

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE**  
**SCHOOL BOARD MEETING**  
**Tuesday, June 8, 2021**  
**Wilton-Lyndeborough Cooperative M/H School**  
**6:30 p.m.**

**Videoconferencing:** [meet.google.com/qms-jrom-eij](https://meet.google.com/qms-jrom-eij)

**Audio:** [+1 979-429-2115](tel:+19794292115) (PIN: 229330451)

All videoconferencing options may be subject to modifications. Please check [www.sau63.org](http://www.sau63.org) for the latest information.

- I. CALL TO ORDER-Alexander LoVerme-Chair**
- II. PLEDGE OF ALLEGIANCE**
- III. ADJUSTMENTS TO THE AGENDA**
- IV. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to the Superintendent in accord with the processes set forth in School Board Policies KE and KEB.
- V. BOARD CORRESPONDENCE**
  - a. Reports**
    - i. Superintendent's Report
    - ii. Principals' Reports
  - b. Letters/Information**
    - i. Updated Salary Comparison
- VI. LED LIGHTING PROJECT**
- VII. ACTION ITEMS**
  - a. Approve Minutes of Previous Meetings**
- VIII. COMMITTEE REPORTS**
  - i. Facilities Committee
  - ii. Short-term Strategic Planning Committee
- IX. RESIGNATIONS/APPOINTMENTS/LEAVES**
  - a. Resignation-Danielle Cambray-1<sup>st</sup> Grade Teacher-FRES**
  - b. Appointments-Pending**
- X. PUBLIC COMMENTS**
- XI. SCHOOL BOARD MEMBER COMMENTS**
- XII. ADJOURNMENT**

**INFORMATION: Next School Board Meeting-June 22 6:30 PM at WLC**

***Wilton-Lyndeborough Cooperative School District***

***School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082

603-732-9227

Bryan K. Lane  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Robert Mullin  
Business Administrator

**SUPERINTENDENT'S REPORT**

June 8, 2021

The hiring process continues and is moving forward effectively. Nominations for FRES Principal, WLC Technology Teacher, WLC Asst. Principal, and Kindergarten teacher have either already been made or will come forward at the June 8 meeting. The following positions are still open and we are actively interviewing candidates:

First Grade	41 candidates
WLC Spanish	7 candidates
High School English Teacher (anticipated)	13 candidates
Food Service Director	3 candidates
Technology Director	12 candidates
Administrative Assistant to the Principal	9 candidates
Custodian	1 candidate
Special Education Case Manager (anticipated)	Posted June 1

At the request of the Board, I contacted two organizations that have had recent lighting projects done by World Energy Sources. Those positive recommendations are described in a document included in the Board Report.

All personnel who are scheduled to need recertification for the coming school year have been recommended to the Department of Education as required. There are a number of teachers who have not applied to the state at this time. I have sent them out a reminder. There are penalties from The DOE if they do not apply by June 30.

Preparations for the Summer Academy are in full swing. Tammy Cargill is the coordinator for this program. The staff has compiled lists of students who they felt would benefit from the added instructional time. Invitations have been sent out to parents and we have heard back from the majority of parents who want to take advantage of this program. By June 8, I will have a list of the students who are in need of transportation services. I will communicate directly with Steve's Bus Company to generate a pick up schedule.

The RFP for out sourcing food service will go out this week. The regulations require a 21-day period. My recommendation is for the Board to agree to move forward with the process through the Business Administrator and have a contract for the Board to approve at a non-scheduled Board Meeting in late June.

**WILTON-LYNDEBOROUGH COOPERATIVE**  
**MIDDLE SCHOOL / HIGH SCHOOL**  
57 SCHOOL ROAD  
WILTON, NEW HAMPSHIRE 03086  
(603) 732-9230  
[www.sau63.org/domain10](http://www.sau63.org/domain10)

---

Peter Weaver, Principal  
Sarah Edmunds, Ed.D, Assistant Principal

Amanda J. Kovaliv, School Counseling Coordinator  
Alice Bartoldus, Middle School Counselor

## Principal's Report- June

- On behalf of the WLC community, we would like to extend a sincere **THANK YOU** to the following staff members for their commitment, dedication, and service to our students as they move on to continue their professional journey:
  - Deb Roske – Food Services Director
  - Kimberly Humphreys – Spanish Teacher
  - Justin Kane – Industrial Technology Teacher
  - Amanda Miller – Math Teacher
  - Luke Reiter – English Teacher
  - Greg Wider - English
- Congratulations to **Harrison Krug** and **Kevin Lachance** for being selected to the 22nd Annual New Hampshire Middle Level Scholar Leader Awards Celebration



We took some time out of a few days in the last week of May to get out of the building and have some fun. The 8th grade students came away with the win in our first ever **kickball tournament**. The students and teachers had a lot of fun and it was a great way to get outside, take our masks off, and enjoy each other's company in the beautiful weather. WPD's Officer Matt Holland joined in the fun as well!



**Elisabeth Jacob** applied and was accepted into the **Stanford/MIT Inspirit Artificial Intelligence Program** for this summer. Elisabeth is attending the virtual class, although an in-person class is being offered in Boston. The course focuses on Artificial Intelligence Technology and using applications to create a domain specific project, in the arts, law, environment, and healthcare. Congratulations, Elisabeth!

- **The middle school students finished their state testing this month.** We are proud of their hard work. It is not easy to test for three hours a day for three days in a row even with breaks and snacks happening regularly!

*The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.*

“WLC will strive to be a positive learning community that ensures each student has the opportunity to develop to his or her potential.”

