 7:11pm. The Budget Committee was already in session as they met prior.

141  
142 ➤ **LYNDEBOROUGH BOARD OF SELECTMAN**

143 Mr. Mark Chamberlain, Chairman of the Lyndeborough Selectman spoke of the Selectman inviting the town's  
144 budget committees, Wilton Selectman and school district's School Board and Budget Committee to come together  
145 for a joint meeting but due to scheduling it didn't work out. The intent of this meeting is to expand the lines of  
146 communication between the towns and the school district to provide better service to residents. We currently share  
147 some services and could look in other areas to do the same. For example, highway equipment, we don't use often; is  
148 there a need for 3 of them? We could share and lower the tax burden on everyone; we want to see if we can be more  
149 efficient. He spoke of coordinating major purchases down the road so we don't have one major purchase from the  
150 town and from the school district at the same time to balance it out. Essentially, everyone would benefit if we worked  
151 together as much as possible. Appreciation was voiced for Mr. Chamberlain coming in and speaking with them.  
152 Chairman Ballou agreed there are areas we could certainly look at especially communication and collaboration and  
153 there may be some overlapping services we could look at. A request was made to reschedule the joint meeting prior  
154 to the public hearing for all groups to get together. Mr. Chamberlain responded we could propose another date, he  
155 suggested the groups come up with some dates and propose them to town manager, Russ Boland and he will ask the  
156 Select Board to do the same. A question was raised if both towns have their CIP's on their websites. Mr.  
157 Chamberlain responded Lyndeborough does and has each piece of equipment broken down. A question was raised  
158 how the Wilton Select Board felt about having the meeting as there was not a representative present this evening. Mr.  
159 Chamberlain responded they were interested in this.

160  
161 **a. YTD Expenditure Report FY 2019-2020**

162 Superintendent reported the YTD expenditure report has a breakdown of all accounts and salaries. The summary  
163 sheet shows (second to the bottom line) the additional voted amount of \$184,811 and will not be expended without a  
164 board vote. The remaining pages are account by account, the same report as previous meetings. Mr. Lavallee  
165 requested to have more details like G & L (general ledger) expended. Superintendent reported a request was made by  
166 a community member at the last meeting for documentation to be on the website and he has provided a document  
167 (Voucher Account Summary) to look at later that does not have identifying information on it and this report can be  
168 provided each time we have a check run. The report is by account, shows vendor, purpose and dollar figure. Mr.  
169 Lavallee requests to have this report in excel. Ms. Baker will look into this and believes it can be provided in excel.

170 Superintendent added a tab on the website will be created titled Budget Information and the expenditure account  
171 summary report can be put there. Mr. Lavallee requested to have historical data of expenditures going back as long  
172 as you can, not summarized by account. Ms. Baker noted a PO history report may suit his needs. Mr. Lavallee adds,  
173 I want to take that and match it back to the G & L codes; a payment record so you can start to build what is contained  
174 in it. There was discussion if it is appropriate to put this on the website and it was noted you could go to the SAU and  
175 review the documents. The summary report will be put on the website after each check run is complete and the YTD  
176 reports are on the website already and provided to the Board on a monthly basis.

