

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD EMERGENCY MEETING  
Tuesday, May 26, 2020  
Lyndeborough Central School/Video Conferencing  
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 (6:31pm), Tiffany Cloutier-Cabral, Paul White, Brianne Lavallee, Jim Kofalt, and Carol LeBlanc.*

*Superintendent Bryan Lane at LCS, Online participation: Business Administrator Beth Baker, Principal Bob LaRoche, Director of Student Support Services Ned Pratt, Technology Director Mark Kline, Curriculum Coordinator Julie Heon, and Clerk Kristina Fowler*

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 6:30pm.

**II. ADJUSTMENTS TO THE AGENDA**

Superintendent Lane reported the following adjustments: MS summer school (for students who are having difficulty with distance learning) and a nomination for a music teacher.

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

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

**III. PUBLIC COMMENTS**

The public comment section of the agenda was read.

Superintendent provided his cell phone number for anyone to call with comment and called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

There was no public comment.

**IV. BOARD CORRESPONDENCE**

**a. Reports**

**i. Superintendent's Report**

Superintendent reported there have been many changes we have faced recently, not since 1918 have we had such a change. He voiced appreciation for teachers, parents and students for doing so well. He spoke of the Commissioner starting a task force for reopening schools in the fall however a recommendation is not expected until the end June. We are forming a committee to look at multiple options taking into account the Commissioners/Governor recommendations as we move forward. Depending on if we have distance learning again we want to be sure we have plans for this as well as plans for being back in the buildings but with restrictions. He reported a request had been made previously to determine how many students were having difficulty whether due to fatigue or just not mastering the material. It is a combination across the board when we looked into this. There will be adjustments to how we are delivering instruction over the last 2 weeks. It will give teachers time to breathe and to do some things. Since my report was done, the WLCTA has agreed to add 2 half days of PD; one will be a debriefing in the morning of June 4 to talk about what worked and what didn't. He will work with the Union president to come up with a set of questions to make this as productive as possible and get some things upfront and on the table. In addition, a math workshop

will be held on June 5 in the afternoon. He thanked the WLCTA. Kindergarten registration is up to 41 currently, he expected less than this due to the current situation; it is good news. He will send out a letter to kindergarten parents tomorrow informing them we will not be doing pre-kindergarten screening this year to be sure we are in compliance with the restrictions and there were also several parents who showed concern. We will collect this data as we begin the school year. We are in the hiring process and open positions are listed in the report. Hopefully there will be additional nominations for the next meeting. All contracts are back for those teachers who are returning. Chairman LoVerme will be signing them tonight. Paraprofessionals will receive a letter of intent by June 1. We are not required to have contracts out until the end of July. He is waiting due to not knowing what things will look like in the fall. If we are not back in the buildings in September, what does that look like for our paraprofessional needs and classroom aides; we need to look at this to be fiscally responsible. It's not say we don't want them back, but we need to look at what is realistic for the district and be sure everyone has a viable function that is documented and we can show the public we are meeting the public trust. He asked for 2 board members to volunteer to be responsible for the manifests, 1 from each town. Ms. Cloutier-Cabral volunteered. Superintendent confirmed estimating about 45-47 kindergarten students by the start of school is reasonable. Regarding paraprofessionals that are connected with SPED, we need to be sure we implement the IEP's with fidelity and if that means we need paraprofessionals to implement services we need to be sure they are employed. The CBA says their employment is dependent on the need of the district, if the need of the district fluctuates so does the employment scenario. Regarding paraprofessionals and what they are doing now, through the accounting system and paraprofessionals he is getting information on what they are doing. They are doing what they are supposed to do; some is dependent on student and parent input. Contracts will wait until he has a better idea of what things will look like. A question was raised if most students participated and completed STAR 360 testing. Superintendent does not have this data at this time.

#### **ii. WLC Principal Report**

Superintendent reported for Principal Bagley who was not present. He reviewed all the names of the MS students of the month and thanked them for their hard work and efforts. Grade 8 will be recognized on June 5 with a special "Google meet". He thanked Mrs. Schwab and Mrs. Boette who spearheaded making the signs for our graduates which are displayed in the center of Wilton on the hillside. It's great to see the kids names up there and the seniors really do appreciate their efforts.