- Thank you in advance to **Linda Draper, Sharon Coffey, and Amanda Kovaliv** for organizing senior activities, especially the significant time preparing the awards and commencement ceremonies! Also, thank you to **Debra Yurcak, Christine Tiedemann, and Sherry LeBlanc** for volunteering to help us prepare for graduation!
- **Samantha Boette** won both the 100 and 200 meter D4 championship race. She is now a 2 time state champion and the first WLC track athlete EVER to win individual running events at the state meet! We are excited to raise a banner next year to honor her success!



#### Our amazing **TOP TEN**:

**Anabelle Bersgtrom:** University of Connecticut – Political Science

**Mikayla Broderick:** University of Vermont - Business Administration

**Chloe Grace:** Keene State College – Art and Business

**Christie Lanfear:** Case Western Reserve University – Bio/Pre-Med

**Ross Lanfear:** Lynn University – Aeronautical/Aviation

**Jacob LeBlanc:** Keene State College – Masters in Music

**Alexandria Lutz:** University of New Hampshire – Honors English

**Joseph Ntengeri:** Purdue University – Aeronautics/Aerospace Engineering

**Samuel Townsend:** University of New Hampshire – Business

**Samantha Yurcak:** University of Massachusetts-Amherst – Bio/Pre-Med



# FLORENCE RIDEOUT ELEMENTARY SCHOOL

18 TREMONT STREET

WILTON, NEW HAMPSHIRE 03086

(603) 732-9264 Main

(603) 654-3490 Fax

www.sau63.org

---

Robert LaRoche, Principal

## **FRES School Board Report**

Spring 2021 STAR 360

	Reading	Math
Grade 5	6.3	6.8
Grade 4	4.9	4.9
Grade 3	4.0	4.1
Grade 2	3.3	3.1
Grade 1	1.1	1.8 * Winter results

The board had expressed interest seeing the STAR 360 spring data for the remotely taught students separate from the in-person learners and here it is:

Remote 5<sup>th</sup>

- Reading 5.8
- Math 5.8

Remote 4<sup>th</sup>

- Reading 6.7
- Math 5.3

Remote 3<sup>rd</sup>

- Reading 4.4
- Math 4.9

Remote 2<sup>nd</sup>

- Reading 3.3
- Math 2.8

Remote 1<sup>st</sup>

- Reading 2.6
- Math 3.2

# NH SAS RESULTS 2021

## Grade 3

### ELA

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
9%	48%	24%	18%

### MATH

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
15%	33%	39%	12%

## Grade 4

### ELA

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
18%	24%	34%	24%

### MATH

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
24%	32%	37%	8%

## Grade 5

### ELA

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
10%	23%	51%	15%

### MATH

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
11%	34%	29%	26%

### SCIENCE

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
32%	22%	35%	11%

**Level 1 = Below Proficient**

**Level 2 = Approaching Proficient**

**Level 3 = Proficient**

**Level 4 = Highly Proficient**

As you can see, the performance does not align. Although STAR indicates students are doing well, the State assessment shows differently. This does not necessarily mean that one is right and the other wrong. It means that STAR reflects more accurately what students are being taught in the classroom on a particular pace. This goes back to my vision plan where I suggest finding a replacement for STAR 360 that will better match what the State is assessing. I suggest this be pursued for FRES and also that teachers use the same curriculum and assessment to maintain fidelity in the results. We call this backward chaining. Determine what you want the academic end result to be, then match curriculum, pacing, scope, and sequence. In order to improve the State scores, FRES has to align assessment and instruction. Otherwise, there will always be a discrepancy.

On a thankful note, a parent of a first grade student brought in many, many vegetable plants for staff to take home free. This was a kind and thoughtful gesture and one more reason this is a great community. Thanks to Ms. Trudeau from Lyndeborough!

This concludes the June board report.

Thank you,  
Bob LaRoche

***Lyndeborough Central School***  
***School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082  
603-732-9228

Bryan K. Lane  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Sherry LeBlanc  
Administrative Assistant

**PRINCIPAL'S REPORT**  
**June 8, 2021**

The enrollment for Kindergarten for the fall currently stands at 40 students. This number is consistent with year's past. Using past history, there should be between 48 and 54 students enrolled in Kindergarten in the fall creating class sizes of between sixteen and eighteen students.

On May 28, LCS hosted a welcome day for new students who will join us in the fall. Twenty-seven participants came for a morning of activities in the classroom. They met the teachers they would be assigned to and with the students who will be in their class. Parents and students were excited and it was a good day.

Student academic profiles are in the process of being completed. These documents will go home with students by the last day of school.

The end of year celebration for Kindergarten students will be held on Friday June 4. We will have a few parent volunteers present and it will be a great time for the kids. Preschool will have their celebration during the final week. The last day for Preschool students is June 8.

Fifteen students from Kindergarten have been invited to attend the Summer Academy. These sessions will be held at FRES so the students will be acclimated to their new school.

The roofing project for the Lyndeborough Central School should take place in early July.



