

**WILTON-LYNDEBOROUGH COOPERATIVE  
EMERGENCY SCHOOL BOARD MEETING  
Tuesday, April 21, 2020  
Lyndeborough Central School  
6:30 p.m.**

Due to the state of emergency declared by the Governor regarding the COVID-19 outbreak, and subsequent Emergency Order #12, the Board Chair determined that the physical presence of a quorum within the time required for Board action is not reasonably practical and therefore authorized participation of Board members via videoconferencing/audio.

Present: *Alex LoVerme at LCS. The following members participated remotely: Jonathan Vanderhoof, Mark Legere, Tiffany Cloutier-Cabral, Charlie Post, Paul White, Brianne Lavallee, Jim Kofalt, and Carol LeBlanc on telephone.*

*Superintendent Bryan Lane preset at LCS, Online participation: Business Administrator Beth Baker, 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*

The videoconferencing link was published several places including on the meeting agenda along with the Superintendent's email to be used for written public comment.

**I. CALL TO ORDER**

Chairman LoVerme called the meeting to order at 6:33pm.

**II. ADJUSTMENTS TO THE AGENDA**

Superintendent reports a request was made to discuss graduation as an action item and a document regarding fuel went out to the Board.

**III. PUBLIC COMMENTS**

The public comment section of the agenda was read.

Chairman LoVerme informed the group he would like to donate his stipend back to the school specifically to the technology department.

Superintendent provided his cell number, email address and called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

Ms. Becky Sours questioned if there was any discussion regarding plans for the 5<sup>th</sup> and 8<sup>th</sup> grade graduation. This be brought up during the graduation discussion.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Legere to accept the adjustments to the agenda. Voting: via roll call vote, eight ayes; one abstention from Chairman LoVerme, motion carried.*

**IV. BOARD CORRESPONDENCE**

**a. Reports**

**i. Superintendent's Report**

Superintendent reported a strong participation rate in regard to distance learning. Teachers are not coming into the buildings without calling him first to ensure appropriate cleaning measures are taken. Food service staff continues to put out 30-40 meals a day, although there is concern of increasing debt. The Governor made an announcement on Thursday that distance learning will continue for the remainder of the year. The Finance Committee will have an update later in the meeting. He thanked those who participated on the committee. A survey was sent to parents as requested by the Board, to ask if they wanted to continue distance learning through spring break or have the break. The Governor has given districts the flexibility to determine their own end date as long as we have met the required hours of instruction. The Fire Chief has provided a fire inspection report with minor issues found that were dealt with

and it will be shared with the building principals. Red Cross held a blood drive (completely booked); he thanked Mr. Erb for helping with this. A public hearing will be held in conjunction with the next board meeting for unanticipated revenue from different grants.

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

Mr. Pratt gave kudos to the entire staff. He reports they are moving, adapting, and readapting to learn all the platforms that are important to our teaching. We have been able to interact with all the families and provide written prior notice that describes what will happen during remote learning; our families have been tremendously cooperative to review these with all of the case managers and move forward. Great work by case managers, BCBAs, ABA's RBT's, paraprofessionals and related service providers! Remote learning provides different challenges to special education. Some students who have significant disabilities need the one to one daily interaction have adapted remarkably well. He is in contact with staff on a daily basis, has formal meetings and all continue to do what is needed. Scheduling began for students who's IEP will expire starting next week through the beginning of May. He continues to participate in DOE SPED meetings and many topics are being discussed including ESY but no decisions have been made. He thanked the School Board and Superintendent for their leadership.

## **b. Letters/Information**

### **i. Enrollment**

Superintendent reviewed March enrollment which has been steady at 578 over the last few months, not much in/out activity. Chairman LoVerme noted he had been hearing there are 31 seniors not 29. Superintendent responds, there may be a couple of students who meet the requirements to move up to 12<sup>th</sup> grade. He will look into this.

## **V. CONSENT AGENDA**

### **a. Treasurer's Report-March 2020**

Treasurer's report was provided. Superintendent reviewed we have strong end of month cash flow and are moving along paying our bills. He thanked the Board members who are coming in to sign the manifests.

## **VI. DISTANCE LEARNING**

Superintendent reported principals are having meetings with staff on a regular basis and making sure they know what is going on. The participation rate is very strong. We are continuing with a grading system at the elementary level that is not A, B, C, D in nature as we have not done for a long time. At the MS/HS we are still taking in grades, doing assessments and working with a grading system that we have been using consistently. PowerSchool is being updated regularly. Very few technology issues are being reported. The Governor has said this is how we will deliver education through the rest of the year. Later we will discuss graduation and spring break.

