

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, August 13, 2019
Lyndeborough Central School-Multipurpose Room
6:30 p.m.**

Present: *Matt Ballou, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, Alex LoVerme, Tiffany Cloutier-Cabral and John Clark*

Superintendent Bryan Lane, Director of Student Support Services Ned Pratt, Business Administrator Beth Baker, and Clerk Kristina Fowler

I. CALL TO ORDER

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

II. ADJUSTMENTS TO THE AGENDA

Request was made to add 2nd public comment and a nonpublic session regarding negotiations and personnel matters.

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. LoVerme to accept the adjustments to the agenda.

Voting: all aye; motion carried unanimously.

III. PUBLIC COMMENTS

Chairman Ballou welcomed Ms. Beth Baker, Business Administrator and Mr. Ned Pratt, Director of Student Support Services.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent provided an overview of his report which included filling all professional positions; Mr. Pratt is working on filling a couple of positions in SPED and Ms. Deb Roske is working on filling two for food service. He provided updated student enrollment numbers as of today: Kindergarten 39, first grade 63, second grade 37, third grade 33, fourth grade 41 and fifth grade 49. There was discussion regarding transferring a 2nd grade teacher to first grade (in order to bring class sizes in line with Board policy-no more than 20 per teacher in grades K-2) and everything is in place to notify parents if the Board chooses to go in that direction. If needed, parents of affected students would be notified regarding additional 1st grade and transfer of teacher via phone call and or email; new elementary principal Mr. Robert LaRoche may help with notifying parents. A request had been made for a tour of FRES on August 23; he will provide the tour instead of the Principal as he is still getting acquainted with the building. Senate Bill 142 was passed regarding providing feminine hygiene products free of charge to students in restrooms; we are in compliance with the law.

ii. Business Administrator's Report

Ms. Baker reported the year is ending with a small fund balance and there are a couple of areas that need attention. The district overspent their appropriations by about \$30,000; this needs to be cured and is an agenda item later in terms of funds coming out of the capital reserve. There is a short fall in food service; ending the year with an operating loss of \$45,488. Uncollected student lunch balances for students who are no longer "active" (not in school) total \$4,149; this is considered bad debt. She reports being close to finishing FY19 and there may be some minor changes that will be immaterial and hoping to have the DOE 25/MS 25 completed for approval at the next meeting. She confirmed for the "non-active" student balances the state agency will consider it bad debt and written off in the financials however, we can still bill parents and collect. Superintendent reports the prior information was provided from the last Business Administrator. Data has been pulled from MealTime and will continue to be run weekly per Superintendent. A question was raised how did we overspend; Superintendent responded there was an underestimated amount reported by SPED and expenses exceeded budget by \$269,795; this is primarily where it came from. It was requested to find out how much of the food service student balances are over a year and how many people/students involved. Information will be provided. Superintendent confirmed you cannot restrict students from

55 graduating if they have unpaid balances however you can restrict them from participating. Superintendent confirmed
56 regarding food service, it appears some ordering and meal counts didn't correlate however the driver of the financial
57 issue is special education expenses. Ms. Baker confirmed regarding grants, you want to be sure the revenues and
58 expenditures match and they did; it netted. There have been losses in food service prior years. Superintendent
59 believes \$25,000 was budgeted in for this year.

60 **iii. Principal's Report**

61 Superintendent provided an overview of Principal Bagley's report in his absence. NEASC is coming for a formal
62 visit and the Board should receive a schedule in early September to know when they should be available to speak to
63 the visiting team. Superintendent to research if all Board needs to be available or not. Last year's visit was
64 preliminary and this year is the final piece. There are 6 students attending MS summer school and things seem to be
65 on target and productive. Custodial staff was complimented and the buildings are in good shape. Hiring has been
66 taken care of and new teachers will attend orientation on August 21 and 22. All teachers will return on August 26. A
67 question was raised if adding irrigation to the softball field was budgeted. Superintendent will research details. He
68 reported 27 students attended summer school for FRES; transport was provided for students via a grant. It has been
69 productive. It was noted the numbers of participants is lower than previously projected. Superintendent responded we
70 can invite but it is their choice to attend or not. He confirmed the RISE program is ongoing in the summer and is
71 separate from the other programs.

