

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, September 10, 2019
Florence Rideout Elementary School-Library
6:30 p.m.**

Present: *Matt Ballou, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere (via phone), Alex LoVerme, John Clark, and Tiffany Cloutier-Cabral (7:15pm)*

Superintendent Bryan Lane, Principals Brian Bagley and Bob LaRoche, Director of Student Support Services Ned Pratt, Technology Director Mark Kline, Curriculum Coordinator Julie Heon, and Clerk Kristina Fowler

I. CALL TO ORDER

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

II. ADJUSTMENTS TO THE AGENDA

a. Add Second Public Comment

Request to add second public comment. Superintendent noted he provided additional documentation regarding attorney fees which were not available at the time the board packet was sent.

III. PUBLIC COMMENTS

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

Ms. Brianne Lavallee, Lyndeborough questioned when it was known that class sizes for the 5th grade would be 25; this exceeds class size policy and raises concern. Superintendent responded 2-3 days prior to school starting. Ms. Lavallee commented as a Lyndeborough resident before combining schools Lyndeborough residents were told class sizes would be kept small and since combining it has consistently gone up. She questions what is going to be done to remedy the situation and follow through on the Lyndeborough promise. Chairman Ballou responded it will likely be addressed in school board comments.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent reports the first couple of school days went smoothly and thanked the custodians, teaching staff and administration. He has been working with Steve's School Bus regarding the dismissal at FRES and made some adjustments. This should become more routine and run smoother as far as the exodus is concern; we are closer to getting to WLC before the bell rings. He adds there were some glitches but he continued to speak to the bus company and appreciates Mr. Brown's communicating with him. He spoke of a budget deficit which will be discussed later in the evening. Budget 2020-21 has begun with each Principal talking to staff looking at possibilities and opportunities. In the first combined budget session an overview will be provided; no line item at that point. The goal is for the full line item to be presented in October to include everything including a bottom line at every meeting. Insurance rates are available in mid-November, until then a place holder will be added across the board and adjustments will be made when we know the actual number. The technology audit is moving along and interviews are scheduled for September 16. Last evening the first negotiations meeting with WLCTA took place. The 1st grade t-shirts will be presented by the seniors on Thursday. Mr. Vanderhoof commented that the latest change to the bus dismissal has taken up a lot of parking for parents. Superintendent will be keeping an eye on this.

ii. Business Administrator's Report

Ms. Baker reports with FY19 closed and state reports completed her efforts are looking into FY20. She notes 71% of the budget is salary and benefits; this is where she started. She is seeing a shortfall projected in this area. A memo has been provided to the Board regarding this. She reports doing a comparison with each employee paper contract during this process. She is projecting a loss of \$305,663 in the area of salaries and benefits; things are still being worked out. Superintendent to discuss this further.

iii. Principals' Report

Principal Bagley reports 3 days of professional learning (PD) in August benefits teachers and multiple meetings took place including leadership, department, MS joint team, 504 and IEP meetings. Mr. Bill Preble (consultant) met with

faculty on Aug. 27 and will be working with them to focus on creating and maintaining a positive culture and a sense of belonging amongst teachers, students and community. The first day with students was one of the best Principal Bagley has experienced. The energy and enthusiasm when students arrived was felt by all. His report included a couple of teachers who shared their feelings about the first day. A lot of time has been spent on food service and Ms. Deb Roske, Food Service Director has been working very hard and doing a phenomenal job. She has completely changed everything from the process to the food. He confirmed it had been mentioned before that Mr. Preble would be working with WLC and it is grant funded. He will work with faculty throughout the year and Ms. Edmunds reports he is a professor from the Center for School Climate and Learning.