177 **b. FY 2020-2021**

178 A list of increasing items currently in the budget was reviewed such as out of district placements, Chromebooks,  
179 security cameras, food service shortage, café tables, FRES slide, copiers, software, OT services, reading services,  
180 legal and ESY. A list of items not in the budget but up for discussion was provided such as adding .50 position for  
181 the business office, summer intern for the business office, grade 2 teachers, iPads for kindergarten, athletic trainer,  
182 HS field trip, social worker, airfare to national conference for curriculum coordinator and summer academy. Air  
183 conditioning was on this list and should be removed as it was put on the CIP. A suggestion was made to perhaps add  
184 the greenhouse and basketball retraction system to the CIP. Discussion was had regarding items in the budget that  
185 are increasing. It was determined there are not any items on the list that are legally required; out of district  
186 placements are currently only a contingency. Chromebooks are for the replacement program, security cameras are for  
187 WLC art wing plus some high resolution cameras outside, café table for LCS (not safety related), café tables for  
188 WLC (moving away from round tables), food service shortage (estimate) and copiers. They discussed copiers, usage,  
189 cost and color vs. black/white. It was noted that the district owns all but one copier and the machines are set to  
190 default to black/white as color is more expensive. Discussion regarding food service shortfall is expected to be  
191 \$25,000. It was noted this is supposed to be a self-funded program. Superintendent reported the only district he is  
192 aware of in the State which is profiting is Hudson; they have a low cost for personnel and work on a skeleton crew.  
193 Salem High School was doing well but didn't participated in the FDS pieces and use an outside vendor. They have  
194 close to 2,000 students; in a school the size of ours it doesn't make sense to use an outside vendor. There are 17  
195 culinary programs across the State and none have a curriculum that serves the student body at large; they may have  
196 snacks, coffee and some meals. The restaurants that are in the schools are not part of the food service programs.  
197 Discussion went back to copiers, the cost, reviewing actuals and budgeted amount (\$45,000) which some felt is high.  
198 Ms. Baker reports the entire copier contract needs to be revised; it is on her list of things to do. She notes the  
199 equipment is outdated and it has been a long time since the contract has been reviewed. She notes, the projected  
200 budget number can be lowered if members wish. She reported the district is in an unhealthy place and you need a  
201 sufficient budget with a fund balance; decisions need to be made to either reduce it in a very substantial way or not.  
202 It was noted the copier cost is trending under budget and would more than double for next year. Ms. Baker reports  
203 coming from a district having a million-dollar fund balance that went back to the district and having the district in a  
204 healthy place makes it operate as it should. It was noted there is a spike from FY 19 actuals to FY 21 proposed;  
205 Superintendent will look into the reason. It was suggested that with the use of Chromebooks it could be lower in the  
206 future. It was suggested it should be a focus of serious reduction; why are we copying so much. They discussed  
207 ESY, legal and the slide for FRES (currently a metal piece is being fabricated, estimated cost \$300). Superintendent  
208 confirmed ESY was grant funded for the last 2 years but the application does not come out until February or March;  
209 it is not guaranteed and that is if the funds are available. It's a great program, positive for the students. A large  
210 number of the students participating depend on transportation; it should be budgeted as a grant is not guaranteed. He  
211 confirmed the van cannot be used for this. Participation was about 40-50 students. A request was made for  
212 information regarding what effect it has had on student learning; what are they getting out of it. Superintendent will  
213 have Dr. Heon report on this.

214  
215 Discussion moved to the list of items not in the budget but up for discussion. It was confirmed there are some iPads  
216 in kindergarten now; Chromebooks are not appropriate for younger learners. Ms. Bridgette Fuller, 1<sup>st</sup> grade teacher,  
217 reports in her classroom they use them approximately 1-2 times a week and doesn't want the students behind the  
218 screen the whole time. Superintendent agreed they are used to supplement the curriculum only. A suggestion was  
219 made regarding a summer technology intern to look at other avenues that may be no cost such as NHTI for an  
220 internship. Regarding the .50 position for the business office, Superintendent reports 2 years ago the former BA had  
221 a proposal to decrease from 2 people to 1 and he believes it was a poor decision. They currently have a .50 person for  
222 accounts payable and 1 full-time person for payroll and HR. The cost of \$51,403.31 for the .50 position includes  
223 benefits. Regarding the request for a social worker, Mr. Pratt confirms we do not contract with one currently; this  
224 request includes salary and benefits for a total cost of \$88,415. Mr. Pratt noted the school psychologist spends most  
225 of her time with SPED processes like evaluations and a social worker can address the needs that are popping up and  
226 coordinate with outside agencies. It was confirmed services would most likely not be Medicaid reimbursable. It was

noted, regarding the request for a 2<sup>nd</sup> grade teacher, that due to enrollment, this is an option this year but if not added it will not be an option for next year in the 3<sup>rd</sup> grade. The Strategic Planning Committee is not ready to make a recommendation or not for a School Resource Officer (SRO) but are currently looking at this. It was confirmed the greenhouse has not been used in at least 10 years; it is in disrepair. Several departments have expressed interest in getting involved. Superintendent reiterated these items on the list are for consideration and collectively it is up to the members to bring forward any they feel appropriate.

#### **i. Revenue/Grants**

Revenues and grants were provided for FY 21 proposed totaling \$13,255,097. Ms. Baker indicated there are no big changes. With the budget as it stands now, town appropriations would go up \$345,000 which is a big number.

#### **Food Service**

Ms. Baker provided a food service budget that she and Ms. Deb Roske created which shows a subtotal of \$251,275.55; FY 19 expense shows \$249,622. A request was made to have page numbers on the budgets.

#### **ii. CIP**

A copy of the CIP was provided. Superintendent reviewed the items listed for FY 21 consideration, all for WLC; section 6 of the roof, replacement dishwasher and bathroom renovations.