Salary Adjustments for the 2021-22 School Year Considering New Hires

Staff leaving	Staff Leaving						Newly Hired Staff							
	Budgeted Sa	NHRS	FICA	Health	Dental		New staff	Salary	NHRS	FICA	Health	Dental		
Preschool	\$ 39,000	\$ 7,839	\$ 2,984	\$ 22,873	\$ 1,676	\$ 74,372	Candace Heinemann	\$ 48,000	\$10,090	\$ 3,672	\$ 22,873	\$ 1,676	\$ 86,311	\$(11,939)
Business Admin	\$ 85,000	\$11,951	\$ 6,503	\$ 2,000	\$ -	\$ 105,454	Kristie LaPlante	\$ 79,000	\$11,076	\$ 6,044	\$ 22,873	\$ 1,676	\$ 120,668	\$(15,215)
Middle School Math	\$ 49,500	\$ 9,950	\$ 3,787	\$ 22,873	\$ 1,676	\$ 87,785	Hannah Trovitch	\$ 37,000	\$ 7,777	\$ 2,831	\$ 2,000	\$ 633	\$ 50,241	\$ 37,544
New Position	\$ 45,000	\$ 9,045	\$ 3,443	\$ 22,783	\$ 1,676	\$ 81,947	Kristin Dame	\$ 38,000	\$ 7,988	\$ 2,907	\$ 16,972	\$ 1,673	\$ 67,540	\$ 14,407
Superintendent	\$ 121,000	\$24,321	\$ 9,257	\$ 16,942	\$ 1,676	\$ 173,196	Peter Weaver	\$115,000	\$24,173	\$ 8,798	\$ 2,000	\$ -	\$ 149,971	\$ 23,225
Curriculum Coordinator	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000	Emily Stefanich	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -
Music WLC	\$ 32,800	\$ 6,593	\$ 2,509	\$ 1,600	\$ 506	\$ 44,008	Taryn Anderson	\$ 41,000	\$ 8,618	\$ 3,137	\$ 2,000	\$ 633	\$ 55,388	\$(11,380)
Sod Studies WLC	\$ 46,500	\$ 9,347	\$ 3,557	\$ 8,471	\$ 633	\$ 68,508	Brian Krot	\$ 37,200	\$ 7,819	\$ 2,846	\$ 6,776	\$ 506	\$ 55,147	\$ 13,361
Principal WLC	\$ 100,000	\$20,100	\$ 7,650	\$ 2,000	\$ -	\$ 129,750	Sarah Edmunds	\$ 92,700	\$19,486	\$ 7,092	\$ 16,972	\$ 1,673	\$ 137,922	\$ (8,172)
Middle School English	\$ 44,700	\$ 8,985	\$ 3,420	\$ 16,942	\$ 1,676	\$ 75,722	Amalie Traffie	\$ 37,000	\$ 7,777	\$ 2,831	\$ 2,000	\$ 633	\$ 50,241	\$ 25,481
Assistant Principal WLC	\$ 82,700	\$16,623	\$ 6,327	\$ 16,942	\$ 1,676	\$ 124,267								
First Grade( anticipated)	\$ 38,000	\$ 7,638	\$ 2,907	\$ 8,471	\$ 633	\$ 57,649								
High School English (anticipated)	\$ 44,700	\$ 8,985	\$ 3,420	\$ 8,471	\$ 633	\$ 66,208								
High School Spec. Education	\$ 45,000	\$ 9,045	\$ 3,443	\$ 22,783	\$ 1,676	\$ 81,947								
FRES Special Education (Anticipat	\$ 58,500	\$11,759	\$ 4,475	\$ 16,842	\$ 1,676	\$ 93,252								
Industrial Tech Teacher	\$ 44,000	\$ 8,844	\$ 3,366	\$ 16,942	\$ 1,676	\$ 74,828								
Kindergarten	\$ 62,200	\$12,502	\$ 4,758	\$ 22,873	\$ 1,676	\$ 104,010								
Principal FRES	\$ 98,758	\$19,850	\$ 7,555	\$ 8,471	\$ 633	\$ 135,267								
WLC Spanish	\$ 64,200	\$12,904	\$ 4,911	\$ 16,942	\$ 1,676	\$ 100,634								
Technology Director	\$ 87,125	\$12,250	\$ 6,665	\$ 8,471	\$ 633	\$ 115,144								
Admin. Asst. FRES	\$ 38,882	\$ 5,467	\$ 2,974	\$ 2,000	\$ -	\$ 49,323								
Custodian	\$ 35,276	\$ 4,960	\$ 2,699	\$ 8,471	\$ 633	\$ 52,038								
						\$1,863,945							\$ 843,428	\$ 67,312

***Wilton-Lyndeborough Cooperative School District  
School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082  
603-732-9227

Bryan K. Lane  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Robert Mullin  
Business Administrator

TO: The WLC School Board  
FROM: Bryan Lane  
DATE: 6/1/21  
RE: Lighting Project References

At the request of the Board, I reached out to World Energy Systems to get some references about the company's work.

I spoke to Brendan Minihan, Superintendent of Schools from SAU 43 in Newport. The company did a lighting project for an elementary school. Mr. Minihan reports that:

- The project was completed in a timely manner.
- The facilities staff and Business Administrator had positive reports on working with the World Energy Systems staff.
- There were no negative issues of any kind
- Staff and students at the school feel the school is "brightened up" and all reports are positive.
- Electric costs are down, no analysis done at this time.

I spoke to Mary Thomas of Tech Resources Incorporated located in Milford. This company develops electronic equipment for military purposes and other applications. Ms. Thomas reports:

- The project was done in a timely manner
- Good communication occurred daily, as there were needs to schedule locations of work due to the needs of Tech Resources.
- Walk-throughs were done consistently as the work progressed and it was helpful.
- Schedules were adhered to.
- Reduced electrical costs are being realized.
- Overall a good experience.

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, May 25, 2021  
Wilton-Lyndeborough Cooperative M/H School  
6:30 p.m.**

The videoconferencing link was published several places including on the meeting agenda.