72 **iv. Director of Student Support Services Report**

73 Mr. Pratt reported so far it has been a great summer. He has been spending time learning about the towns and school
74 district and meeting lots of people. He has reviewed the financial operations within special education and working
75 closely with Ms. Baker and the Superintendent making sure they have what they should. He is making sure IDEA
76 grants are completed and submitted along with any other DOE documents due. He has looked at all the programs for
77 students and making sure students have what they need. Learning about Medicaid and attending a conference
78 regarding school law. Meeting staff and seeing students and teachers in action in the ESY (extended school year)
79 program. Reviewing what is needed for preschool and pre-k to make sure we have a successful experience for
80 students and families. Superintendent reports once the grant goes out and after the next meeting we will have
81 projected costs and will be consistent with providing information. If any unanticipated issues arise we will be
82 prepared to handle them and the Board will be in full knowledge of it.

83 **b. Letters/Information**

84 **i. Fresh Fruit & Vegetable Program**

85 Superintendent provided a letter from the DOE indicating LCS has met the USDA required criteria and qualifies to
86 participate in the Fresh Fruit and Vegetable Program for 2019-2020. The allocation amount is \$3,808. There is no
87 other way to qualify other than from Title 1. Ms. Roske is responsible for following the requirements.

88 **V. CONSENT AGENDA**

89 There was no consent agenda to report.
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91 **VI. ACTION ITEMS**

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

93 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. LoVerme to approve the minutes of June 25,*
94 *2019 as written.*

95 *Voting: six ayes; two abstentions from Mr. Legere and Ms. Lemire, motion carried.*
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97 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. LoVerme to approve the minutes of July 18, 2019*
98 *as amended.*

99 *Voting: all aye; motion carried unanimously.*
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101 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. LoVerme to approve the minutes of August 6,*
102 *2019 as written.*

103 *Voting: all aye; motion carried unanimously.*
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105 **b. School District Calendar**

106 Superintendent reported in accordance to the arbitration decision the school district calendar has been updated with
107 only 2 early release days on 9/25/19 and 12/5/2019 and the last day of school with 5 snow days built in is June 12.
108 This is done in accordance with the CBA and the WLCTA president did not see any issues. Superintendent
109 confirmed the arbitration was clear and the proposed calendar meets the needs. Mr. Vanderhoof noted he thinks the
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calendar that was put forth prior was a good calendar with a lot of benefits and the Strategic Planning Committee put a lot of work and planning into it and he felt it was a good way to move forward. Mr. LoVerme noted ultimately the ones who are losing in this calendar are the students. He voiced being upset the students are losing 3 days and teachers not taking advantage of the time to learn and be educated.

A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to accept the new updated school district calendar.

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

c. Handbook Changes

Superintendent provided an overview of the WLC handbook changes including the areas of staff changes, extra help hours, disciplinary procedures and consequences, study hall rules and procedures, tennis being open to girls and MS students may participate via petition. He notes the MS is looking at the concept of restorative justice and actually trying to get to the root cause of a behavior and not just passing out consequences. A student can be suspended for example but does it address the root cause. A lot of the smaller things that happen day to day; there are root causes and what is happening in students' lives and what are they going through will be considered through this process. He confirmed Ms. Edmunds, Assistant Principal has training in this and brings it with her.

A MOTION was made by Ms. LeBlanc and SECONDED by Mr. Ballou to accept the changes to the WLC handbook.

A request was made to see any deletions. Superintendent responded those would have been brought to the Board. There was discussion regarding the cell phone policy and a potential conflict in the handbook and it was suggested to defer accepting changes until this is resolved. There was discussion regarding the cell phone policy and teachers having discretion on student use especially given that students have Chromebooks now. It was noted teachers should not be able to use cell phones either. Superintendent suggests the Board accepts changes with the exception of the last bullet in study hall and the others will be in place and bring this back with Principal Bagley for further discussion. It was noted if there are changes students and parents need to be educated on the changes.