Discussion was had regarding the FY 21 food service budget. A request was made to find out what chemicals are used on lines 96-100. An explanation was asked for regarding lines 75-76 (investigating maintenance agreements). Ms. Baker responded it is probably for companies that come in and maintain equipment such as dishwasher etc. Superintendent added, and clean the vents. A question was raised if we have vendor maintenance set up; refrigerators should be done quarterly etc. Superintendent will look into this. Mr. LoVerme noted the chemicals for food service are basically household chemicals, soap etc. just on a commercial basis. It was confirmed the trays in the budget are reusable. Superintendent reviewed the staffing for food service and noted we cannot do with fewer staff. He added if we had vending machines we would have to find someone to fill them or have students volunteer. It was noted however; the same size staff could handle many more students.

#### **iii. Warrants**

The warrant for elections was provided. Reviewed the potential warrant articles for consideration which included, adding funds to the SPED capital reserve; \$45,000 balance which is not sufficient. It should be funded to \$300,000 but not all at once. Contingency for 2 out of district tuitions at \$50,000 each are in the budget; this can be left in the budget or put in a warrant article noting if it didn't pass, the funds would not be available. According to the CIP, there would be a warrant article for \$118,450; this can change. There is the possibility of creating a warrant for the district to have a reserve fund under RSA 198:4(b). This would allow the district to retain a certain amount of the fund balance and not return it to the town. This is similar to what the towns do and they have the funds available to them. This was previously researched by the Strategic Planning Committee and decided not to bring it forward. A discussion was had regarding the CIP number and looking ahead it being low; it had been put off in the past and perhaps adjustments in the CIP schedule should be had or adjust the warrant article in order to keep up the schedule. It was suggested at the next Facilities Committee meeting to look at the items and determine if any if these are appropriate placements and if not when to schedule them. They discussed the SPED warrant article vs. in budget contingency. A suggestion was made to create a 3-year plan to build the SPED capital reserve back up with this year being a larger amount than the others. Discussion was had to also include an ABA therapist in the budget or warrant article; adding ABA's each year is a trend. Mr. Pratt expressed advocating for the maximum amount to be put aside for out of district placements especially given that tuitions increase each year. Superintendent explained the prior SPED director provided comparative rates from New England Center for Children vs. RISE program. The district is saving approximately \$300,000 for having the in-house program. Mr. Pratt is looking at obtaining an approval for the HS program and possibly having students come back in district that are placed out. The other option that exists is in the same manner that we send students out of district, we take students in from other districts. This would create a revenue stream with no increased cost to us. Bringing 2 students back in district at the same staffing level would be worth it. We have 2 students aging out in the middle of the year and this is budgeted appropriately. Discussions continued.

Ms. Post voiced that a citizen came to the budget committee meeting and expressed wanting a warrant article added for a forensic accountant and Ms. Post would like to support that. Chairman Ballou responded we are still in the process of what the audit will look like. We have not decided if its going to be a warrant article or how it will be funded. Mr. Legere added, the Boards position was to move forward with getting an opinion for an RFP and see what it will cost. It was discussed at the last meeting and it was decided it was important enough to determine what the cost would be. Mr. Lavallee commented it should be funded through a warrant article and not part of the school

budget. Mr. LoVerme reminded the group if it is a warrant article you cannot do it before July 1. Chairman Ballou added, we would get input from business administrators to see if the scope is right (before we put out an RFP).

#### **iv. Contingencies**

Superintendent reviewed the list of contingencies which are listed by account, totaling \$187,486. If the committee chooses to put the 2 out of district placements into a warrant article this would be reduced by \$100,000. It was noted the Strategic Planning Committee may have a potential recommendation for a warrant article for an SRO and live streaming; discussion will be had at their next meeting.

Chairman Ballou asked if there are any further questions; none heard.

### **VII. 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.

Ms. Brianne Lavallee, Lyndeborough, thanked Mr. Erb who hands out candy on Halloween to the kids, here on the weekends and always here when we need him. She agrees with Ms. Baker regarding "over budgeting"; this year affected our children, it has been a rough year for children and teachers. It is great the article passed and things are going better but would rather give the money back than have to ask for more. She spoke regarding SPED, it is very difficult to project, one student can have significant costs; there is a nationwide steady rise in costs. Rates for autism have risen, 1 in 159 students. It's mandated we provide the services. There is a trend out there and we need will have to meet the needs of it.