Present: *Alex LoVerme, Jonathan Vanderhoof, Matt Mannarino (6:35pm), Tiffany Cloutier-Cabral (6:33pm), Mark Legere, Jim Kofalt, Charlie Post (6:34pm), Paul White and Brianne Lavallee (7:43pm)*

*Superintendent Bryan Lane, Business Administrator Rob Mullin, Director of Student Support Services Ned Pratt, Technology Director Mark Kline, and Clerk Kristina Fowler*

**I. CALL TO ORDER**

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

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (B) (C)**

*A MOTION was made by Mr. Legere and SECONDED by Mr. White to enter Non-Public Session to discuss hiring and personnel matters RSA 91-A: 3 II (A) (B) (C) at 6:30pm.*

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

**RETURN TO PUBLIC SESSION**

The Board entered public session at 7:30pm.

*A MOTION was made by Mr. Post and SECONDED by Mr. Mannarino to appoint Ms. Sarah Edmunds as the interim Principal of WLC MS/HS at a salary to be negotiated with the Superintendent of Schools.*

*Voting: six ayes; one nay from Mr. Vanderhoof, one abstention from Chairman LoVerme, motion carried.*

**IV. ADJUSTMENTS TO THE AGENDA**

Superintendent Lane reported the following adjustments, recommendation for appointment of a MS English teacher, 1<sup>st</sup> grade teacher and teacher transfer from 1<sup>st</sup> grade to MS math, a resignation for a kindergarten teacher and he provided a document regarding cash flow.

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

*Voting: seven ayes, one abstention from Chairman LoVerme, motion carried.*

**V. PUBLIC COMMENTS**

The public comment section of the agenda was read. Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

There was no public comment.

**VI. BOARD CORRESPONDENCE**

**a. Reports**

**i. Superintendent's Report**

Superintendent gave an overview of his report. Interviews for the Superintendent and Business Administrator were held last week. Ms. Kristie LaPlante, Business Administrator will begin on July 1 or sooner for training. Interviews for Technology Director were held and he is looking to solidify a candidate. Tomorrow interviews will be held for a FRES Principal with 4 candidates and 2 interview groups, one is staff and one is parent/community. Principal Weaver and Mr. Pratt will facilitate the groups and the Superintendent will be the greeter. There had been a previous

question regarding what the balance is in the Building and Roadways Capital Reserve and that is \$178,077; this will increase by \$95,000 next fiscal year due to the approved warrant article from the voters. As requested, he provided a list in his report of the courses teachers have been taking. He spoke of struggling to find a food service director. The pool is thin and to provide another option, he will bring information to contract the service out. Federal guidelines still need to be followed; he plans to get an RFP out this week. At that point, we would not need a director, just a vendor to contract with. This had been investigated in the past and the school district would still be responsible for paperwork around free and reduced. Since the Federal Government will maintain the process of paying for student meals, it would make that process much less rigorous. In addition, there is legislation for that to continue beyond next year. Because we are struggling to find candidates, he wanted to provide another option. We will do an RFP, see what comes of that, and bring it back to the Board for the 2<sup>nd</sup> meeting in June. A question was raised if we bring in an outside vendor can we keep the staff that is working. Superintendent responded, usually they want to keep them; there is a struggle with staffing in most districts as they are part of a collective bargaining agreement and with this district, that is not an issue. They don't get benefits except one person who has increased hours so there is not a deterrent and we would encourage them to keep the employees. To have someone onsite who is already food safe certified is a benefit; they are responsible to follow the federal guidelines and report.

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

Mr. Pratt provided an overview of his report. Regarding ESY, they have sent about 60 invitations to parents recommending ESY, which is a lot. They are working to firm up the numbers; the deadline was today. The RISE program starts earlier than the other summer programs. They have hired staffing which also increased a bit. Planning for next year is ongoing and they are wrapping up related services. Needs are being identified in the ABA area; this is a fluid time. There may be a couple of additional needs, which should be cost neutral, and a memo would go the Board in June. Preschool continues to evolve; there is a new preschool teacher coming in with a lot of experience plus experience as a preschool SPED teacher in the ABA field. As always this time of year, materials are being replenished for the students; staff is on top of that. The staff has done a great job working together and it's no surprise, work has begun on the 2022-2023 budget. It will be a busy summer.

#### **iii. Director of Technology's Report**

Mr. Kline reported he has been planning for his leave at the end of June; there are some things that they are doing to allow the new Technology Director to hit the ground running and move forward in a way that they had not been able to. There is an accurate inventory and during student device collection, they can identify things that have not been turned in. Damage will be looked for and taken care of right away this way if they have to bill for it will happen sooner than later in the summer. This year they are collecting teacher laptops, as they want to make sure they are up to date and check software and firmware, which has not been updated in a while. This is an area the hacker community has moved into. He will make sure the technology offices are cleaned out and ready for new people. In preparation of the update to the network infrastructure next summer, wireless access points will be determined, as we don't know exactly where they are in each room and this would make it easier to replace them when the time comes and trace any unused wire ports. Most all is wireless now and many of the circuits are unused and they will figure out which those are. Because the budget process starts so early, it is difficult for someone to learn about the district and do the budget at the same time. He will share a suggested budget that can be modified as the new director sees fit. Purchase orders will be prepared and submitted for things such as subscriptions allowing the new director to not have to do deal with this right away. They have worked hard to document their processes and things that new staff and students can use to make their work more effective. Contacts and accounts are in one place and can be easily accessed. This gives the Board an idea of the efforts to try to leave things in good shape. Appreciation was expressed for all the work Mr. Kline has done to get things ready. Mr. Kline notes he believes things are in much better shape because they could replace the problematic equipment. He doesn't think it will be a difficult transition as it was a couple of years back. Things do come up however, new issues like COVID and remote learning which was not expected. He doesn't think it will be incredibly difficult but that's easy to say; it does depend on personnel and what administration is looking for as time goes on. They have been in a mode of improve and fix and now we are in a position to move forward which has been difficult to do in the past. A question was raised if we do get into another situation like we have been in for the last year and a half can we make a quick transition. Mr. Kline believes we can, teachers are familiar now, we have Chromebooks, iPads for the younger grades and it won't be the difficulties of finding equipment as it was this year. We are ready for that if we have to do it. He sees it as one of the least difficult things to manage for a new person because we have all been through it now. Thankfully, staff has done a good job of remote learning and learned many things themselves that will help in remote or in-person learning, which benefits the students and teachers.