A question was raised if there could be a regular schedule for the preschool specials and have consistency on how students are invited to the "meets" as teachers are doing it differently; having consistency with this would streamline it for parents. Superintendent noted it makes sense to streamline this and will discuss it with the principals.

Ms. Baker questioned since we will be distance learning for the remainder of the year, is this a good time to discuss paying hourly staff for the remainder of the year. Superintendent responds the Board agreed to pay hourly staff through May 4; this would be an appropriate time. Discussion was had regarding if all hourly staff is working on a daily basis or part time basis and what staff is doing. Superintendent confirms all hourly staff is working on a regular basis. Mr. Pratt has indicated to him that paraeducators have assignments and are available for extra tutorial services if the principals wanted to seek out extra help. Cafeteria staff and custodial staff are in daily. Clerical staff are doing their jobs remotely and coming into the offices as needed. Everyone has an assignment. Nurses are communicating with families on a regular basis (nurses are not hourly staff). A question was raised if everyone is working full time or should they be assigned to half time. Superintendent notes it varies per individual, on a daily basis he does not have a good accounting on whether it is full time or not; they have assignments and are available 8-3 daily. This is the same with the ABAs, RBTs; they are consistently communicating but is someone online with a student for 7 hours, no. It clarified that was not the question; this came up last time and there was some tracking going on. There is a lot of pressure from the towns in terms of finance; the question is, are we being efficient and good stewards of the tax payer's money. Mr. Pratt spoke in terms of the SPED staff, (paras, RBTs, ABAs) if they were not able to work or be available full time, we could not do what is necessary to keep our students receiving a free and appropriate public education at this time. Each of the schools have specific assignments for students, they run groups they are on different google platforms and are available. He notes if any decisions are made to reduce hours it would be very

difficult because we maintain the flexibility to work with students. The OT, speech and language, and reading specialist have full schedules based on what we are paying them. If we had to rethink hours, it may put our students learning in the special education realm and the district at risk in terms of possible parental concerns and litigation. He highly recommends to continue to have hourly SPED staff employed for the rest of the year. A question was raised if the secretaries are working full time and are they filling out time cards, do we have 100% of the lunch staff and custodial staff working full hours. Superintendent confirms lunch staff and custodial staff are working their full hours. Principal Bagley spoke regarding his clerical staff and they are busy throughout the day and do fill out time sheets. They need to continue as well; without the support from them we could not move forward. We are still taking attendance, budgeting for things and guidance is busy with college pieces. A committee is looking into a wide range of things we need to complete before the end of the year and the clerical staff is involved in this also. Principal LaRoche agrees with everything Principal Bagley said and in addition they are doing some things for teachers at the school about once or twice when they come in which allows us to keep the teachers out of the buildings such as handing out packages and laptops. They are working a full schedule, not always at school. Superintendent added everyone fills out a time sheet in accordance with Department of Labor.

A question was raised if there is a schedule set up to break down the classrooms. Superintendent confirms starting next week or the week after at FRES, we will have one teacher per floor come in for a 2-day period. If we do this, we can create a schedule to maintain social distancing. Same type of pattern will happen at the MS/HS.

A question was raised for students who are caught up and get enrichment assignments, is it optional for them to complete or will they be penalized for not completing it. Principal Bagley confirmed this is part of the flex day and it is entirely up to the student; there is no penalty. Principal LaRoche explained it is different at the elementary level; remediation and enrichment are part of the regular lesson and students are expected to do all assignments given but it's a case by case basis, they take other considerations into it. If a student needs more of a break, they should reach out to individual teachers.

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. White to continue to pay hourly employees for the remainder of the year at their full rate.*

Mr. Vanderhoof voiced he would be more comfortable doing this on a meeting to meeting basis as opposed to a "blanket" decision as so much is changing quickly. He thinks it would be better to keep this as flexible as possible. Discussion was had that we don't know when the end of the school year is yet; it would make sense to do this meeting to meeting. Although staff is doing a great job with support, things change and it may be best to leave options open. A suggestion was made to find middle ground; it ought to not to be a blanket decision to pay hourly staff until the end of the year but on the other hand it is fair to give the hourly employees a little more stability than meeting to meeting. Mr. Kofalt would prefer to make that decision a full month at a time rather than 2 weeks at a time. Suggest the motion be amended to extended to the first meeting of June. Chairman LoVerme notes we may know when the last day of school will be after we discuss spring break. Superintendent confirms unless we decided to look for hours vs. number of days, the last day is either June 5 or June 12. Chairman LoVerme suggests we table this until after we know the end of the school year.