Ms. Deb Mortvedt spoke commending everyone. She thought the discussion was well thought out tonight and how all the members interacted. She expressed, especially Chairman Ballou, as a chairman and how he handles and addresses things.

Chairman Ballou noted the next meeting is December 17 and some of the same items will be discussed especially warrants. The thanked everyone for their participation.

Ms. Browne confirmed the next Budget Committee meeting is December 10 at 6:30, WLC and then the joint meeting will be December 17.

*A MOTION was made by Ms. Tiedemann and SECONDED by Mr. Golding to adjourn the Budget Committee session at 9:15pm.*

*Voting: all aye; motion carried unanimously.*

### **VIII. ACTION ITEMS**

#### **➤ BOARD REQUEST**

Superintendent reviewed the requested detailed document regarding additional slides for the special district meeting presentation. Mr. Vanderhoof spoke of the changes he requested to the presentation.

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

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to approve the minutes of November 12, 2019 as amended.*

*Voting: all aye; motion carried unanimously.*

#### **b. Financial Information**

Superintendent provided a copy of the report that can be put on the website. This report is generated by accounts payable for direct deposits and other vendors. There is no identifiable information regarding students or staff and would provide the public with the information that was requested at the last meeting. Superintendent met with the resident who requested this and she said it would meet her needs. Discussion was had that this is all public information that can be requested. Names of vendors are present which includes contracted service people. Staff names may be present if they are obtaining reimbursement. Discussion was had that this can be provided as part of the board packet and would be sufficient; a special place on the website should not be needed for this as the board packet is posted on the website and can be viewed by the public there. Superintendent responded the board is provided printed copies of the board packet and it could be costly to print these reports. It was also noted, if it is not included in the board packet, board members may get questioned on it and had not received it for review.

Superintendent noted a special section labeled “budget information” will be created on the website under the School Board tab.

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. LeBlanc to direct the Superintendent to include the “Voucher Supplement Account Summary Report” for the biweekly check run as a public document (on the website).*

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

#### ➤ Manifests

Discussion regarding manifests which do contain student and staffing information such as healthcare choices and other identifiable information. Currently 2 board members review and sign the manifests separately. Chairman Ballou noted in years past the manifests were brought to board meetings for review and signatures from all members and would like to return to this process. They can be brought prior to the start of the meeting. Ms. Baker indicated waiting until a board meeting to have the manifests signed would not be timely for getting checks out and signatures are needed before this happens. She confirmed it is not a file that can be digitized easily as there are small receipts included. Discussion was had regarding having members go to the SAU office for review and signatures. It was agreed, all members will be emailed when the manifests are ready to be reviewed and members who can will come by the SAU to review and sign; they will also be brought to the board meeting.

#### c. Parent Survey-Culture/Climate

Principal Bagley reported the survey is a byproduct of collaboration with NEASC and it was realized one area that needed to be worked on was culture and climate. They contracted with The Center of School Climate and Learning and created leadership teams with students from grades 6-12 and a teacher leadership team as well. Surveys were made up by The Center of School Climate and Learning and distributed to teachers, students and parents. The data collected goes back to the Center for School Climate and Learning; answers are kept confidential. Surveys went out a few weeks ago. Once they have the data collected we will go over summarized data of the results but this will not be until after the holidays. Discussion was had regarding questions on the survey and the confidentiality of the answers to certain questions. Principal Bagley believes the data returned is critical. He reports about 50 surveys have been returned that he is aware of. Superintendent noted we are working with this group through a grant and it is budgeted for next year to continue. Concern was raised that grants are not guaranteed and the content of the survey seems intrusive and doesn’t appear to be information that would help the children. NEASC created surveys a 1.5 years ago; that data was reviewed by the WLC faculty and guided them in the school improvement plan although not a lot were returned. There is no action needed for this. Information will come back to the Board in the future. It was noted the survey was an avenue to gather information.

#### • BUDGET AUDIT UPDATE

Chairman Ballou reported a meeting was held with the chair and vice chair of the Board and chair of the Budget Committee with input from Mr. Bill Ryan, Vice Chairman of Budget Committee. They came up with 4 goals. The Board wanted to obtain guidance before creating an RFP. The goals are as follows:

- Budgeting process and procedures-look at department level to Budget Committee and Board level; the entire process how it is constructed. Is it efficient and are we following processes and procedures?
- 3 year look back-at budget, in particular transfers, proper procedures, frequency and amounts of transfers. Look at frequency of financial reports to Board (best practice is monthly). Are there enough proper financial controls? What is the approval process, who looks at it internally? Include end of year fund balance as part of the 3 year look back.
- Personnel-do we have proper and qualified personnel? What is the budget workflow daily, how is it being it managed, what is the current process? Is what we have been doing correct? Is the CBO properly staffed-are the staff properly qualified and trained in that area?
- What was the root cause of the 2019-2020 deficit?