Ms. LeBlanc and Mr. Ballou WITHDREW the motion.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to accept the changes to the WLC handbook and strike the final bullet on page 44 (Under Study Hall Rules and Procedures). **

A suggestion was made to see the whole handbook. A question was raised regarding the library. Superintendent confirmed it is necessary for students to use the library at times. Superintendent confirmed there cannot be a co-ed tennis team and boys interested in playing tennis could go to Milford or ConVal and still compete for Wilton-Lyndeborough as the NHIAA considers tennis an individual sport. It was noted that there are or can be positives with cell phone usage; they are not necessarily doing bad things with them and we may be discouraging students to use them. It was suggested it may be beneficial to bring the policy to the Board meeting at the same time of the handbook discussion. Principal Bagley and Ms. Edmunds will attend the meeting for the discussion.

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

FRES handbook changes will be addressed below.

d. Adjustment of FRES Schedule

Superintendent reports in the past couple of years there has been discussion regarding the long day at FRES. He is suggesting to make an adjustment to have elementary school students end the school day 10 minutes earlier. FRES students would be picked up first instead of having the bus come to them second. It would decrease the student's day and not the teacher's day. Parents would need to pick up students 10 minutes earlier. Research shows longer days for elementary students is not necessarily advantageous. The 10 minutes will not be taken away from reading or math instructional time. This was discussed with Mr. O'Connell prior to him leaving and we would still be in compliance with the required student hours required by the DOE. Superintendent confirmed students may be on the bus and extra 5-10 minutes longer or some could be home earlier. He has spoken with the bus company and they did not see an issue. It was suggested to speak about this in nonpublic and hold off making this adjustment. It was noted some students get on the bus at WLC and get off at FRES due to where they live which was nice to be able to provide this especially in inclement weather. Superintendent responded there may be a way to accommodate this if the bus came

back by town and could drop students off. He added if a student lives within a mile of the school we are not required to provide transportation.

A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to approve the adjustment to the schedule for FRES students.

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

e. Electricity Rates

Ms. Baker provided an overview of the options for electricity rates with Engie being the most economical rate at 0.7554 and requires a 36-month contract. Engie is our current provider; current rate is .08475. Superintendent reports by dropping the rate it would save approximately 13-10% in the budget.

A MOTION was made by Ms. Lemire and SECONDED by Mr. LoVerme to accept the 36-month contract from Engie.

It was noted it is a good price but there is risk involved with a 36-month contract. In the past we have had a 1-year contract.

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

f. Request for Funds from Educating Educationally Disabled Children Capital Reserve

Superintendent provided a memo regarding this and notes there has been discussion at length about this already. At this point the only way feasible that they can see is to have the Board authorize a withdrawal of \$44,587 from the capital reserve. If we did have an issue come up, we do have surplus in the transportation line and salary savings. The history of this is the district has never had to touch this capital reserve in 12 prior years. It is an anomaly and we need to settle the debt and these are the only funds we have.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to authorize the release of \$44,587 from the Educating Educationally Disabled Children Capital Reserve fund in order to meet unanticipated expenditures from the 2018-2019 school year. **

Discussion was had regarding replenishing the capital reserve and is \$250,000 the appropriate level of funding as it was wiped out in one year and easily could be with costs of some students moving in and out of district costs. Replenishing the capital reserve can be done over time such as a 2-3-year period on approval of the voters. A question was raised regarding the anomaly that occurred. Superintendent responded we had students move in/out of district and ABA therapists needed for students moving into district. There were transportation costs with a student. We can define it clearly; this is just something that came to be he adds. A question was raised regarding the \$38,000 of savings in the transport line and if we should assume our budget for this year will cover our students. Superintendent responds, a student we budgeted for is no longer here (accounts for the \$38,000 savings). He adds we cannot use the money from the 2019-2020 budget to fund something from last year since the funds were in the capital reserve we can use that and it cannot be made retroactive with a special meeting. Responding to a question he confirms if we had someone move into district that needs an out of district placement that we didn't budget for, we could call a special meeting of the towns and look to appropriate the funds. Ms. Baker confirms this is acceptable to the auditors. It was noted generally there is a fund balance we give back and is a "buffer built in", that is the norm. Superintendent confirms when we get closer to discussing warrant articles. that is the time to discuss recommendations for the amount of funding for the capital reserve.