*Ms. Cloutier-Cabral WITHDREW her MOTION and Mr. White WITHDREW his SECOND.*

*A MOTION was made by Ms. Cloutier-Cabral to table this until we know when the end of the school year will be.*

#### • **FOOD SERVICE REVENUE**

Superintendent reports up until we weren't going to be here, we were doing well. We were on target and increasing counts to some extent; we were at least holding our own. We are now looking at a deficit we didn't expect. The report shows year to date expenditures for food services.

*A MOTION was made by Mr. Legere and SECONDED by Ms. Cloutier-Cabral to accept the consent agenda. \*\**

A question was raised if anything will change regarding food service as far as potential funding coming from the state or Federal Government. Superintendent responds with the CARES ACT, we can apply for anything COVID-19 related to be reimbursed for things we didn't expect. Ms. Baker is collecting information on that, the state has not provided a great protocol but they are working on it. There is a possibility for this but he does not have details. We can apply and are intending to.

A question was raised how the food service inventory looks. Superintendent confirms we were well stocked when this happened and have a great deal of inventory. We are doing 30-40 meals a day as opposed to 100; we planned for the future but it has changed.

Ms. Baker responded to a question regarding forecasted encumbrances, she confirms the encumbrances are mainly payroll and we have a \$1,500 encumbrance for milk; this is the only thing Ms. Roske is purchasing, other than that we are using product on hand.

*\*\*Voting: via roll call vote, eight ayes; one abstention from Chairman LoVerme. motion carried.*

## **VII. YTD EXPENDITURE REVIEW/FOOD SERVICE/REVENUE**

Superintendent notes the last page of this report shows what the anticipated fund balance is \$147,907. Last month it was about \$50,000 lower. Ms. Baker has been working with staff to close accounts encumbered that won't need to be expended because we are not in school. That number will continue to increase to some extent over the next month as we continue to close things out. He confirmed he expects this number to increase. This report is updated and given to the Board on a monthly basis although things are changing daily at this point. We are looking to determine what our out of district placement will be to either reduce or eliminate the encumbrance and solidify those numbers. Superintendent confirms the only expenditure related "surprise" he is expecting could be from food service debt. Also as Mr. Pratt indicated, we do not know what ESY will look like, some services that we can't offer and compensatory services that will have to be done but we do not have full knowledge of this at this time. Ms. Baker notes the number one thing is needing the general fund transfer for \$75,000 instead of the \$25,000 we had been forecasting. We are over budget in our revenues and our expenditures will be coming down due to the pandemic. We may end up in a better place financially than we would have otherwise. Responding to a question if we could sell any food to the public, Superintendent notes if we got it through the Federal Government then no. Ms. Baker added we get most of our food from the "NH Consortium For Food" and does not believe we would be able to sell any.

A question was raised if more information could be provided regarding a pre-encumbered expense under maintenance (2620-430). Superintendent explains this was work done in November when WLC had heating issues. The building stayed up and running but we have a bill for \$14,000. He is working with the vendor currently as at they had indicated at the time they would help us out with this bill and we are still negotiating.

Superintendent confirms the clerical staff is working to close out encumbrances for things that will not need to be expended, some small and some larger and as we continue the bottom line will change. It was suggested it would be nice to have a clearer picture of what we are looking at as the numbers develop. It was asked if there a list of categories that are in the encumbered column that may not be expended. Superintendent noted there will be reductions in transportation, supplies, equipment and all areas around spring athletics (still need to care for fields). It was noted it would be helpful to have a full picture of the total dollar figure without creating an undue burden on the business office. Ms. Baker responded that the decision to go remote learning until the end of year is new one and since that she has sent out open purchase order reports to have secretaries look at purchase orders which are all over the budget; things will change quite a bit. We won't be paying things like substitutes and coaches for spring sports. We should run another YTD report for the next meeting and continue to track it and see what it looks like.

A question was raised regarding food service debt for students who are no longer in school and if we are still carrying that debt as a receivable? Is it realistic to think we will ever collect this debt or does it make sense to "write it off"? Ms. Baker noted per the auditors for the last audit she had to technically "write that off" but didn't remove it from MealTime. This was a request by Ms. Roske due to a lot of the families move out and back in the district and if we write this off there is no tracking of it. We still have debt on active students of \$8,300 which is carried on our balance sheet, the debt for inactive students is not.