The meeting lasted about 1.5 hours.

Discussion was had this may not have been what the people were looking for, seems procedural and people want more of a financial aspect. Ms. Baker expressed we currently have a financial review on an annual basis; looking at budget to accrual, not really the budget process. As part of the audit they do look at all of transfers. It was noted it seems like a lot of expense for the end result of a lot of paper that doesn’t get looked at. Superintendent voiced if you are looking for any malfeasance or inappropriate activity, that may be something people are looking for; no one

would welcome it more than he. Chairman Ballou noted that would be discovered and disclosed but could be added. Discussion of the scope, going back 3 years, and should our auditors (Plodzick and Sanderson) be called to help determine what needs to be in the RFP. Could they could provide a ball park number for Board discussion. Superintendent confirmed the DOE doesn't get directly involved in these processes. It was noted there may be a charge from the auditors for the information. A member of the public requested it be in a warrant article although they just may be requesting to have it done. Chairman Ballou will reach out to some Business Administrators to find out who to call for auditors. Ms. Baker suggested 3, Plodzick and Sanderson, Melanson Heath and Vachon Clukay; using our auditors (Plodzick and Sanderson) would be cheaper as they come in every year. It was noted people may be dissatisfied if we use our auditors.

- **Capital Reserve Withdrawal**

Superintendent provided a document regarding a request for funds from the Building, Equipment and Roadways Capital Reserve to pay for CIP work completed. As a matter of protocol for the Trustee of the Trust funds, the Board needs to have a formal vote. He reviewed the work completed and costs associated. Chimney repointing-masonry work at FRES estimated at \$38,500. Additional cost to seal the work of \$1,600 for a total of \$40,100. Paving at WLC estimated cost of \$19,120. Additional cost of \$3,420 due to erosion in the asphalt over the winter for a total of \$22,540. Both projects total \$62,640 to come from Building, Equipment and Roadways Capital Reserve. Superintendent recommends a motion to approve the release of \$62,640 from the Wilton-Lyndeborough Building/Equipment and Roadway Capital Reserve Fund for the payment of services rendered for chimney repointing and paving.

*A MOTION was made by Mr. Legere and SECONDED by Ms. Lemire to approve the recommended motion to approve the release of \$62,640 from the Wilton-Lyndeborough Building/Equipment and Roadway Capital Reserve Fund for the payment of services rendered for chimney repointing and paving.*  
*Voting: seven ayes; one abstention from Mr. Vanderhoof, motion carried.*

## **IX. COMMITTEE REPORTS**

### **i. Budget Liaison**

Mr. Vanderhoof reported there was not a lot of discussion; a question regarding snow plowing and the cost of it from the towns. Superintendent noted he had not been asked but we are charged per event. There was a concern regarding the difference in cost per location. Superintendent responded it is billed out separately; we split the cost as the DOE needs it done by building. Mr. Vanderhoof reported the committee reviewed a document regarding SPED and a brief discussion was had regarding warrant article vs. budget. The committee is not at the decision making stage yet and will try to meet weekly at this point and really start to dig into it. Mr. Vanderhoof will let them know the bill from the town is FRES and LCS and that it is one bill and the reason we split it is because the DOE wants this by building.

### **ii. Strategic Planning**

Ms. Lemire reported the committee is looking at 3 things and has a deadline to present as they are budgetary items. The next meeting is December 3 to finalize things. First item is the SRO; appears cost is roughly \$100,000. An issue is that it would be a Wilton officer and Lyndeborough will be paying their salary even when not working in Lyndeborough. They are looking into funding and how Co-ops pay for this. Second item is video streaming. They are having a difficult time determining if they can even produce something better than the Wilton Town Hall's and if it's worth paying for the streaming quality or can we piggy-back on their costs. The 3<sup>rd</sup> item is in regard to administration structure; they are requesting direction from the Board on this. With the retirement of Principal Bagley, we can potentially look at combining the Principal and Superintendent positions and have department chairs. This has been discussed before; neither of these provide much cost savings. The committee is asking if the Board would like them to look into this further/go in that direction. There are a lot of questions that would need to be answered. Superintendent noted the decision did not need to be made now. Ms. Lemire noted the committee is finding this to be more timely to hire a new principal as that process starts in the next few months (if we are hiring a new principal or principal with or without an assistant principal etc.). Discussion was had including a concern having one administrator in the building: HS especially as it is a different level of integration. It was suggested perhaps it can be revisited in March. Superintendent noted if the Board looked in January and made a decision on the direction to go we can create the right hiring process to do so. If we advertise for a Principal in February, (he knows Concord is doing that) there are usually 3-7 openings across the State. The number of qualified people is not high. It was