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

Superintendent reports there are 63 students in the 1st grade; policy dictates it will strive to keep class sizes under 20 for K-2. Right now each class would have 21, in 2nd grade 12, 12, and 13. Mrs. Legere has been tracking these numbers for him and has reached out to 1st grade parents to confirm who is coming and who is not. His recommendation is to make an adjustment with 4 first grade classes and 2 second grade classes; Ms. Desmarais has volunteered to teach 1st grade instead of 2nd. Because 1st grade is important in a basic step forward, the decrease of 3-4 students would make a difference. This is a decision that the Superintendent can make as he assigns teachers but thinks it is important for the Board to make the decision as they answer to the public. He notes this is about a position not a person and it is great we have a volunteer. A question was raised what if we get 4 more students in the 2nd grade, what do we do then. Superintendent responds the Board does have the prerogative to hire someone instead

of this although he has looked at the candidate pool as we posted an anticipated opening ad and notes the pool is not great. He adds the Board could choose to do nothing also. It was noted the preference would be to hire during normal hiring season. Superintendent reports currently there are 39 students in kindergarten and anticipates that going up by 2-3. One way or another we will end up hiring and would rather budget and plan for the hiring of a teacher (unless enrollment declines) in prime season.

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to accept the Superintendent's recommendation to transfer the 2nd grade teacher (who volunteered) to the 1st grade.

Voting: all aye; motion carried unanimously.

• **FRES HANDBOOK**

Superintendent reviewed changes to the FRES/LCS handbook with changes around personnel, time changes and food service. He confirmed there will be 2 part-time interventionists instead of 1 to save on benefits. We are still hiring for one of those positions; we did not lose funding; for Title 1. It was noted Chairman Ballou is listed as living in Wilton, this needs to be changed to Lyndeborough.

*A MOTION was made by Ms. Lemire and SECONDED by Mr. Ballou to approve the handbook changes with amendments. **

It was suggested to make it a point to explain MealTime to parents, especially the new incoming parents. Regarding the food service sections of the handbook, it was suggested to "soften" the capitalization and word it better. It was noted we may want to add that financials assistance can be applied for at any time. It was suggested on the bottom of the 2nd page it was redundant in regard to students can access MealTime account and could this be combined. It was determined there was some formatting that may be the cause of the capitalization issue and should be reworked. It was suggested to add under paying for meals subsection, if payment is made by credit card there will be a service charge. A question was raised if the parent has the ability to shut down the MealTime account. Superintendent confirmed yes. Lunch is still provided if the student doesn't have any. FRES/LCS do not accept cash or checks at the register. A question was raised what happens if a parent gave a student the money one day for lunch. Superintendent responds there is a level of reason with this.

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

VII. COMMITTEE REPORTS

i. Budget Liaison

Mr. Vanderhoof did not attend the last meeting due to a schedule conflict at the same time but did review minutes and reports Ms. Lisa Post will be on the Strategic Planning Committee. Superintendent reminded members NHSBA will provide a workshop for both Budget Committee and School Board members on August. 21. An outline of the presentation will be emailed tomorrow. A question was raised if the presentation could be taped or documented as a budget committee member could not attend. Superintendent responds a document is being provided to both Board and Budget Committee members and he is unsure if they would allow it. He will check into this and report back.

ii. Food Service Committee

Mr. LoVerme reported Ms. Roske is the new food service director and some demands have been put on her. She will improve the quality of food and cross train all food service staff to work in any building. By improving the food, we will improve profitability by improving sales. Advertising will be done and she will provide samples of the food. Hot lunch will be advertised on the TV's in the buildings. She worked with Mrs. Vanderhoof on 5-week cycle menus and will change seasonally or if something is not selling she will adjust the recipe or discontinue the meal. It will take a couple of months to get the numbers to see if changes are making a difference and she has last year's numbers to base it on. She will still have the premade salad bar and snack bar but is focused on improving hot lunch. For a family of 3 it would cost \$45 a week for hot lunch. Superintendent added there will be inventory control and has ordered her commodities for the year; she is starting out with \$4,000 of product left over from last year. The Superintendent will work with a classroom teacher to eliminate the competition with the hot lunch program. Mr. LoVerme has seen samples of the 5-week cycle menu which looks good. The next Food Service Committee meeting is scheduled for November 22. A question was raised if there is a way for students to provide feedback. Mr. LoVerme confirmed she will do surveys throughout the year for students and "trash audits" will be done. A question was raised if there has been more discussion regarding using Styrofoam and throwaway utensils etc. vs. washable.