## **VIII. BUDGET 2020-2021**

### **i. Finance Committee Update/Proposal**

Mr. Post reported the committee met again. He reviewed at the last Board meeting, the committee had proposed 2 options which were rejected by the Board. New proposals will be reviewed. He sent a presentation out the Board (copy can be found with the minutes) which was a recap of the "meeting the number" document in the Board packet from the Superintendent. Mr. Post reviewed the slides. He reviews the goal was to reduce the budget to align with the public vote; minimize the impact to education specifically. Identify projects and expenses the community could

support the district on either monetary or fund raising. The first committee had met 6 times and good public participation and feedback was had across all stakeholders. The second committee met twice and started over using the framework from the first committee; the Superintendent was helpful in supporting the committee. They looked at many things such as new options like “pay to play”, closing LCS, transportation expense, looked at elimination of some senior staff positions, and the results is the 2 options presented tonight. To summarize, changes in the options are option 1 reduces the MS counselor and curriculum coordinator positions to half-time or contracted positions; these positions will be open next year. Option 2 is eliminating the curriculum coordinator position entirely and maintain the MS counselor position at full-time. He reviewed what both proposals include for reductions; those total \$321,475. They include: co-curricular (field fencing, storage and postponing some expenses and repairs), curriculum (printed materials and media reductions), dues and fees (reduction of some of the dues), speaker fees (Red Ribbon Week Speaker, will seek volunteer), professional development (for Superintendent- it’s his final year), repairs and maintenance (locker and tread repair can wait a year-have funds for things that cannot wait), Superintendent search (moved to in-house), supply costs (shifting a portion of the supply costs to families by \$20 per student. Parents/families are asked to support that they will need to fund some of the student’s own supplies for personal use. Funds are available for those who are not able to do this), Software and technology (contingency funds were removed), Insurance Change (for alignment, non-union staff insurance split changes to 85/15), Travel (reduction of \$1,500 in Superintendent travel), eliminated the alternative education position (shifting responsibilities to other staff), reduced physical education and music teacher at WLC to .80 (to align with participation), transportation (outbound field trips-will increase cost to families by \$5) dental rate (reduced to align with actual cost), reduction in LCS (nurse to .80 and custodian to .75 to align with school hours), not hiring half-time business office position (eliminated new position) salary savings (actual savings in WLC principal and BCBA positions). Summary differences-option 1 reduces curriculum coordinator to half-time, reduces school counselor to half-time and reduces health insurance buffer \$7,990. Option 2 eliminates curriculum coordinator position and reduces health insurance buffer by \$9,435. Both options will reach the voted reduction of \$411,444. Mr. Post thanked all the members and Superintendent for the work they did. It was noted option 1 involves 2 new hires or contracted services.

A short discussion was had regarding the cost of the positions if they were contracted; which would save approximately \$3,000 extra for each position. Superintendent voiced it would be difficult to do this with the counselor position; it is a certified position through the DOE and contracted service positions are paid through a 1099. They are their own business. He has not had this as a contracted position before.

A question was raised if members had looked at the website Ms. Susan Ballou sent to them to save funds on office materials, laptops and Chromebooks. It was noted some had and it was unclear if NH would be eligible. Superintendent notes it is open to NH schools. Concern was raised that there may be a fee to view inventory. Mr. Legere noted he had spoken with former Chair about this who had bought items for the district he works in. It was expressed it’s a good idea and there is interest but additional information is needed. Mr. Kline was asked to reach out to obtain details. The information will be sent to him.

A short discussion was had if parents purchased Chromebooks could these be used in school and could parents get the school price. It was noted this had been discussed prior somewhat and there were some issues in regard to what the school was allowed to utilize the computer for if we didn’t own it vs. if the school was giving it out. It is a good idea to look at this but there would be hurdles to overcome based on past discussions. Superintendent notes if parents are purchasing them, we would not necessarily get the price the schools would get. It may not be to their advantage to do this; they may want one with more power. He reiterated we cannot get school pricing if parents are the ones purchasing them.

A question was raised as to what the supply cost was per pupil. Ms. Lavallee confirms the information she has is at LCS we spend about \$80 per student, at FRES about \$100 per student, at MS about \$135 per student, and at the HS about \$160. This is all based on a formula the Superintendent created based on the grade level and what they need; the higher grades need more therefor cost is higher. Superintendent confirms families would need to come up with \$20 per student. He confirmed it is for personal items such as markers and notebooks at the elementary level and at the HS level things such as notebooks, binders and backpacks. Ms. Lavallee noted the Women’s Club in Wilton has held backpack drives with supplies to help families that qualify and as well there is assistance through the Coop Connection and PTO. There will not be any student who does not have supplies.

*A MOTION was made by Mr. Post and SECONDED by Mr. White to approve option 1 budget reductions (includes half-time curriculum coordinator and half-time MS counselor).*

Voting: via roll call vote, seven ayes; one nay from Ms. LeBlanc and one abstention from Chairman LoVerme, motion carried.

