

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, February 4, 2020  
Lyndeborough Central School-Multipurpose Room  
6:30 p.m.**

Present: *Matt Ballou, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, Alex LoVerme (6:33pm), and Tiffany Cloutier-Cabral*

*Superintendent Bryan Lane, Business Administrator Beth Baker, Principal 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. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

Superintendent recommends to not make a motion for a nonpublic session. (not needed)

**III. PRESENTATION-ATOM TECHNOLOGY AUDIT**

Presentation provided by Jason Sgro of the ATOM Group. He presented an overview of the Data Governance Plan. The ATOM Group conducted a series of audits in the district. Audits like this are being done throughout the State. The goal was to create a Data Governance Plan and outline how we will protect student data going forward. A data governance team will be created; many policies will be needed. In many cases we are doing the right things but have not formally documented them. Focus will also be on data breach response and how we would contain a breach if one happened. The data governance team is in charge of governing this. Specific rights will be given to school board members for directory information. Focus will also be given to business continuity and disaster plans. Mr. Sgro indicated the process and level of writing in this plan is very typical for SAU's of this size; you will see a standard of documentation. The plan didn't sign us up for major expenses and provided some flexibility. He confirmed the Data Governance Plan has to be a published document however the details are not published and some would be covered under separate documents such as disaster recovery plans. Regarding associated costs, he confirmed there is an overall lack of documentation which will have personnel costs but not direct cost. There will be normal expenses for software and hardware of about \$10,000-\$15,000 however, the rewards and compliance that brings is significant. Superintendent added, with the knowledge of this coming, \$10,000 was added to next year's budget (if passes). Mr. Sgro notes, the report becomes stale once completed as somethings have already been remedied. He recommends you make investments each year and stay current for security. It is a continuous operation. Anytime you stop, you are delaying and the cost goes up. He recommends if you make a \$10,000 investment, look at the priorities and allocate to those things. He confirms this first audit costs the most and is the biggest one. He recommends an "outside in" audit (is anyone tapping into data from outside) be done about four times a year and some onsite work be completed on an annual basis; cost is about 30% of the first audit. Superintendent confirms no action is needed at this time; policy changes/additions will be brought forward and any expenses including contingency expenses. Superintendent confirms it would be appropriate to look at the data and make a detailed plan such as a CIP for long term technology along with this. Eventually the Board will vote to accept the Data Governance Plan and it would be posted on the website after that. Mr. Sgro confirmed the plan outlines milestones we need to hit to be in compliance and this identifies the gaps we have. If we follow this plan, we would be in full compliance October 2021.

**IV. ADJUSTMENTS TO THE AGENDA**

Requested adjustment to the agenda- add acceptance of a donation under action items.

*A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to accept the adjustment to the agenda. Voting: all aye; motion carried unanimously.*

**V. PUBLIC COMMENTS**

The public comment section of the agenda was read.

Ms. Deb Mortvedt reported she is one of the representatives for the Wilton 2020 census and they will be rolling some things out. She wanted to make sure the schools and parents know about it as children 5 and under are under reported. She will hand out pamphlets and be at the district meeting. She also noted there are some student programs available. "We are trying to make sure Wilton and Lyndeborough are well represented. Please fill out our censuses data." Superintendent requested to have pamphlets available for kindergarten registration.

Ms. Brianne Lavalley, (speaking as citizen) commented she noticed when she substitutes as a school nurse there are not consistent procedures in place for utilizing (and getting onto) the health information system (SNAP). She notes it is important for nurses to be able to see this medical information and asks the school nurses be involved in developing a procedure for this as nurses know what needs to be done.

Ms. Laura Gifford, LCS School Nurse, commented regarding the presentation that was done earlier, she questioned what it means when it says health related software. Ms. Gifford was directed to speak with Mr. Kline tomorrow. Superintendent noted we can report back through Mr. Kline on what this means. Ms. Gifford also reported regarding substitute nurses utilizing "SNAP" software, that the access is not always granted and some substitutes have not been allowed to use the program. She would like to see this get resolved.