#### **iii. Elementary Principal Report**

Principal LaRoche gave an overview of his report which included a synopsis of what they are doing for the last week of school. STAR 360 is still in progress and should have it by Thursday at the latest. They are planning for next week to be he week to return devices in the gym; school will be open from 8-3 M-F. Teachers informed parents about their specific wishes on when to return them, some wanted students to keep them up until the end of school and those will be collected in the lobby. To recognize 5th grade there is a video celebration being put together which will go out on June 4 and it will be a recognition of students who received awards, a principal's message, a montage of their years at FRES. They are hoping for a cook out on the flat (planned for August) pending restrictions. Teachers have started to wind down and giving students enrichment and make up and keeping them connected. There are half a dozen students they are concerned about as far as connecting with the teachers. They have been in contact with those who have not been logging on. They understand they need to give their best effort. This may not be what we hoped for but are giving their best effort in this difficult situation. At our staff meeting this week they will talk about class placement and start class schedules for next year.

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

##### **i. CARES Act Allowable Uses**

Superintendent reports we received guidance from the DOE and Federal Government; the law allows for 12 specific uses (listed in document). As we look at our expenses and where they fall within these activities, we will apply through the CARES Act. We still do not have a vehicle to apply as of last Thursday. All of our departments will be looking at this. He confirmed we will look specifically at technology, some PD and things around sanitation, electrostatic spray guns and if we can do anything with mental health services and summer learning if we have extensive expenses beyond what we would have anticipated. He does not have a dollar figure that we may be applying for. A question was raised if there were any teacher requests regarding remote learning. He reports there were a lot of things that were free for a while but if we continue there will be charges. We will need to look at what worked well for teachers and move forward with that; this will be what the debriefing is about.

##### **ii. Board Information Request**

Superintendent provided language copied from the DOE website so you can see what the activities are and what we can and can't do. We have to stay within these parameters. This gives you the breakdown, how we do it and a specific dollar figure of what we spend by category.

## VII. TECHNOLOGY ACQUISITIONS

Mr. Kline spoke about watching the CARES Act closely to see where it will help us in regard to technology. He notes we have been limping along with the Chromebooks which are getting pretty battered. We have kept a tight rein on things all year long. Preparations are being made for a couple of changes this summer, changing our broadband to First Light and uniting all our networks to one instead of multiple. This will condense things down to a simpler design and less expensive for equipment, licensing, maintenance and upkeep. They are working on trying to make sure we are addressing recommendations in the ATOM Group. He has been working with the Superintendent on certain items that can be purchased now. They looked at improving security on software and working toward meeting those different needs for better protection and security. He spoke regarding at a prior board meeting there was a discussion of sellers of used equipment. There is a company in Maine although there are several who sell used equipment in good shape, not too old. It's worth looking into although sometimes they seem to be a great deal but end up not being what you would expect; the batteries are not what they should be and you may need to put some money into it and may only get a couple of years out of it before it needs to be replaced. Responding to a question if we are able to port the phone numbers over he reports First Light is only dealing with broadband (internet) right now but we are looking into seeing if they can save us money in the phone system. We are working through inventory of phones and he will provide more information when available. He is unsure if the phone numbers will stay the same or not. He confirmed we have fiber at all schools and in all cases it will be increased considerably more; it's more than adequate to meet our needs. When you deal with fiber, you tend to have more service and dedicated speed. It is a 5-year contract which should be sufficient and if needed we have the ability to increase it with additional cost.

## VIII. YTD EXPENSE REPORT

Ms. Baker reports the expense report is showing ending the year with \$463,785 but this is still a very dynamic number. There are 106 open purchase orders, 22 of those will be closed this week with the manifest run tomorrow. We still have purchase orders we need to look at; it's an ever changing number but honing in on it.

## IX. GRADUATION

Plans for graduation are moving along. Graduates will gather at WLC for an escort by the police department to the Milford Drive-in. Staging is set, sound system and a low frequency FM system which was donated to us from a church in Merrimack. He thanked Mr. Kofalt for the extremely helpful resource he provided. He is still gathering information on recording and possible live streaming. Live streaming is very expensive; he will continue to work on this. There will be raw footage either way and it will be made available to all the graduates. There will be one person at WLC that will travel with the caravan coming to the drive-in. Each student will come up and accept their diploma, there will be no hand shaking, no family members will be allowed out of their cars. Parking should not be an issue. He confirmed staging will be taken down immediately, the company we are using knows we need to be out within 30 minutes and they will have a truck at the back of the drive in and will be ready. The goal is to have a chair in front of the car of the graduate to sit or stand.

## VIII. ACTION ITEMS

### a. Approve Minutes of Previous Meeting

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Cloutier-Cabral to approve the minutes of May 5, 2020 as written.*

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

### b. Policy DFA-Investment-Annual Adoption

Superintendent reviewed annually we are required to readopt this policy.