## **VII. CONSENT AGENDA**

### **i. Treasurer's Report-July 2020**

Superintendent reviewed as discussed with the Board he recognized there was only 1 month listed on the Treasurer's Report. The Treasurer, Ms. Marzella has the numbers she needs for 3 months and will prepare for the first half of the year; the first 3 quarters will be done and provided to the Board but not the last quarter. One of the things he did recognizing that was an issue, was provide the cash flow statement. He provided the Board with what is basically the check register and payments for the school year. He thanked Ms. Blood for providing it. As of May 20, we are in a cash position of \$1,632,000, which is more than enough to cover our payroll and bond payment and puts us in a good position to start the school year with. Mr. Vanderhoof suggested this might be a good document for the Budget Committee to look at when reviewing prior year's budgets. Superintendent agreed.

*A MOTION was made by Mr. Kofalt and SECONDED by Mr. White to approve the consent agenda.*

*Voting: eight ayes; one abstention from Chairman LoVerme, motion carried.*

## **VIII. 2020-2021 YTD Reports**

Mr. Mullin provided year-to-date reports for the general fund and food service. He gave an overview of the expense variances for the general fund, which included:

**1100 General Education** – Expenses in this group accounts include laptops that will eventually be offset with ESSER funds.

**1300 Vocational Education** – There has been an encumbrance but are waiting for the final payment to come in to pay that.

**2300 Administrative Services** – Software is being covered by ESSER funds.

**2500 Business Services** – (Continued use of Contracted Services as consultants.) He contracted with the former Curriculum Coordinator, Julie Heon to help with grants management. She has been working for the past several weeks with him to get those completed for this year and to start the writing for next year. He is charging her current bills to the business office however; those will be covered by the grants. Once we start getting reimbursement, we will transfer the funds to offset that.

**2600 Facilities** – Variance due to purchase of air purifiers covered by ESSER funds which we will transfer once reimbursed.

**2700 Technology** – Purchase of Chrome books to be offset by ESSER funds.

**5200 Transfer to Capital Reserve** – Funds received from Building Capital Reserve Account (\$82,450) to pay for roof repair last July. That account is "zeroed out" at this time.

## **IX. ACTION ITEMS**

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

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. Vanderhoof to accept the minutes of May 11, 2021 as amended.*

*Voting: eight ayes; one abstention from Chairman LoVerme, motion carried.*

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to accept the nonpublic minutes of May 11, 2021 as written.*

*Voting: eight ayes; one abstention from Chairman LoVerme, motion carried.*

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

Superintendent reviewed Policy DFA, which is required to be reviewed annually. The policy includes 3 objectives, safety of principal, liquidity and yield, plus standards of care to be sure we are not putting ourselves in a negative position concerning cash flow. The Government Finance Office Association of Practices governs the Standards of Care and policies under what prudent people would do regarding conflict of interest. That revolves around school board members and their businesses as it relates to not coming in conflict with district business and in his 5 years here it has never been an issue; also that we have internal controls. The Board needs to review this annually and vote to readopt.

*A MOTION was made by Mr. Kofalt and SECONDED by Ms. Lavalley to readopt policy DFA-Investment.*

*Voting: eight ayes; one abstention from Chairman LoVerme, motion carried.*

### **c. Transportation Bid/Contract**

167 Superintendent reviewed the Board directed Mr. Mullin to send out an RFP and bids concerning the bus contract for  
168 the coming school year. Two bids were received, one from Butler Bus Company with a 3 year contract, cost for next  
169 year at \$279,000 for regular transportation increasing by \$8,000 annually for 3 years. The other is from our current  
170 vendor Steve's Bus Company for a one-year extension at a cost for next year of \$253,540 for regular transportation,  
171 which is about \$24,000 less than Butler's bid. Both are for 5 buses as this is what we currently require. He reminded  
172 the Board that transportation is budgeted at \$247,046 for 174 academic days, next year is 176 days; this is part of the  
173 change in increase to some extent.

174  
175 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Kofalt to accept the bid from Steve's Bus*  
176 *Company for a one year extension. \**  
177

178 Superintendent confirms there is a change in dollar figure from the current contract; this cost is an additional \$3,540,  
179 it is for 176 days and the remaining 4 days are paid at 50% of the contract. He confirms insurance is required on the  
180 buses and both bids were contingent upon a waiver for performance bond and credit; this was waived for Mr. Brown  
181 in the past. A question was raised, where the extra money was coming from. Superintendent responded annually we  
182 budget for all the teams to make it to the state championship for athletics and generally, those accounts are under  
183 expended by about \$3,000-\$7,000. This is a good opportunity for that to be covered within the transportation budget.  
184 The school district will have to keep an eye on it. This year we have a lot of savings in that area because number of  
185 games were reduced and the trips were lessened; we budgeted for a regular season. If you look at the history, those  
186 accounts have been under expended, not all the teams make it to the state championship and where they travel to  
187 makes a difference. A question was raised if we will pay the \$253,000. Superintendent responds it's possible; he has  
188 not done the math but doesn't believe we will come to that figure.