Ms. Lisa Post questioned if numbers can be provided and posted on the webpage for current student numbers and staff totals for all areas, admin, paraeducators, and teachers etc. She also noted the CIP's URL is not working on the site. Superintendent responded all the numbers she is requesting are in the Budget Committee's presentation and we can post that tomorrow (if shared). The URL link will be looked into.

## **VI. BOARD CORRESPONDENCE**

### **a. Reports**

#### **i. Superintendent's Report**

Superintendent gave an overview of his report. There has been a tentative agreement reached with the WLCTA and School Board; the warrant article will be presented by the Budget Committee at the public hearing. He and Ms. Baker spent time working with Leslie Browne, Budget Committee Chair yesterday on the presentation for the public hearing. She will come back with specifics for Ms. Baker to go over all the numbers. The interview process for the elementary principal will begin tomorrow. Anyone who volunteered to be on a committee was not turned away. Student panels were chosen by staff; parents of both groups were spoken with. He spoke to the FRES parents and Principal Bagley spoke to the WLC parents. Candidates will be coming in tomorrow and on Monday. He questions if the Board wishes to hold their interviews at the next Board meeting or hold a separate meeting. He reported an intermittent phone outage throughout the district. He made sure the public announcement system worked and all schools could use fax lines to dial 911, both towns were informed, police departments were informed, parents were informed and he provided his cell phone number for anyone needing to contact the schools. The issue was not on our end but with Mitel and possibly Comcast. Others also had issues with Comcast on this day. He attended the Geography Bee and congratulated the winners. He attended the Legislative Review and once the resolutions have been resolved he will provide additional information.

#### **ii. Business Administrator's Report**

Ms. Baker reported there has been turnover of 10 positions and 3 new positions added since the beginning of the year including 5 SPED aides, 3 ABA/RBT/BCBA (one from FT to PT), 1 technology support, 1 kitchen manager and new positions are 1 life-skills para, 1 ABA, and 1 SPED tutor. There have been 5 staff vacancies created from staff movement. This has kept the business office quite busy and she tracks the changes to be sure we are still ok with the FY21 budget. She will be looking at getting quotes from School Care for dental, life and LTD programs as it would be nice to have one vendor and possibly better rates. End of year reporting is being completed, W2's and 1099's.

#### **iii. Principals' Reports**

Superintendent reviewed Principal Bagley's report in his absence. He noted the Geography Bee competition that happened January 22 and STAR 360 assessments were postponed due to absences. He spoke of the robotics team and although there are not a lot of kids participating, they are out there working hard and competed hard. It is the start of something great! All of this is leading alongside Project Lead The Way and moving in the right direction.

Principal LaRoche provided an overview of his report. The WIN program did a great job with STAR 360. Ms. Michelle Locke is the teacher and coordinator and produced effective, detailed results which will be available for the next meeting if you wish; that continues to be a success in the district. There are several meetings being held regarding PD. The math pilot is coming to an end; decisions will need to be made. None of the programs will give

you everything that is needed; there will be some fill in needed. Those decisions will be made with teacher input and will come to the Board for approval. The Artist in Residence has been working on mosaics with all the students at FRES. Teacher, Mr. Lamers, applied for and received a grant toward this and the PTO paid for the remainder. The mosaic has been mounted on the outside of FRES. The unveiling is tomorrow; all are invited. A generous, anonymous donor (also alumni) wanting to give back, has offered to pay off the entire debt amount for the FRES student lunch program. This donor wanted to keep their donation local and asks that a letter provided be read. The donor wishes to have this donation go toward this particular cause (FRES student lunch program debt) and if not would withdraw the donation. Principal LaRoche read the letter. Ms. LeBlanc comments, she is very impressed. A question was raised, if the families are being notified of this and now having a zero balance and is this letter being sent to the community? People who are benefiting need to know and the community needs to know. Superintendent responds if the School Board chooses to accept the donation, we will inform parents and not just the ones having debt and we would inform the local media of the generosity shown.