Thanks was given to the committee for the work that was done.

## **VIII. ACTION ITEMS**

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

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. Kofalt to approve the minutes of April 7, 2020 as written.*

*Voting: via roll call vote, eight ayes; one abstention from Chairman LoVerme, motion carried.*

### **b. Spring Break**

Superintendent reviewed the School Board had requested a survey be put out to parents to obtain feedback regarding having spring break or not. About 140 responses were received, approximately 25%. The majority 113, prefer to work through spring break, 22 prefer to have the break and 9 could go either way. Teacher feedback through Ms. Dufour on 4/15/20 was the majority want to allow the district some flexibility with spring break and the membership is willing to work through spring break and end the year early, especially if this helps students and families. A question was raised if it could be a 2-day spring break instead of a 5-day break, having off the Friday and Monday. A question was raised to explain why this was initially being considered. Superintendent reported other school districts have been considering this, some have decided to have it but majority at this point have chosen not to. The concept is while it is understandable that some families need some type of respite others feel there is a good amount of momentum and do not want to break that and get out of the groove. He forwarded the responses to the Board although it was noted they were not received. He notes the flex day has made a big difference; no new material is being presented which we didn't do at first. The reason behind it is we can't go anywhere, we cannot travel so why not continue and take advantage of ending the school year earlier with the possibility of traveling in June. Although he is not confident that traveling in June will be likely there may be more movement at that time. He informed the Board there were a good number of elementary families, it was not just HS who indicated they prefer to continue and move forward through break. Graduation can be whenever we want to have it. Seniors can go to school for 5 days less than the rest. No matter what is decided, he feels June 5 would be a good day to have graduation although it could be done a week prior to that if the Board chose to; it is up to the Board. It was noted we may be back to a more normal scenario the end of May or June and parents may be back to work; if students are still doing distance learning, it might be helpful to parents to end the school year earlier. It was also noted a longer break through the summer may hurt students and it was suggested to perhaps assign tasks to help them going into the next grade. Superintendent suggested having a reading list would be helpful, he does not agree with handing out busy work. Elementary students are given a summer reading list, he is not sure about MS and HS. Mr. Boette commented there was a big majority of parent responses indicating they wanted to work through spring break (87%).

*A MOTION was made by Mr. Kofalt and SECONDED by Mr. Post to work through spring break. \*\*\**

Superintendent confirms teachers would be paid for the same number of days, the hourly staff would continue to be paid on an hourly basis if the Board determines to pay them through the remainder of the year.

Mr. White voiced concern as a parent of 4 children at 4 different levels; he is not in favor of not having spring break. He doesn't feel all the students are in a groove. His concern is some students may lose momentum without a break and may start to fall behind. He feels some students do need the break and doesn't think travel in June is likely.

Mr. Pratt was asked to share his perspective. He reports, it's mixed, some are focused; the flex day has helped a lot. We are trying to find the happy medium; sometimes we have small groups depending on what the IEP says. There are positives and negatives from the SPED view point. One is if we continue through and end earlier depending on the recommendations from the DOE we may be able to do some ESY earlier and that will be helpful. If we go later there may be less opportunity for that. There is not one consensus on how it is affecting the 1:1 learning.

Superintendent confirms there is no academic benefit to continuing through spring break other than some parents are concerned that if they stop, getting the students to crank back up again may be difficult. A suggestion was made to change it to a 4-day break. Superintendent confirmed if that were to happen ending on June 5 would still be within the required guidelines. He confirms in terms of hours the minimum is 990 and for elementary 945. He adds we could end a week even earlier but he has concern doing this, ending school 2 weeks early can cause retention issues

and is not advisable educationally. This would also hurt the hourly staff and doesn't know what that would mean with the teacher contract.

*\*\*\*Voting: via roll call vote, five ayes; two nays from Mr. White and Mr. Vanderhoof, two abstentions from Ms. Lavallee and Chairman LoVerme, motion carried.*

### **c. Ad-Hock Committees**

Superintendent noted there is no requirement for a board member to be on these committees. The Joint Loss Management Committee deals with making sure the buildings are safe and meeting OSHA standards; it's a required committee by the DOE. The Board should determine if they want to continue with the Food Service Committee and Elementary History Committee.

#### **Wellness Committee**

Ms. LeBlanc withdraws from the Wellness Committee. Ms. Baker noted this committee is for students and addresses things like childhood obesity and inactivity. No members asked to be on this committee.