189  
190 *\*Voting: eight ayes; one abstention from Chairman LoVerme, motion carried.*  
191

192 Superintendent will notify Mr. Brown and start working on the summer transportation.  
193

## 194 X. COMMITTEE REPORTS

### 195 i. Facilities Committee

196 Mr. Vanderhoof reported the committee did not meet. He thought the lighting project was going to be discussed.  
197 Superintendent responds the Board can wait until the next meeting to decide but it would be advantageous to do it  
198 sooner than later. Based on discussion at the last meeting, there seemed to be a favorable tone on the project, the  
199 question was where the funds would come from. The Building & Roadway Capital Reserve Fund balance as of April  
200 1 is \$178,077 and there will be an addition of \$95,000 from the approved warrant article, which will cover all of the  
201 projects for this summer. The balance of \$178,000 is available to cover the \$48,000 (approximately) for the lighting  
202 project; the Board could choose to take the money from the capital reserve, as they are the agents to expend from that  
203 account. Mr. Vanderhoof spoke that the only difference from the last meeting to this one is he thought the lighting  
204 project had been removed from the CIP but it had not. It was given to the voters with the lighting plan on it. He feels  
205 we are asking for this much money on a special warrant and these are the things we will expend it on and feels it  
206 should be taken from there. Superintendent notes the lighting project was a 2-year project for \$110,000 for one year  
207 and \$62,000 the next, if the Board chose to do that during this time period those two things would be taken off the  
208 list and it would reduce the amount of money needed in the future. A question was raised if there was discussion  
209 from the Budget Committee regarding this. Mr. Vanderhoof confirmed they have not met. Ms. Lavallee had received  
210 a question from a member of the Budget Committee about it; they wanted to follow up regarding Energy  
211 Management Consultants as they had a proposal without any capital investment from the district. Superintendent  
212 notes in his email to Ms. Lavallee once the decision was made to remove it from consideration in the CIP for the  
213 current school year it was dropped at that time and not brought up for further consideration. Mr. Vanderhoof agrees  
214 there would not be any funds going out initially but it would take longer before you capture those savings; you would  
215 be paying higher utility bills for a longer period if you did it this way. It is not clear what the "payback" is with that:  
216 we did not receive a proposal. The proposal we have is a 2-year payback, \$2,000 a month with \$48,000 out of pocket  
217 expense. Mr. Kofalt thought he saw a different number after the two years, which didn't make sense. It was noted  
218 there is labor cost to change all the fluorescents but you are also presumably saving labor by not having to do it as  
219 often. The energy cost alone is about \$24,000 a year. Superintendent notes the concept is if we can do this now we  
220 are able to schedule things for efficiently through the summer as summer programs and cleaning are going on. He  
221 assumes the sooner we can speak with them the sooner they can work within our schedule. There was an expiration  
222 on the offer; it is the end of June. There was support expressed for the project. Mr. Vanderhoof believes the Facilities  
223 Committee will meet next week. He doesn't know how much will change unless we plan to get additional quotes.

The Board could choose to pay it out of the general fund. It was noted this was not budgeted. Discussion continued. A question was raised what we have done to validate the numbers; it is hard to drill down on what was sent. Mr. Kofalt is interested in finding out if we can get a quick read on the numbers they put in and get a sense if it is reasonable. Superintendent confirms we did provide them with usage numbers over a 2-3 year period and that is how they figured out the numbers. It was noted they did provide a scope of work, which shows detail such as location, existing and proposed quantity and hours plus watts per fixture. A question was raised if they can provide references from other districts or municipalities they worked with, what their experience was, and did they see savings. The lighting project will be put on the agenda for the next meeting to discuss. Mr. Legere voiced that Eversource kicking in the 60% doesn't happen every year. A project like this has been done at his workplace multiple times. The utility company has to spend a certain amount of their money to fund these types of services and when they get close to the end of that fiscal year and they have not, they reach out to companies. Mr. Legere believes if they don't spend the money they may get fined or penalized in some way. A question was raised if we are at risk of losing the money if someone else takes them up on it sooner. Mr. Legere has thought about this; he believes it would be on the vendor but is not sure, if they spend the money they need to, we may not get the 60% from Eversource. His workplace has done this and it has paid off. Mr. Post spoke of a similar project that was done in Lyndeborough and Eversource came in and spoke with them. He will provide the contact information. Superintendent asked if there is any information the Board would like to have for the next meeting. Mr. Kofalt asked for reference checks from districts or municipalities they worked with also could the 60% change without notice or is it firm because it is part of the written offer. Superintendent believes it is firm but will find out. No Board action at this time.

#### **ii. Superintendent Search Committee**

Mr. Post reported the committee is done. Chairman LoVerme confirms he reached out to Principal Weaver and offered him the position of Interim Superintendent for 1 year and he has accepted. He thanked everyone who was involved in the process. Superintendent asked if the Board would like him to draft a document to inform the community. Chairman LoVerme would appreciate that. Mr. Post thanked all the volunteers and Ms. Cloutier-Cabral and Mr. Kofalt and the other candidates who came as well. It was a robust experience although we were not able to adhere to the timeline; they got it done in the end. Ms. Cloutier-Cabral expressed the community was a big help; thank you.