*A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Lavallee to readopt policy DFA-Investment.*

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

### c. Maintenance Only Items

A request was made by a board member to bring forward maintenance items only that were removed from the budget. Items include fencing for the softball field, repairs of doors hinges, stair treads and locker repairs, all for WLC. The intent was to see if the Board wanted to approve these items under this year's budget. The work would be started by the end of the month if approved.

*A MOTION was made by Ms. LeBlanc and SECONDED by Mr. White to approve these expenses under this year's budget.*  
*Voting: via roll call vote three ayes; four nays from Mr. Vanderhoof, Mr. Legere, Ms. LeBlanc, Mr. Kofalt, one abstention from Chairman LoVerme, motion failed.*

#### **d. Retirement Payouts**

Ms. Baker requested for the Board's consideration, to pay retirement payouts out of this FY with the excess we have at the end of the year. Expense for retirement payout is \$25,714.41. She asked for the Board to discuss the potential for this. A brief discussion was had which included understanding the desire and reason behind doing this however it feels like a budget transfer in a way. This was budgeted appropriately for next year and paying out of this year would not follow the consistent process. Ms. Baker relayed it could be an opportunity to have a process of paying it out in the same year. She has typically budgeted for 4 retirements each year. She confirmed next year we budgeted \$60,000 due to one person who intended to retire but did not. It was noted to be eligible, the CBA requires notification to be before November 1 so that we can accurately budget for the payouts. Superintendent adds the only exception is if a person does not get a service award but is paid for sick days not used and administration who has vacation days left, those are paid out. He confirmed we budgeted enough for next year to cover this payout.

*A MOTION was made by Ms. LeBlanc to fund \$25,714.41 out of the 2019-2020 budget as designated in the document.*

There was no SECOND to the motion.

#### **• SUMMER SCHOOL**

Superintendent reports a request was made from WLC staff to fund summer school between June 5 and June 30; cost is \$4,542.72 for approximately 18 students. Students will be present in the building with masks, social distancing will be done and students attended to by a teacher. We are doing this because distance learning didn't work for these kids. Eighth grade students going into 9<sup>th</sup> grade need remedial work in particular. He confirmed we can apply for funding through the CARES Act, he is not sure we will get it. It was noted, based on the reason the Superintendent said for doing this that students had difficulty with distance learning, seems it is attributed to the distance learning mandate. Superintendent confirms this is the only request and will start in 2 weeks, there is no time to come forward with another request. Students have been identified. He confirms it would be paid out of district funds and if approved through CARES Act be reimbursed; it would make sense it would go back to lower the tax rate as long as we know by August. Mr. LaRoche will have summer program online and it will be grant funded. A question was raised if we have pinpointed what went wrong with getting these students up to pace. Superintendent confirms although repeated requests were made to get the students involved and spoke to parents, it was just not something that was happening. It needs to be a combination of both student and parent involvement to be effective. It takes self-discipline to move forward. A question was raised why it was identified for MS and not HS. Superintendent confirmed HS has competencies, we have a competency recovering program and this doesn't exist in MS. A question was raised if there are any other grants that we may not have been spent yet that may be available. Superintendent confirms the grant money has been allocated; it does not appear there will be other grant funds available.

*A MOTION was made by Mr. Legere and SECONDED by Mr. White to fund \$4,542.72 for MS summer school.*  
*Voting: via roll call vote seven ayes; one abstention from Chairman LoVerme, motion carried.*

### **IX. COMMITTEE REPORTS**

#### **i. Budget Liaison**

Mr. Vanderhoof reported the committee met on the 19<sup>th</sup>. Ms. Browne will be on the Technology Committee, Mr. Lavallee and Ms. Tiedemann on the Revenue Committee. Discussion was had at the meeting about budget reductions, they are upset they were not involved but did not have particular issue with what was cut. Discussion was had regarding the possibility of spending money on maintenance items that were cut and they didn't have a problem if the Board agreed to it. He reports the minutes are posted, there was nothing pressing at this time. The other committees have not met yet; he is not sure if they will try to do these remotely or not. They had some ideas for the Strategic Planning Committee; the representative for the Budget Committee can bring it up at that time. Chairman LoVerme noted Mr. Lavallee had already discussed his ideas with him and he will get back to him.

222  
223 **X. RESIGNATIONS / APPOINTMENTS / LEAVES**

224 **a. Resignations**

225 **i. Taylor McArdle-LCS Kindergarten Teacher**

226 **ii. Nadine Preftakes-LCS-Paraprofessional**

227 **iii. Kathy Harris-FRES SPED Case Manager**

228 Superintendent shared the notification of resignations to the Board via email; he will provide these going forward. He  
229 reviewed each resignation. Ms. McArdle has taken another position in another district, Ms. Preftakes has been with  
230 the district since 1997 and is retiring, and Ms. Harris has taken a full time position in another district.