Principal LaRoche reports his introduction to the district has been phenomenal; busy this summer meeting many people who shared thoughts and comments. It was the staff in the schools that stood out for him and staff across the district; everyone helping him to get acclimated. He sees there are things that everyone is ready to improve on such as transportation which has recently been changed. Dr. Heon has been helpful and the PD was well attended. He is doing his best to understand the budget process. A goal for LCS and FRES is efficiency and there are some things that can be tightened up. Changes have been made to the specialist schedules which allows these teachers to spend an afternoon at LCS to share their expertise with kindergarten students and gives classroom teachers the opportunity to work on data. He adds the front desk has been great filling in with answers and he is excited to be here and will keep the good things going and work to make any improvements needed. Mr. Vanderhoof commented student pick up has been vastly better.

iv. Curriculum Coordinator's Report

Dr. Heon reports last year there was discussion of providing an overview of what we be will doing for PD. On September 25 (first early release) FRES/LCS teachers will follow up on math training with the math consultant. WLC teachers will work on a variety of PD, one group will focus on school culture and climate and getting everyone on board to what makes a healthy and productive school and another will work on performance assessments for students. The highlight of the upcoming accreditation visit will be student led conferences. Students will sit with a NEASC visiting member and discuss what they learned. Other PD will be provided to student support services (SPED) by a trainer from Medicare regarding processing and reimbursements. FRES/LCS SPED team came to learn about the math program and will be ready to launch this fall. Teaching staff participated in Project Lead The Way (PLTW). A few staff were trained last year in NY to be trained as trainers to be able to teach the rest of the staff. She reports using PLTW for computer science which will be enhanced this year and offer some robotics for some grade levels. Teacher orientation went well; our new teachers will feel more comfortable coming in not just for climate but curriculum and procedures. Some of the new teachers came in June and then back again in August and learned the logistics of the schools and curriculum. She notes, statistics show when you provide this for new teachers they tend to be more successful and retention rates are better. A health committee was formed and met over break. There was an inquiry about changes to the digital learning and science courses; she provided a basic outline in her report on what topics would be addressed. Mr. Andrew Tyler, computer science teacher participated in 3 weeks of grant funded PD over the summer and will share his knowledge with the MS/HS students throughout the year. Assessments will include a pre-assessment for a baseline and because there is a strong digital component we can use the information to provide enrichment for students who need extra help. STAR 360 baseline testing will be done in the fall for reading and math assessments. Chairman Ballou voiced appreciation for the integration of internet/computer safety in each technology course.

b. Letters/Information

i. First Day Enrollment

Superintendent reviewed first day enrollments pointing out the senior class has 29 students. He noted grade 5 has 52 students (2 classes-exceed the board policy-maximum of 25). Grade 1 has had some unanticipated withdrawals and now has 60 students. He notes as we move forward we will have to have a discussion about the legitimate concerns (grade 5) that were raised.

ii. Board Stipend Forms

Superintendent noted in accordance to board policy a stipend form has been provided to members and asks they fill this out and submit it to the SAU.

iii. NHSBA Call for Resolutions/Delegate Assembly

Information was provided to members regarding "Resolutions" and the Delegate Assembly in January.

Superintendent reports Resolutions can be brought forward for the agenda. They are voted on by the NHSBA

Executive Council and if recommended, the NHSBA-Board would vote on it. These are mostly concerning legislation.

iv. Budget Timeline FY2020-2021

Superintendent reports a budget timeline has been provided indicating when things need to be turned in etc. in accordance to the RSA. He reports we will move forward with this as our timeline; this has been reviewed by the Business Administrator in accordance of the RSA's that exist.

v. Attorney Information

Superintendent reports receiving rates from 4 different legal offices. He spoke to NH School Administrators Association to obtain a list of those who deal with educational issues. Rates are as follows:

- Soule, Leslie Kidder \$200-\$275 per hour dependent on associate or partner representation
- Drummond and Woodsum \$200-\$275 per hour dependent on associate or partner representation
- Sulloway and Hollis \$195 per hour for associates, \$250 per hour for partner representation
- Wadleigh, Starr and Peters \$190 per hour for associates, \$275 per hour for partner representation

He reports the variance depends on the associate and how long they have been there. We do use Drummond and Woodsum for SPED matters. Wadleigh, Starr and Peters are handling the suit for ConVal. Currently there is nothing specific going on but the Board can make a recommendation although it is not an agenda item for action this evening. Mr. Vanderhoof noted we are working on negotiations and it would be nice to have this in place. Superintendent agreed.