#### **iii. Finance Committee**

Mr. Kofalt reported the committee met last week and talked about the financial statement formats in particular getting a small group of 1-2 people from the Budget Committee and 1-2 people from the Board to work on understanding the capabilities of the software and potential ways to have that in a standard format to work with going forward. There were things the Budget Committee did with the budget with excel pivot tables to make it flexible. He produced something like that as well and it helps to zone in on categories or schools. That is the kind of thing they want to look at so that getting the information is quick, easy and intuitive. The committee thinks it makes sense to work with the business administrator on that once she has the opportunity to settle in a bit. The committee discussed communication with the Budget Committee and having an open line to them. We have a board liaison but when things come up like the electrical proposal, we need to talk with them or let them know. Regarding the start date for the business administrator, it is understood there is ramp up work to do and if there is any flexibility to the start date; they will leave that up to the Superintendent but they are open to it if it will help her get a running start. A question was raised if the program the business administrator is using is compatible with what Mr. Kofalt is looking for or does the data have to be transferred manually. Mr. Kofalt explained he thinks this kind of register is useful especially in terms of cash in and out. In excel with pivot tables, if you do a raw data dump from your accounting software, you can create another worksheet that pulls from that data and "slices and dices" it in different ways. That is what he is looking for; how can we put a system like that in place without creating a lot of work for the business administrator but give the ability to obtain the information easily. The committee discussed during the budget process duplicate work had been done and time may be better spent in other ways. If the software doesn't give us user-friendly reports, how can we easily take that raw data out and build something to present it nicely and be institutive.

#### **iv. Short-term Strategic Planning Committee**

Mr. White reported the committee did not meet. There is a need to find out what we are doing with summer school and mask use. He contacted the Principals and they have contacted the teachers who are teaching summer school. At FRES, they are in favor of it being optional for the summer. Ms. Edmunds sent a survey out to teachers and roughly 39.3% are not comfortable with it being optional and 46.4% are comfortable and the remainder are split, some with yes under certain circumstances such as, if they are outside, depending on the number of people who are vaccinated

etc. The data is pretty split although swings a little in favor of it being optional. He supports this being a transitional period, the year is over, it is not in the contract, there is more spacing as there are less kids in the summer, they have the air purifiers, windows are open and if we make it an option now it will make next year's transition easier with whatever we need to do. It will also allow us to get an idea of the climate in regard to any bullying. He has been a proponent of keeping the masks on however feels if we are going to make a change, this is a good time to do it if the Board chooses to. Ms. Cloutier-Cabral suggested the teachers who indicated they would be uncomfortable if they wanted to, could let the Board know what may make them feel more comfortable. Mr. White will reach out to Ms. Edmunds regarding this. Ms. Lavallee spoke that there are students at WLC who need to come in for credit recovery and she wants to be sure we are not shutting the door on students who were remote all year and need credit recovery to move onto the next grade. We already said for this summer remote is not an option, which means they will have to come in. She would like to get an idea of the comfort level of these parents and students that require credit recovery; are there things we could to make them more comfortable such as having classes outside, do we need tents for shading, etc. She would like this information before she makes a final decision. Mr. White will reach out to Ms. Edmunds. Mr. Kofalt encourages the committee to look at options even if we don't go with full mask optional, are there other steps we can take to move in that direction. He spoke to someone in the Londonderry district; they are not requiring masks when students are seated but are requiring it when they are outside at recess, which is almost the opposite of what we are doing. Ms. Lavallee noted it could be because of the structured vs. unstructured stipulation and agrees there are steps we can take to move in that direction. Chairman LoVerme voiced July 1 starts a new school year and it is time for schools to move forward. As more and more people are being vaccinated, we will start seeing more younger people do it. He wants to see summer school mask optional. Mr. White notes the biggest issue is spacing and open windows. Chairman LoVerme adds, we do everything else the same, just make the masks optional. Mr. White will try to get a committee meeting together next week.

## **XI. RESIGNATIONS / APPOINTMENTS / LEAVES**

### **a. Resignation-Kristi Legere-Administrative Assistant-FRES**

#### **• Resignation-Nicole Dane-Kindergarten Teacher-LCS**

Superintendent reviewed the resignations. The Board would need to vote to release Ms. Dane from her contract.

*A MOTION was made by Mr. Mannarino and SECONDED by Ms. Lavallee to release Ms. Nicole Dane from her contract as Kindergarten teacher.*

*Voting: eight ayes; one abstention from Chairman LoVerme, motion carried.*

Mr. Post requested an exit interview be done. Superintendent agrees to this and noted there are 9 applicants at this time for the kindergarten position.

### **b. Appointments-Pending**

#### **• Hannah Schwack-Trovitch-Transfer from 1<sup>st</sup> grade FRES to MS math WLC**

#### **• Kristin Dame-1<sup>st</sup> grade teacher-FRES**

#### **• Amalia Traffie-MS English-WLC**

Superintendent reviewed the appointments noting Ms. Schwack-Trovitch will transfer from the 1<sup>st</sup> grade teaching position (appointed at prior meeting) to the MS math position as recommended by Principal Weaver. She has been the student teacher in math at WLC this year. The position was budgeted at \$49,500; her salary as approved by the Board on May 11 will be \$37,000. Recommendation for Ms. Dame to fill the 1<sup>st</sup> grade position. She has been with the district since 2009 as a Title 1 teacher and this year as a 2<sup>nd</sup> grade teacher. Ms. Traffie also was a student teacher at WLC.

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. White to appoint Ms. Kristin Dame as 1<sup>st</sup> grade teacher with a salary of \$38,000 Bachelors, step 2.*

*Voting: eight ayes; one abstention from Chairman LoVerme, motion carried.*

*A MOTION was made by Ms. Lavallee and SECONDED by Mr. Kofalt to appoint Ms. Amalia Traffie as MS English teacher with a salary of \$37,000 Bachelors step 1.*

*Voting: eight ayes; one abstention from Chairman LoVerme, motion carried.*

Superintendent will provide an updated salary comparison for the next meeting.



333                   **XII.     PUBLIC COMMENTS**

334     The public comment section of the agenda was read. Superintendent called out all the phone numbers and names  
335     joined in the meeting asking if they wanted to comment.