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

Dr. Heon reported the workshop day is this Friday, plans are in place; all activities will align with school goals. She reminds the Board that the time we have for formal PD is relatively short and whatever we can do to increase that amount of time in years to come is particularly helpful. This is the 2<sup>nd</sup> year of the new teachers mentoring program and formal aspects of this have increased. Principal LaRoche mentioned we are working through a math adoption process and have been working through the math program we are piloting. The math committee met in November, two weeks ago and will meet next week. They have revisited the other top 2 choices and had a representative in to talk about it and walk through sample materials and online programs. She has asked teachers to work with a couple of lessens to do a fair comparison of the 3 options. She notes they are concerned to make the best decision as it's a 5-year commitment. The robotics teams are comprised of 3-4 students at most and the students worked hard to carry the load. She commends teachers, Andrew Tyler and Amy White who have been working with the students. A robotics course will be added during the school day next year under the computer science umbrella; there is a lot of student interest. This may encourage more students to participate in the robotics team. The robots are mechanical and have various components. There is an enormous amount of the programing aspect as the robot has to be programmed to do tasks such as kick a ball; excellent STEM skills integrated in this and highly engaging. Additional sponsors are being looked for to provided snacks or mileage for students as they travel to the competitions, please reach out to Dr. Heon if interested. Responding to a question, Dr. Heon confirms the data from STAR 360 is used school wide. The RTI coordinator facilitates IMPACCT meetings with each grade level where data is scrubbed. Teachers have access to classroom and school data. They spend planning time around the data. IMPACCT focuses mainly on struggling students. There are 4 people who do math intervention and a reading interventionist. Dr. Heon provides the data to the Superintendent and both Principals. With the M/S, Dr. Heon works closely with them and presents data to them; they talk about the kind of things that can be done in the classroom for support and enrichment. They look for resources and tools to address student need. It was noted there has been a good deal of time and money (as well as student's time) spent on this and it is good for the public to know how we are applying it. Dr. Heon noted if there was additional PD time we could look at the data and plan around it as opposed to squeezing it into the day. Superintendent noted the scores for grades 4 and 5 were very strong. It was noted having a robotics class is fantastic as opposed to just a club and hopefully there is integration of the 3D printers. Dr. Heon responded there has not been a lot of headway made with makerspace but they are still working on how to assign personnel for it next year. A new M/S course for next year is called automation in robotics.

#### **VII. CONSENT AGENDA**

There was no consent agenda to report.

#### **VIII. WARRANTS**

Superintendent reported the budget number that was voted on previously for FY 20-21 did not include food service; the number to be vote on is \$13,056,164 which is listed in draft warrant article #4.

*A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc accept warrant article #4 with the new number of \$13,056,164.*

*Voting: all aye; motion carried unanimously.*

A question was raised regarding the wording of "tax impact" on the warrant and should it be worded differently. Superintendent noted the tax increase is calculated from the valuation. A brief discussion was had which included

that it is the tax impact of the increase not the tax impact of \$13,056,164. Superintendent confirmed the articles were sent to the DRA and they did agree to the language but we will check again with them to be sure.

A brief discussion was had regarding which member would speak to which article at the district meeting. It was noted according the joint Board and Budget Committee workshop the Budget Committee should speak to the budget and warrant article #4. Superintendent noted since there is an agreed upon number there does not need to be a separate presentation.

Warrant Articles:

#04-Budget-Budget Committee

#05-CBA-Mr. LoVerme

#06-Special Meeting for CBA if #05 is defeated

#07-Capital Reserve-Building/Equipment & Roadway-Chairman Ballou

#08-Capitla Reserve-Educating Educationally Disabled Children-Ms. Lemire

#09-Audit-Ms. LeBlanc

Superintendent confirmed they will have input and approve the presentation this is why he would like to have this early to start working on it.

## **IX. HIRING PROCESS PRINCIPALS**

Superintendent reported regarding the hiring process things will move pretty rapidly and should bring finalist candidates 2 weeks from today. He questioned if the Board would like to have interviews with them on the scheduled board meeting or set up a different day and time. A short discussion was had. It was agreed to schedule a different day. Two candidates for both positions will be brought and can be done in the same night or two different nights. It was agreed to schedule interviews for February 20, 6:30PM at WLC-Media Room. Materials will be forwarded to Board members in advance and results from the interview committees will also be made available.