VII. CONSENT AGENDA

There was no consent agenda to report.

V. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to approve the minutes of August 27, 2019 as written.

Voting: six ayes via roll call vote and two abstentions from Mr. Clark and Ms. LeBlanc; motion carried.

b. Policies

i. JICJ-Unauthorized Communication Devices

Superintendent reported the policy goes into a lot of mechanics; new language has been provided which he read. With the new language it gives the Board total authorization on what the protocols are, takes out all the mechanics of it and doesn't require policy changes. Chairman Ballou noted the Board did discuss this and they settled on this language to review for the 1st reading. Suggestion was made to remove the first sentence. This is the 1st reading. Principal Bagley confirms feedback will be provided regarding protocols. Policy will come back for a 2nd reading.

ii. BEDH-Public Participation at Board Meetings

Superintendent reviewed changes in items 1, 2 and 6 which are in red. He notes the reason the committee looked at this was that sometimes someone just wants to note something nice that happened which this allows for this. Chairman Ballou noted this is the 1st reading. Several amendments were suggested to the existing draft including grammar related and in 1, removing the language reference to KE and KEB (it is in 6 already) and in 2, a suggestion to include 15 minutes prior to nonpublic or at the end of the meeting if none is scheduled. Confirmation was had that the committee's intent was to take away the option of an additional public comment and make it required. Policy will come back for a 2nd reading.

iii. BDE-Committees and Delegates

Superintendent reviewed the changes in red and noted there are questions from the committee at the bottom of the policy for discussion. Mr. Legere noted typically committees are formed on an annual basis but there are times a committee is formed mid-year or after April and questioned if language should be added to cover this or indicate as needed. This will be added for discussion. Mr. Vanderhoof noted somewhere it needs to be added if a member of the public can be on these committees if we will be voting on it. A suggestion was made unless there is further obligation for the Negotiations Committee it would make sense it is not a standing committee. It was also noted in the past other policies referred to a designee to do certain tasks and a suggestion was made to look through other policies regarding this. It was suggested the Strategic Planning Committee does not have to be a standing committee but the Policy Committee should be. Policy will come back for a 2nd reading.

iv. BDB-Board Officers

Superintendent reviewed changes in red which give the Vice Chair the responsibility to answer emails sent to the board's email once it is up and running. He adds "timely manner" means a reasonable amount of time; this is not a full time job for members and there may be times when someone else would be designated. Mr. Clark adds this delegates the authority to answer these emails as a School Board Official outside of School Board meetings. Superintendent concurs. Suggestions for amendments include grammar related and adding "students" to the second sentence in the last paragraph. This is the 1st reading and the policy will come back for a 2nd reading.

c. Tuitioning

Superintendent reviewed at the last meeting a member brought up that there were rumors of this district closing schools and "tuitioning" students to Milford. It was requested the Board address these rumors. Superintendent confirms this has not been discussed in his time here. He provided a recommended resolution which he reviewed and added the School Board has full intent to meet the needs of the children in these communities. (Resolution-The Wilton-Lyndeborough Cooperative School Board is dedicated to the purpose of meeting the educational needs of the students in Lyndeborough and Wilton. We believe that our students needs are best met in our own community schools. Therefore, we are resolute in our intentions to keep the Lyndeborough Central School, Florence Rideout Elementary School and the Wilton-Lyndeborough Middle/High School open to meet the needs of our communities.)

*A MOTION was made by Mr. LoVerme and SECONDED by Mr. Ballou (for discussion) to accept this resolution. **

Discussion was had regarding the need for the resolution given that these are rumors. Discussion also included by providing the resolution it is clear (and clarifying) communication. It was noted the School Board would not have the authority to make changes as drastic as this.