#### **Food Service Committee**

It was suggested to continue this committee but downsize it to 3-4 people with Ms. Roske meeting quarterly. Mr. Golding volunteered for this committee. Chairman LoVerme and Ms. Cloutier-Cabral will remain on this committee. Need to get a community member and a student.

#### **Elementary History Committee**

It was first suggested to end this committee without Ms. Fisk leading it. It was suggested to reach out to Ms. Fisk to see if she was interested. It was noted there was not much community involvement in this committee in past. Chairman LoVerme will reach out to Mr. Putnam for involvement. This committee will continue with Ms. LeBlanc agreeing to remain on and Chairman LoVerme also.

#### **Joint Loss Management Committee**

Superintendent asked if any members wanted to join the Joint Loss Committee. No interest was expressed.

Mr. Vanderhoof voiced that the Budget Committee would like to have 2 new committees formed. He believes it should be done as a joint committee with Board and Budget Committee members. First is a technology committee to go over the technology plan and look at this more closely and second a revenue committee to look into ways to utilize the buildings and ways to bring in additional funds into the district. Chairman LoVerme agrees it would be beneficial to have the committees, he wants to have committee Chairs for these and asks Mr. Vanderhoof to reach out to the Budget Committee. Mr. Vanderhoof will relay the Board is amenable to having the committees if they want; decide who wants to be on the committees and will move forward. This will be on the next agenda.

### **d. Dental Renewal-SchoolCare**

Ms. Baker researched rates, currently we are using Delta Dental as our carrier. SchoolCare/Cigna Dental offers a similar plan with reduced rates to staff and district. A quote was received by Delta Dental with no cost increase and changing carriers would save the district \$7,000. It meets the Collective Bargaining Agreements being more advantageous to our employees. It would increase efficiency in the business office.

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. Lavallee to move our dental plan to SchoolCare-Cigna Dental.*

*Voting: via roll call vote, eight ayes, one abstention from Chairman LoVerme; motion carried.*

### **e. Life/ADD and LTD Renewal-SchoolCare**

Ms. Baker researched rates for life/ADD and long-term disability. She is recommending we switch to SchoolCare for coverage. This would save the district approximately \$3,425. There is no change for the employee.

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. White to move our life/ADD and long-term disability to Lincoln Financial to SchoolCare.*

*Voting: via roll call vote, eight ayes, one abstention from Chairman LoVerme; motion carried.*

### **f. Oil Rates**

Superintendent reported with the changes in the market in oil and propane. We have spoken with a few different vendors for quotes. (Quotes received from Discount Oil, L&G Propane, Ciardelli, Irving, no bid was received from Suburban.) If we could lock in rates for next year with the lowest quotes for fuel with Discount Oil at \$1.464 and L&G Propane at .889 we would decrease the cost to the district by approximately \$46,000. It was noted the Board did not receive the updated document showing the quotes. Ms. Baker noted typically we do this work in the end of summer/early fall but with the declining market it seemed prudent to get lower bids in. There is a chance the rates will drop lower but no guarantee and also the possibility we may lose the opportunity for lower rates if we do not lock in. Chairman LoVerme suggested we ask for a clause that if the rates drop lower we would be given the lower rate. It was noted these are the providers we currently have and the tanks are above ground and are owned by the district.

A question was raised given the savings we have in the insurances and the fuel rates would we look at increasing any of the positions that were reduced or eliminated. Discussion was had that it is too early and the Board voted on the plan. Any savings that are incurred should be passed onto the tax payers. This also provides the buffer Ms. Baker has been asking for. Ms. Baker noted it may also help if we are having difficulty filling a part-time position. Superintendent noted it gives a buffer if we had a harsh winter this would help. Ms. Baker confirmed the FY21 budget for this was based on FY19 actuals with a 3%.

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. Post to use Discount Oil (price 1.464) and L&G Propane (price .889) as our provider for FY 21.*

*Voting: via roll call vote, eight ayes, one abstention from Chairman LoVerme; motion carried.*

#### • **PAYING HOURLY STAFF**

Superintendent reviewed at this point the last day of school is June 5, the next School Board meeting is May 5 and after that May 26. Paraprofessionals currently work 174 days plus 1. Superintendent confirmed if hourly employees were taking time off that week, they would need to take personal time or unpaid leave; he does not have any requests currently. Hourly employees would have already been paid for the “plus1 day” as that occurs in the beginning of the year. Mr. Vanderhoof noted with shortened school year, he does not have a problem with going to the rest of the year. Superintendent recommends the motion be until the last day of school without a date in case there is an unforeseen issue and school is cancelled for the day.