## **X. ACTION ITEMS**

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

*A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to approve the minutes of January 12, 2020 as amended.*

*Voting: six ayes; one abstention from Chairman Ballou, motion carried.*

### **b. Audit Acceptance-Year Ending June 2019**

Superintendent reported the audit had been included in the previous packet for Board review.

*A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Lemire to accept the audit as presented, year ending June 2019.*

*Voting: six ayes; one abstention form Mr. Vanderhoof, motion carried.*

### **c. Policies-2<sup>nd</sup> Reading**

#### **i. DAF-5 Conflict of Interest and Mandatory Disclosures**

Changes from the 1<sup>st</sup> draft are highlighted in yellow. This is the 2<sup>nd</sup> reading.

*A MOTION was made by Ms. LeBlanc and SECONDED by Mr. Legere to accept policy DAF-5 Conflict of Interest and Mandatory Disclosures as written.*

*Voting: all aye; motion carried unanimously.*

#### **ii. DAF-7 Travel Reimbursement-Federal Funds**

No changes since the 1<sup>st</sup> reading; this is the 2<sup>nd</sup> reading.

*A MOTION was made by Ms. LeBlanc and SECONDED by Mr. Legere to accept policy DAF-7 Travel Reimbursement-Federal Funds as written.*

*Voting: all aye; motion carried unanimously.*

#### **iii. DAF-8 Accountability of Certifications**

227 No changes from draft 1; this is the 2<sup>nd</sup> reading.

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229 *A MOTION was made by Ms. LeBlanc and SECONDED by Mr. Legere to accept policy DAF-8 Accountability and*  
230 *Certifications as written.*

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

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233 **iv. DAF-9 Time-Effort Reporting and Oversight**

234 No change from draft 1; this is the 2<sup>nd</sup> reading.

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236 *A MOTION was made by Ms. LeBlanc and SECONDED by Mr. Legere to accept policy DAF-9 Time-Effort*  
237 *Reporting/Oversight as written.*

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

239

240 **• DONATION**

241 Anonymous donation presented to FRES for active students with outstanding food service debt.

242

243 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to accept a donation in the*  
244 *amount of \$6,224.40 to be used to offset outstanding food service debt for active students.*

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

246

247 Superintendent and Principal LaRoche will reach out to parents and the media. Chairman Ballou added to please  
248 note from him he is very grateful for the donation.

249

250 **XI. COMMITTEE REPORTS**

251 **i. Facilities**

252 Superintendent reported at LCS, a walkthrough of the entire building was completed. Special attention was given to  
253 the nurse's office in regard to the viability of the size. He thanked Ms. Gifford, School Nurse for attending and  
254 showing the group. Superintendent will review the technology report from the ATOM Group that had information  
255 in regard to the nurse's office.

256 **ii. Budget Liaison**

257 Mr. Vanderhoof reported there is nothing new to report; they know there are some things they need to vote on prior  
258 to the public hearing.

259

260 **XII. RESIGNATIONS / APPOINTMENTS / LEAVES**

261 **a. Lisa Boen, BCBA-District-Hired**

262 Superintendent provided a review of Ms. Boen's contract for the remainder of this year and plan for the following  
263 2 years. Her start date is February 24. He confirmed salary is prorated for the remainder of this year. It was noted  
264 the memo provided reads like an employment contract or "pseudo promise". Superintendent confirms it is not a  
265 contract obligation.

266

267 Superintendent adds a food service person has been hired for LCS. This will be included in next meeting.

268

269 **XIII. PUBLIC COMMENTS**

270 Ms. Deb Mortvedt, Wilton spoke regarding the budget number that was put forward which was \$13,056,164 and  
271 notes it's staggering. She reports when she was here in October 8 of last year concerned about the double payment  
272 made to the town of Wilton and heard things at that meeting about the budget going up a million. She came back  
273 and spoke about it on October 22 and was told she was wrong in that number and was "berated on Facebook". She  
274 is concerned that all those things, October 8, October 22, things that were said about her but she "has wide  
275 shoulders" and it is actually above that. She is interested in this and the word transparency gets pushed around a  
276 lot. She comments "I am looking forward to hearing that number again and knowing that the town of Wilton writes  
277 a check out every month for \$680,000 and "DJ" and I were trying to figure out what the number will go up to and  
278 we will talk about that going forward; that is my 2 cents".