**Voting: four ayes via roll call vote and four nays from Mr. Vanderhoof, Chairman Ballou, Ms. Lemire and Ms. LeBlanc (4-4) no action taken*

d. Budget Deficit

Superintendent reports Ms. Baker did a detailed study and felt it did not look right; she was accurate and he concurs there is a deficit in the area of salaries and benefits. He provided a document which shows the accounts having an unbudgeted deficit of more than \$5,000 and an accounting of the flow of funds for salaries and benefits. Concern was raised by staff of why a study done of salaries and benefits and he confirms a study was done on everything and the only place where there are definitive "red numbers" is in the area of salaries and benefits. It is inherent for the Business Administrator to look deeper into things. He confirms contractual obligations will be honored. He reviewed the areas of concern which include ABA/RBT, para-educators, teacher aides, business office, technology salaries, ESY summer program, summer custodial help, FICA, NHRS, health and dental insurance, retiring service awards, and attendance awards. He noted that increases for health and dental are due to new staff electing different plans than prior staff which increased the cost \$68,000 and there is no way for this to be determined when the budget is created. He was able to make some adjustments to bring the deficit down from \$305,664 to \$252,474. He noted the psychologist had not been moved from contracted services and a few other adjustments were made to bring the deficit down by \$53,000. He has spoken with administration and no decision on a course of action is needed at this time. The Principals will submit items for consideration and if we were to look at a reduction; it is an extremely thin budget anyway. He adds he believes in his conversations with Ms. Baker, she has grave concerns over this and wants her to voice concerns at the next meeting. State legislature will come back in September and they could make another budget presentation to the Governor which may adjust things a bit but it is unclear. If the Governor does not agree, we would base things on last year's funding. He spoke of not being able to predict some of the expenses such as in SPED and insurance changes; there is a SPED capital reserve for consideration. He will keep a "weekly scenario" and has a process for purchasing things that goes through his office. "We are not just saying no"; student safety will be taken care of right away and supplies needed to run classes will be approved. He is still collecting information so the Board can determine a direction to move forward with including looking at out of district placement. No action is needed by the Board this evening. A question was raised at the last meeting regarding discussion about SPED programs and using some surplus monies; is there a way we can use some of that. Superintendent responded there is approximately \$55,000 of unassigned monies for transportation and this will be part of the discussion that will be brought back. A question was raised, what if we cannot cover these expenses. Superintendent responded there are 2 options, he will talk to NHSBA and Ms. Baker is meeting with the NH Business Administrators group on Friday. He will wait to respond until we have a full level of information at the next meeting. A question was asked if we 'rolled this back' and looked at the budget, were these numbers accurate. Superintendent confirms they were. The budget was passed in March and were not able to budget for retirements

because they were not official at that time and to budget for \$100,000 would have been questioned as they may or may not have happened. There was salary savings to cover most of the costs. The SPED costs were not in there and there was one ABA therapist not budgeted which he was told was in the budget. He reviewed changes after March that affected the budget which included the hiring of an LPN, para-educator, and costs for benefits. There will be a budget transfer for the psychologist; this is part of the reduction. Custodian summer work was not in the budget but was supposed to be. The new teachers and mentors were primarily taken care of through a grant. He reviewed that retirements have not been budgeted in the past; retirements and separation pay are paid for out of the fund balance which in prior years has always been covered. He confirmed a budget line can be added for this in the future. The teacher's CBA indicates payment for this can happen up until July 31 the following year so that it can be covered through salary savings by hiring new staff; true savings happens the year after that because you are not paying the retirement or the salary. He confirmed afterschool supervision, a co-curricular piece, shows a surplus and is for 3 days a week of afterschool library supervision for students. He confirms \$1,500 for kindergarten screening was not budgeted. Retirements and service awards are made known the end of March or beginning of April as required by contract. A question was raised; how did we forget to put all of that into the budget. Superintendent responded as far as the ABA, the person was hired in Dec. and he is not sure why it was not budgeted. Summer custodial work was also requested to be put in the budget and he is not sure why it was not put in and does not know why the kindergarten screenings were not budgeted. Mr. Vanderhoof noted when the Budget Committee and Board were going extensively through the budget, he has no recollection of a recommendation to reduce salary or benefit amounts; there was an issue with the final number and money was added back in. He points out we were going off the number we were given; in salary and benefits nothing changed. After, the budget was changed; we cut \$47,000 out of salaries and benefits. He adds the Board needs to consider things more before just signing off on what was cut and doing things of that nature. Mr. Clark responds we ended up here not for cutting \$47,000 but for other reasons as the Superintendent said. Chairman Ballou comments we will have a discussion with the Budget Committee at the next meeting and will have more information and hopefully have a better direction on what we can do about this if anything. Superintendent concurs.