noted if you are looking for a combined Principal/Superintendent the candidate pool is even smaller. The Strategic Planning Committee looked at not hiring an assistant principal last year and they recommended to not hire. It was suggested if the Strategic Planning Committee continues that it be an actual strategic planning committee and not a deep dive committee but have a strategic plan and put it in place. It was expressed that this is not a good time to be making the decision and it may not be worth pursuing. It was agreed to table this and perhaps have a workshop to determine what is a better goal for the Strategic Planning Committee. It was agreed the Strategic Planning Committee will focus on the first 2 potential warrant articles at this time (SRO, video streaming).

### **iii. Negotiations**

Mr. LoVerme reported the committee met and discussion will happen during nonpublic.

### **iv. Food Service**

Mr. LoVerme reported a survey is being put together. The committee reviewed the documents from Ms. Baker that were presented to the Board at the last meeting regarding food service. Ms. Roske showed pictures of a \$3 cheese burger plate that students can get with lettuce, tomato and fruit; kids are opting for just the burger. She has rotated some of the staff into other buildings. Ms. Roske is putting in a lot of hours to make this better. She is using the TV's to put up the menu for the next day so kids know what is being served and is saving parents money from not packing a lunch if it is not needed.

## **X. RESIGNATIONS / APPOINTMENTS / LEAVES**

- **Hired-Theresa Gonio-WLC-SPED Para**
- **Hired-Michele Boette-LCS-Personal Care Assistant-Long Term Sub**
- **Transfer-Dan LaSala-IT Support**
- **Transfer-Albert Boucher-FRES Custodian**

Superintendent reviewed the changes in staffing including the additional resignations of Jennifer Freeman, Kitchen Manager at FRES and School Board Member, John Clark; this is his last meeting.

## **XI. BOARD BUDGET DISCUSSION**

Discussion was had including the joint meeting going pretty well with productive conversations and everyone having a chance to speak. The hope is to have things "buttoned down" especially regarding the warrants. A question was raised if the Board wanted to move the greenhouse and basketball retraction system to the CIP. There was a request for staff to provide curriculum regarding the greenhouse; something to justify the expense. Superintendent noted it is not leaking, it is solid; plumbing and heating need to be redone and insulation and plumbing is a big expense. Superintendent will bring documents to the next meeting. It was expressed that anything over \$10,000 should be on the CIP.

## **XII. PUBLIC COMMENTS**

Mr. Adam Lavallee questioned if anyone hired an auditing firm and expressed you have to talk to them and describe what your problem is. He has hired a lot of these at work and you have to tell them what you are looking for; it is not cheap. You need to tell them exactly what the people in the towns are saying and base it on that; if you tell them different stories you will get different quotes. He voiced people want to know is it true, was everything caused by a bad benchmark 3 years ago? He added if you want your account statement certified it is big money. You can get a level of clarification that is not going to be that and not as much; you have to speak with them before you send out an RFP.

Ms. Brianne Lavallee questioned if negotiations had been gone over. Mr. LoVerme responded, discussion will be in nonpublic. Ms. Lavallee voiced appreciation and wished all a happy Thanksgiving.

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

Ms. Lemire questioned if there is a timeline on the slide; will it be done before Christmas. Superintendent responded it may be 2 weeks to have the piece fabricated but it is in the works.

Chairman Ballou voiced appreciation for Mr. Clark's service in the School Board and he will be missed.

Ms. Cloutier-Cabral concurs with Chairman Ballou and voiced it was a great meeting and looks forward to more of that.

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

**i. Negotiations**

**ii. Personnel Matters**

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to enter Non-Public Session to discuss personnel and negotiation matters RSA 91-A: 3 II (A) (C) at 10:36 p.m.*

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

**RETURN TO PUBLIC SESSION**

The Board entered public session at 10:48pm.

*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 10:48pm.*

*Voting: all aye; motion carried unanimously.*

*Respectfully submitted,*

*Kristina Fowler*