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. White to pay all hourly employees until the last day of school.*

*Voting: via roll call vote, seven ayes, two abstentions from Mr. Legere and Chairman LoVerme; motion carried.*

#### **g. Transportation Adjustment Under COVID-19**

Superintendent reports he contacted the attorney. An email was received from Mr. Browne indicating his employees are now not on his payroll. Chairman LoVerme noted Mr. Browne indicated he has stopped paying his employees around the time of our last meeting and the extra money from the district will not be required. Superintendent confirms no motion is needed to pay Mr. Browne in accordance to the contract unless the Board wants to do something different. There was no further discussion.

#### • **GRADUATION**

Superintendent notes there is a good deal of talk regarding how to honor the seniors. His goal is to speak to the students to ask what they want to do. He does not believe by June 5 we will be able to hold a gathering of more than 50 people; perhaps it could be done with social distancing on a field. Mr. Peter Weaver, WLC Principal next year, had seen a district in the mid-west was using a drive-in movie theater to hold graduation. Superintendent spoke to the owner of the Milford drive-in and they would allow us to use it at no cost and it would allow for family to attend. Cost for a sound system is about \$2,000, we would need a low frequency system as we would not be able to use the drive-in's equipment; it can all be done under \$4,000 if we wanted to do it there. It would be unique, and thinks it should be put out to the kids; we have time to figure out the logistics. It was suggested to have it on the soccer field and box it off for social distancing, have it live-streamed for families who cannot attend or travel. There are a number of scholarships the students are receiving; it was suggested the Superintendent present the scholarships and the



447 diplomas can be put on a table. Have students either drive up or come up and take from the table. Superintendent also  
448 noted he would like to have a videographer record it so students can either be given a copy or view it on YouTube.  
449 Concern was raised some may have difficulty getting up and down the hill to the soccer field. The baseball field may  
450 be more accessible. Chairman LoVerne agrees something should be done and done before they go to college. He  
451 suggested someone may donate their time for services to keep cost down. Superintendent noted the \$4,000 is within  
452 the budget. He would like to be sure we have professionals; he is not saying we should not look for community  
453 support however. It was agreed the class should be spoken with prior to arranging anything and clearer information  
454 will be available a month from now regarding state recommendations for COVID. Consensus is to move forward  
455 with obtaining information from the students and then moving forward with a graduation ceremony that would meet  
456 the current restrictions.

457  
458 Chairman LoVerne voiced that due the current situation the senior class has not been able to fund raise and has  
459 come up short for year books. He is unaware of how many still owe class dues. Superintendent responds with the  
460 current scenario with encumbrances we have budgeted money under books and media that will not be spent. We can  
461 find a way to fund raise and find out if dues still need to be paid but we need to make sure the vendor is taken care  
462 of. Chairman LoVerne asked anyone listening, if they can help to contact the Superintendent. Superintendent  
463 confirms there is about \$3,000 outstanding on the bill, he is not sure how much is owed in class dues.

464  
465 Superintendent noted there was a link in an email sent to members from FRES to view a video (Miss you); it is done  
466 very well and is uplifting.

467  
468 A question was raised earlier regarding graduation for 5<sup>th</sup> and 8<sup>th</sup> grade. Superintendent notes for FRES it has been a  
469 recognition day. He believes it would be appropriate to find a way to recognize the 5<sup>th</sup> grade but coming back to  
470 school is not something the Governor will let us do at this point. We do need to find a way to provide some  
471 recognition. He would be glad to work with the principals for those students in the 5<sup>th</sup> and 8<sup>th</sup> grade.

## 472 473 **IX. PUBLIC COMMENTS**

474 Public comment section of the agenda was read.

475  
476 Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment.  
477 He provided email and texting information.

478  
479 Mr. Adam Lavallee commented the Board should look at continuing the online meetings as over 70 people have  
480 joined this evening and had good participation at the Finance Committee meetings. He noted there was only had one  
481 guest at the Budget Committee meeting. Superintendent noted we did purchase a camera prior before we went to  
482 online; we just need to figure out the logistics.

483  
484 Ms. Debbie Bass questioned at a prior meeting it was noted that Mr. Browne had violated or broken his contract by  
485 not renewing his insurance. She voiced, we were going to not do anything about that because his employees needed  
486 to be paid but now that he has released his employees, she questioned why are we still paying if he is the one who  
487 broke his contract when he was given concessions at the beginning of the year to give him his contract. It seems like  
488 we are using double money since he is the one who ended his contract. Superintendent responded that he believes  
489 that was inaccurate, he believes comprehensive insurance was still active on the vehicles. It is his understanding he  
490 does have insurance it may have been someone misunderstanding collision vs. comprehensive. Chairman LoVerne  
491 noted, he didn't cancel it he suspended it so that he wouldn't have to go through the process and could just make a  
492 call to have full coverage on the vehicle.