e. Fuel Bid

Ms. Baker provided information regarding the fuel bid. Invitations to bid were sent for pricing on #2 fuel oil and propane. Discount Oil of Keene was the lowest bid for #2 fuel (\$2.169) and L & G Propane (\$1.149) for propane. These are lower rates than last year and lower than what was budgeted. Recommendation is to award the bid to Discount of Oil of Keene and L & G Propane (same companies as last year).

*A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to award the bids to Discount Oil of Keene for #2 fuel and L & G Propane for propane. **

Discussion was had regarding past propane smells at FRES which led to evacuations. A question was raised if any research had been done to determine if these issues had anything to do with the supplier or the way it was supplied. Superintendent explained there was a smell coming from the kitchen and the Fire Department determined it was from the pilot light. Another day it was due to dense humidity and low cloud cover; the septic exhaust pipe smell came through the intake pipe (both near the roof) and went throughout the building. He anticipates the issues were not supplier related. He confirms the supplier does service the equipment but it takes about an hour to get there. This is not part of the contract Ms. Baker confirms and notes the rates are much lower and acknowledges it is an inconvenience. Superintendent notes suppliers only work on their own tanks, we cannot just hire someone in the area closer. A question was raised if there is a feel for what the savings of usage is using Keene vs. someone else. Ms. Baker did a savings estimate vs. budget. She does not know the history/service issues but confirms the Board can go with a closer vendor if they choose. Superintendent confirms deliveries would be scheduled and if Mr. Erb sees we are low can call for delivery within 24 hours.

**Voting: seven ayes via roll call vote and one nay from Mr. LoVerme; motion carried.*

VI. COMMITTEE REPORTS

i. Negotiations

Mr. LoVerme reported the group met last night and went over ground rules and set up a meeting schedule from September-December.

ii. Budget Liaison

Mr. Vanderhoof reported he was at the Board meeting when the committee met last and the next meeting scheduled is the joint session with the Board.

275 **iii. Facilities**

276 Superintendent reported the committee met prior to this meeting for a walkthrough of FRES. They toured classrooms
277 and the OT room that last year had concerns of moisture; Mr. Erb went over how that was dealt with. Toured both
278 sections of the building, looked at levels of technology, discussed one of the four slides on the playground at length.
279 There is a hole in the slide which has been there since last spring; this unit is not made any more. Damage appears to
280 be wear and tear and looks like someone put their foot through it (it's not visible on camera). It would not be cost
281 effective to go through insurance. Mr. Erb sealed it off and is not usable at this point. Replacement will be added into
282 the budget for next year. If there are any community resources, please bring them forward to the Board.

283
284 **VII. RESIGNATIONS / APPOINTMENTS / LEAVES**

285 There were none to report.

286
287 **VIII. PUBLIC COMMENTS**

288 Chairman Ballou reviewed the public comment section of the agenda and reminded the public that comments should
289 be kept to 3 minutes. There will not be any board member back and forth comments.

290
291 Mr. Fran Bujak, Lyndeborough spoke regarding the email policy discussion and strongly recommends the Board not
292 adopt this and doesn't respond to emails as it is encouraging people to not show up to meetings. If there is an
293 important issue you will get inundated by emails of the same thing and not here for you to address it. You have to
294 print them all out and if you hit the wrong key (when responding), your emails will be picked apart. You provide
295 two times a month to address concerns which he appreciates. He also spoke of the budget which last year was
296 marginally approved and if that was not approved we would have a greater deficit. Three-minute limit was reached.