231  
232 **b. Appointments**

233 **i. Jessica Wentworth-WLC-HS Math Teacher**

234 **ii. Morgan Kudlich-FRES Music Teacher**

235 **iii. Danielle Berube-FRES School Nurse**

236 **• Taryn Anderson-HS Music Teacher**

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238 Superintendent reported Ms. Wentworth has taken another job in another district. He reviewed each recommendation  
239 for nomination and details of each candidate are provided in the board packet.

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241 *A MOTION was made by Ms. Lavallee and SECONDED by Ms. LeBlanc to accept the recommendation and appoint*  
242 *Ms. Morgan Kudlich as FRES music teacher at masters, step 1, salary of \$40,000*

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

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245 *A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. LeBlanc to accept the recommendation and*  
246 *appoint Ms. Danielle Berube as FRES school nursing at masters, step 10, salary of \$54,500*

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

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249 *A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. LeBlanc to accept the recommendation and*  
250 *appoint Ms. Taryn Anderson as WLC music teacher at masters, step 1, salary of \$32,000*

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

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253 A question was raised regarding Ms. Anderson's band experienced and being able to keep it moving forward.  
254 Superintendent explained her main instrument is violin but plays saxophone and other woodwind instruments. She  
255 has worked with various instrumental ensembles. He believes she has the background for this with good resources.

256  
257 A question was raised regarding the HS math position that is vacant again, he confirmed we will pull from the  
258 existing pool of applicants plus post it again. There were 11 candidates in the pool.

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260 **XI. PUBLIC COMMENTS**

261 The public comment section of the agenda was read.

262  
263 Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

264  
265 There was no public comment.

266  
267 **XII. SCHOOL BOARD MEMBER COMMENTS**

268 Mr. White reports everything is going well with the students and ending the school year.

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270 Mr. Vanderhoof spoke of the anticipation of having face to face meetings in the future and suggested it be on the  
271 next agenda to discuss. He notes the Board and public may still be interested hearing the meeting but should plan for  
272 face to face. He questioned if there was another board member interested in being on the Negotiations Committee; he  
273 is still willing to do it but he will step away if there is interest.

274  
275 Mr. Legere voiced appreciation for pulling graduation together; it is a nice concept and great that it can be in person.

276

Ms. LeBlanc is pleased that something could be worked out for graduation; it will be memorable. She questioned if the Board can be in attendance if they stay in their cars. Superintendent confirmed yes, only Chairman LoVerme will be on stage as Chairman.

Ms. Lavallee questioned if the manifests are due to be signed every 2 weeks. Superintendent confirmed it is every 2 weeks. She volunteered to do it although has a few things planned this summer will look at her schedule. She notes the committee assignment for the Strategic Planning Committee was put on hold and questions when this can be addressed. Superintendent asked Ms. Fowler to confirm. Ms. Fowler confirms Ms. Lavallee is correct, no board members were assigned it had been put on hold. Ms. Lavallee requested this to be on the next agenda. She voiced appreciation for putting graduation together and planning the MS summer program for students to help them catch up.

Ms. Cloutier-Cabral congratulated the seniors, 5<sup>th</sup> and 8<sup>th</sup> grade and their families; we are very proud of what they have done especially given the situation as well as the teachers and administration. She confirmed she can do the manifests every 2 weeks as well.

Chairman LoVerme thanked Mrs. Schwab and Mrs. Boette for taking care of the signs on Main Street; they really look nice. He thanked everyone on the Board, administration and faculty for getting the students through this half-quarter of the year. He acknowledges it was difficult for students, parents and faculty. He has heard from other parents in other districts that are really, really struggling with this type of learning; some have just given up on the year. He congratulated everyone for making this a pretty positive end to the school year. He looks forward to everyone relaxing over the summer and hopes students and faculty enjoy it as they deserved it as well as administration although they will still be working.

A question was raised if there will be a nonpublic session. Superintendent responds due to the current format we cannot do that without a defined format. Mr. Vanderhoof notes there is an issue that needs addressing prior to the next meeting and should set one up for later this week. Chairman LoVerme will reach out to Mr. Vanderhoof after the meeting to discuss and with the Superintendent. Mr. Legere questioned why they could not have a nonpublic session. Superintendent responded it was not set up in advance and in order to ensure the meeting is secure we need to set it up in advance and posted 24 hours in advance.

### **XIII. ADJOURNMENT**

*A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Cloutier-Cabral to adjourn the Board meeting at 7:41pm.*

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

*Respectfully submitted,*

*Kristina Fowler*