493  
494 Mr. Dennis Golding commented that Mr. Post had spoken regarding stair treads and how we could take them out of  
495 the budget and there would be money left over. If we are not doing budget transfers how would money be left for the  
496 stair treads and if we are not doing them are we zeroing out that line item? Superintendent responded because the  
497 reduction was approved we would remove the dollar figure from the budget itself and if there is a need to do some  
498 repair work the account would be run in the red. We would do that with full knowledge of the Board and Budget  
499 Committee. We would need to be sure it could be made up in some other area. Yes, it would be zeroed out.

500  
501 Ms. Jo Anne Dufour thanked the Board for supporting hourly employees as well as knowing they are an important  
502 part of the process in remote learning for our students as well as the teachers are. This is no easy feat for families or  
503 on faculty and staff. She thanked them for their consideration.

504  
505 **X. SCHOOL BOAD MEMBER COMMENTS**

506 Mr. White thanked everyone for coming out tonight and for the second Finance Committee for picking up where the  
507 first one left off. It may not make everyone happy but believes it is something that will work. He thanked everyone  
508 for the work they put in.

509  
510 Mr. Post thanked those on the committees for all the work they did. They had great support and interest from the  
511 public. He realizes the reductions for some in particular are painful and hopes we can work through it. He thanks  
512 everyone for seeing it through.

513  
514 Mr. Legere echoed the thanks to everyone; it was great to see 70-80 people attending our meetings remotely.

515  
516 Ms. LeBlanc commented she did see the video that was sent and it was “a tear jerker”. The teachers are going above  
517 and beyond; they love these children and she thanks them all. She hopes the public will see it on the school website.  
518 Superintendent noted it will be on there tomorrow morning.

519  
520 Ms. Lavallee commented she also saw the video, it was amazing and agrees with Ms. LeBlanc. She thanked all  
521 teachers for keeping the students connected with them and with their classmates. She thanked Ms. Dufour for making  
522 the video and Ms. Legere for making it available to the public. She had a message for parents and students. She  
523 recognizes how difficult this has been for everyone and to keep up the great work. She knows a lot of people are not  
524 educators but they are doing an amazing job; just take it one day at a time. She thanked the committees; feels it was a  
525 good compromise and glad we can move forward and give Ms. Baker a budget.

526  
527 Mr. Kofalt echoed thanks to everyone and the committee, all those who are online joining in. He notes he does not  
528 need a printed packet of Board materials, he gets it via email and if we stop doing this it would save \$30-\$40 a  
529 month.

530 Superintendent notes we can do a roll call to see who wants it and who does not then act accordingly.

531  
532 Ms. Cloutier-Cabral thanked everyone. She expressed being on the Finance Committee was not painful at all. She  
533 thanked the community for sending documents, charts and for their feedback. The support is encouraging. She  
534 watched the video also, it was amazing. She has been impressed to see how much the community came together.

535  
536 Chairman LoVerme thanked everyone; 72 people joined. He notes the next meeting is May 5 and includes a public  
537 hearing. The Board strongly encourages members of the public to participate in the meeting remotely, rather than  
538 planning to attend in person. Due to the COVID-19 situation, emergency measures are expected to be in place,  
539 including remote participation by Board members, as well as restrictions on the number of persons physically in  
540 attendance at the meeting location. He is always at the school, if the public is out there hearing him, if you have  
541 questions and don't feel comfortable asking (72 people joined with very few questions) feel free to email him (100  
542 words or less) he will present your questions or comments at the beginning of the meeting. He thanked the Finance  
543 Committee for all the work they did, there were a lot of hours both committees put in. He thanked members for  
544 volunteering for the future committees as there will be a lot of hours to be put in for those as well. He notes, the state  
545 will open up eventually and wants everyone to be safe, think about your surroundings, be safe and be educated;  
546 hopefully we won't open as early as some of the others. He voiced the reason he is donating his stipend is because he  
547 wants it to go to a specific part of the budget. He expressed to members if any want to donate their stipend back to  
548 the school, he is sure the towns people would appreciate it and it can be donated to any specific place.

549  
550 **XI. ADJOURNMENT**

551 *A MOTION was made by Mr. Post and SECONDED by Mr. White to adjourn the Board meeting at 9:07pm.*  
552 *Voting: roll call vote, eight ayes; one abstention from Chairman LoVerme, motion carried.*

553  
554 *Respectfully submitted,*  
555 *Kristina Fowler*