279

280 Ms. Lisa Post questioned if the life-skills position is a paraeducator that is being added. Ms. Baker confirms it has  
281 already been added in. Superintendent adds, it was for a student new to the district and he can provide her  
282 information. Ms. Post questioned if there is any recent STAR 360 data that can be disseminated at the public

hearing. Superintendent responded he has just received the results from grades 1-5 and can have something prepared if anyone wants to know. Assessments for WLC will be next week. Ms. Post requests the results be given to the Budget Committee as well.

Ms. Jo Anne Dufour, School Counselor at FRES, spoke to remind folks that STAR 360 is a data point, it doesn't replace teachers working with children and intervention. The "kiddos" and teachers are working hard. It is one data point, part of a whole picture; sometimes we get fixated on that STAR 360 number. "It doesn't replace teachers working hard with the students. It's not really a program, it's a data point from her perspective.

Ms. Laura Gifford commented regarding the budget being voted on and is not sure where the Board is at this point. She spoke of a CPR/first aid course that could've been taken this year but there were not enough funds. She notes there is a desire from the teachers to be certified for CPR and first aid for the safety of the students. "I am throwing that out at you guys, so that it can possibly be incorporated into the next school year". Superintendent responded we have a teacher at MS/HS who was sent to be a trainer for CPR; if he is willing we may be able to offer workshops in the district. He adds, we need one more piece of equipment, "Resuscitation Annie". Ms. Gifford adds she is part of the NH School Nurses Association and they have manikins that they loan out and we may be able to use.

Mr. Matt Mannarino voiced that he has spoken before regarding student safety and comments on the phone outage, noting it is an encouraging step and is looking forward to seeing other improvements.

Ms. Brianne Lavallee commented on what Ms. Gifford spoke of regarding CPR/first aid training and in town they were looking for people for training residents if its available maybe through the ambulance service. When nurses are not available at the schools, it would good to have staff trained in this she reported. She questioned if we still have "student of the month". Superintendent will follow up with Principal LaRoche. Ms. Lavallee asked for information regarding the culture and climate program. Superintendent responds we were working with a contracted service and that information will be brought back. Ms. Lavallee questioned when we pilot a new program if there is cost associated and what is the cost for the district if we don't go with them. Superintendent responded Dr. Heon is working with a vendor (elementary math program) and got them to give materials up front, if we don't go with them we will need to pay for the materials. She questioned if additional training will be needed if we don't go with them. Superintendent responds each different curriculum has differences in it; yes, there will be but that kind of PD should be ongoing as professional practice.

#### **XIV. SCHOOL BOARD MEMBER COMMENTS**

Mr. Vanderhoof spoke that it had been talked about at a prior meeting and questions when the school calendar would be voted on. Superintendent responded it will be on the next agenda.

Ms. Cloutier-Cabral commented there was a lot of good news at this meeting including the donation by a citizen; there are good things happening in the district.

Ms. Lemire questioned if the part time position in the business office is for HR as Ms. Baker indicated there is a lot needed; things seem to be bogged down right now and this is needed. Ms. Baker responded they will help Mary Anne LaBrie. Ms. Lemire commented so that person will go into that position, Ms. Baker responded yes.

Ms. LeBlanc commented that she is happy to see those who filed for elections.

Chairman Ballou commented regarding the SNAP software, that you have to be careful when you have guests coming in and sometimes they log in under an existing nurse. He does not know how this will work out, but it needs to. He adds we do need to be careful of the FERPA stuff but the nurses do need the information.

#### **XV. NON-PUBLIC SESSION 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 personnel matters RSA 91-A: 3 II (A) (C) at 7:55pm.*

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

#### **• RETURN TO PUBLIC SESSION**

The Board entered public session at 8:00pm.

340

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

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

343

344 **XVI. ADJOURNMENT**

345 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to adjourn the Board meeting at 8:00pm.*

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

347

348 *Respectfully submitted,*

349 *Kristina Fowler*