Superintendent responds the primary focus has been improving the quality. Mr. LoVerme noted Ms. Roske was presented with a flat budget and we are not asking her to make money but to come in at zero.

VIII. RESIGNATIONS / APPOINTMENTS / LEAVES

a. Resignations

i. Tim O'Connell-Elementary Principal

ii. Marc Belanger-WLC-HS Social Studies

iii. Shannon O'Donnell-WLC-MS School Counselor

Superintendent reviewed the 3 resignations that have come in since the last June Board meeting.

b. Appointments

i. Andrea Pollock-FRES-SPED Case Manager

ii. Brian Krot-WLC-HS Social Studies

iii. Ashley Goggin-WLC-MS School Counselor

Superintendent reviewed the 3 appointments since the June Board meeting, and gave a brief overview of each. Resumes are included in the packet.

A question was raised regarding how many have resigned after signing their contracts with the district.

Superintendent responded Mr. Jason Shea, HS math teacher, Mr. Tim O'Connell, Principal, Mr. Marc Belanger, HS social studies teacher and Ms. Shannon O'Donnell, MS counselor.

IX. SCHOOL BOARD MEMBER COMMENTS

Ms. Lemire requested a status update on the discussion that was had at the Board workshop regarding having a M/S RTI model using existing staff. Superintendent responded we will need to orient our new teachers and may be coming to you in October.

Mr. Legere requested to have calendar invites to meetings so that he receives pop up reminders and questioned if this is something that can be implemented. He added this could be useful for committees as well or folks who wanted to be included in activities. Superintendent will speak to Mr. Kline, IT Director.

X. PUBLIC COMMENTS

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

Ms. Heidi Kemmerer, Lyndeborough, works at FRES and commented that the Boards comments about cell phones are pertinent and she uses her cell phone on the playground to tell the time. There are times it is appropriate for a teacher to use a cell phone and doesn't know of anyone who abuses it from what she has seen or heard and if there are issues at school a cell phone may save lives. Chairman Ballou responded it will be discussed at the next Board meeting.

Ms. Kelly Gibson, Wilton, commented that having continuity for all classrooms and not leaving it up to the teacher's discretion is important. When you give teachers the discretion there is a concern with it. The teacher may say yes to some students and no to others and across the Board it would eliminate feeling of being picked on. Regarding restorative justice, she questioned if that is something that would be in the handbook for parents to learn about, steps and processes. Chairman Ballou noted it will be discussed in the future. Ms. Gibson asked that it be clearly outlined. She spoke of communication to parents as she did not know of the freshman orientation that was happening. She asked if there is some communication so she can find out instead of just going to the website. Chairman Ballou suggested she speak with the Superintendent offline and we will work on a communication policy. Ms. Gibson spoke regarding tennis, she is wondering if there is a special education sports program as she knows Milford has one and questions what are we doing as a district for students who may have IEP's or 504's that may want to participate. How would parents know about this. Superintendent will speak with her offline.

• NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to enter Non-Public Session to discuss negotiations and personnel matters RSA 91-A: 3 II (A) at 8:13pm.

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

335 *A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to exit Non-Public Session at 9:31 PM.*
336 *Voting: all aye; motion carried unanimously.*

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338 **RETURN TO PUBLIC SESSION**

339 The Board entered public session at 9:31 PM.

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

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

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344 **XI. ADJOURNMENT**

345 *A MOTION was made by Mr. Ballou and SECONDED by Ms. Lemire to adjourn the Board meeting at 9:31 PM.*

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

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348 *Respectfully submitted,*

349 *Kristina Fowler*

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