297
298 Mr. Charlie Post, Lyndeborough spoke regarding the budget and wants to take a look back at the financials;
299 overspent appropriations by \$30,000, exhausting capital reserve, unable to make the bond payment and asked for
300 advanced funds and tonight we hear the deficit is over \$300,000 and much of it was not budgeted. The bulk of the
301 deficit was made up of contracted services that were not budgeted that means they were not reported and those
302 expenses were known. His opinion is the financial position of the district is in free-fall. He wants to see more
303 dialogue on the recognition awards and provide better and strict oversight of spending. He doesn't know how the
304 dollar amounts can be made up and notes the Board is not being good stewards of tax payer money. He adds you will
305 probably have to go back to the tax payers and ask for more money.

306
307 Mr. Adam Lavallee, Lyndeborough spoke regarding the budget and finds it hard to believe it was because of salary
308 and benefits because savings were cited and to say it was not known before March is not true and they have minutes
309 that indicate there were adjustments being made for projected retirements. He is shocked retirements are not
310 budgeted, this is very surprising and believes they could budget based on statistics. SPED was another area, we were
311 told an expensive student moved and it would be something we spent less on this year; things that were pitched as
312 savings are now deficits.

313
314 Ms. Brianne Lavallee spoke that she agrees (FRES) pick up was much better and if it keeps moving in the same
315 direction she looks forward to a quick pick up! She commented that she thought people submitted what their
316 expenses would be on a form and then submitted to the Budget Committee.

317
318 **IX. SCHOOL BOARD MEMBER COMMENTS**

319 Mr. Legere questioned the status of having meetings on some sort of a google calendar. Superintendent responded it
320 is being looked at through technology. He spoke regarding the 5th grade class and for full disclosure, noted he has a
321 child in the 5th grade. It sounded like this would be revisited and he wanted to be sure this was the case.

322
323 Ms. LeBlanc commented on STAR 360 assessments and wants to be sure as we move forward and start testing again
324 that last year the 6th graders needed remediation due to not getting the amount of teaching they needed; there has not
325 been a lot of time to see if they have what they needed. She feels it may be setting them up for failure. Dr. Heon
326 responded we always use September as a baseline and want to see what they have gained or lost over the summer.
327 We need to know which students need remediation and those who don't; it is more about where are you now and to
328 look at growth goals for the rest of the year. Ms. LeBlanc responded that we already know how they ended the year;
329 not being proficient. Superintendent adds by doing the assessment we will know where they are and are not. Dr.
330 Heon confirmed we will know results the day after the student takes the assessment which is this week.

Mr. Clark looked into broadcasting the meetings and notes we can do it ourselves and it can be run from an app on an iPhone; there are options but it will cost money and he would want tax payers to decide if they want to watch us or read minutes and come to the meeting.

Chairman Ballou spoke regarding the budget process last year and that it was less than ideal. He is hoping for lots of discussion and believes there are some structural things in how some things are budgeted and how much we carry and give back to tax payers. It was about \$6,000-\$7,000 this year which is very low; this year probably zero. He is hoping to have an honest and frank discussion. He hopes an upcoming agenda will include the 5th grade discussion.

Mr. LoVerme spoke regarding 7th grade math and it is his understanding that they are doing extra work in SEER with math and notes they just picked up where they left off and are trying to catch up from last year. He hopes when they finish 7th grade they are where they need to be as a lot of people will be upset if they are not.

Ms. Cloutier-Cabral commented she really enjoyed the Principal Reports and it is nice to see staff and students happy and excited to start the new year; good job with that!

Ms. Lemire questioned if we can consider looking at an “oldest” policy where the oldest child in one family is sent home the notice instead of every child in the family getting the same notice. This would be better for the environment, the parents and help with the cost in supply lines.

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

i. Negotiations

ii. Personnel

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to enter Non-Public Session to discuss negotiations and personnel matters RSA 91-A: 3 II (A) (C) at 8:08pm.

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

RETURN TO PUBLIC SESSION

The Board entered public session at 9:14pm.

A MOTION was made to seal the non-public session minutes by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral.

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

XI. ADJOURNMENT

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to adjourn the Board meeting at 9:15pm.

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

Respectfully submitted,

Kristina Fowler