336  
337     There was no public comment.

338  
339                   **XIII.   SCHOOL BOARD MEMBER COMMENTS**

340     Mr. Kofalt thanked everyone who was involved with the interviews and ongoing interviews; he is excited about some  
341     of the hires the district has made.

342  
343     Mr. Mannarino echoed the comments of Mr. Kofalt, he is excited about some of the new hires made and those who  
344     resigned will be sorely missed. We are in a good position to move forward.

345  
346     Mr. Vanderhoof thanked the student who sent an email regarding the masks. It was a good email, showed critical  
347     thinking and brought up a lot of good points. It is good to hear from students.

348  
349     Ms. Cloutier-Cabral echoed Mr. Vanderhoof's comments and encouraged more students to reach out to the Board. It  
350     is great to hear from our students and good that they are comfortable doing so. She thanked all the teachers and  
351     everyone in the district for what everyone has done. She has been thinking of it this week, all the people that work in  
352     this district are raising our kids. She stopped by the school the other day and was thinking of all the things people  
353     have done and all the experiences our kids have had that we see and those we don't see, it's a lot and it stays with  
354     them forever. Thank you so much for that.

355  
356     Mr. White thanked everyone for all the work they did to get people interviewed and hired on staff; we are starting to  
357     fill in the gaps. It is more comfortable going into the new year and knowing many of these people are from within the  
358     district, it's not as if our kids haven't seen these people before and need a longer adjustment period. He noted his  
359     kids are doing great and the teachers are doing a fantastic job.

360  
361     Mr. Post thanked the students who sent emails to the Board. He asked them to come and speak tonight. He thinks we  
362     need to listen to them and members of the public and agrees it's probably time to go to masks optional as it is almost  
363     behind us. To address the public's concern at the last meeting, there was so much up in the air and so much change.  
364     He understands change is tough; this is our communities children's lives and staff, teachers and administrator's  
365     livelihoods. It may have looked a little messy at the last meeting but he thinks we are in a great position; he is  
366     looking forward to next year. He thanked everyone that got us over the line this year.

367  
368     Ms. Lavallee informed the group, this is her last meeting of this school year as she won't be here in June but will  
369     attend graduation. She thanked the board members, teachers, and staff. It was a year full of "ups and downs" with a  
370     few surprises but tonight she felt good as a board member and as a parent. She feels we are moving in the right  
371     direction and there are many positive things happening, it makes her hopeful. She notes there are many changes;  
372     some she wished were not happening but is still hopeful. She agrees it was wonderful getting emails from students  
373     and would like more. Change is coming!

374  
375     Chairman LoVerme reminded everyone about Awards Night on June 1 and Graduation on June 5; he asked if board  
376     members could make it that would be great. Last year we did not have an Awards Night. He thanked all the board  
377     members for all the time they put in this year and all the committees and hours they spent, late nights; it's a lot of  
378     work and he appreciates it. He thanked the students, teachers and staff. We have 11 more days of school!

379  
380                   **XIV.   ADJOURNMENT**

381     *A MOTION was made by Mr. Kofalt and SECONDED by Mr. Mannarino to adjourn the Board meeting at 8:47pm.*  
382     *Voting: eight ayes; one abstention from Chairman LoVerme, motion carried.*

383  
384     *Respectfully submitted,*  
385     *Kristina Fowler*

**Nonpublic Session Minutes  
Wilton-Lyndeborough Cooperative School District**

**Date:** 5.25.21 **Time:** 6:30pm

**Members Present:** Alex LoVerme, Jonathan Vanderhoof, Matt Mannarino (6:35pm), Tiffany Cloutier-Cabral (6:33pm), Mark Legere, Jim Kofalt, Charlie Post (6:34pm) and Paul White

*A MOTION was made by Mr. Legere and SECONDED by Mr. White to enter Non-Public Session to discuss hiring and personnel matters RSA 91-A: 3 II (A) (B) (C) at 6:30pm.*

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

**Specific Statutory Reason** cited as foundation for the nonpublic session:

☒ RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

☐ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

☒ RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

☐ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

☐ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

☐ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

<b>Roll Call vote</b> to enter nonpublic session:	Alex LoVerme	Abstain
	Jonathan Vanderhoof	Aye
	Mark Legere	Aye
	Paul White	Aye
	Jim Kofalt	Aye

**Entered nonpublic session** at 6:30p.m.

**Other persons present** during nonpublic session: Bryan Lane, Sarah Edmunds, Kristina Fowler, Clerk

**Description of matters** discussed and final decisions made: Interview was conducted. Discussion was had regarding personnel matters. No action was taken.

**Note:** Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

*A MOTION was made by Mr. Mannarino and SECONDED by Mr. Kofalt to exit the Non-Public Session at 7:30pm.*

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

**Public session reconvened** at 7:30p.m.

**These minutes recorded by:** Kristina Fowler

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, May 18, 2021  
Wilton-Lyndeborough Cooperative M/H School  
6:30 p.m.**

Present: *Alex LoVerme, Brianne Lavallee, Jonathan Vanderhoof, Mark Legere, Matt Mannarino, Tiffany Cloutier-Cabral, Jim Kofalt, Charlie Post and Paul White*

**I. CALL TO ORDER**

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

**VIII. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (B) (C)**

*A MOTION was made by Mr. Legere and SECONDED by Mr. Mannarino to enter Non-Public Session regarding hiring matters RSA 91-A: 3 II (A) (B) at 6:30pm.*

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

**RETURN TO PUBLIC SESSION**

The Board entered public session at 9:40pm.

*A MOTION was made by Mr. Kofalt and SECONDED by Mr. White to offer Ms. Kristie LaPlante the Business Administrator position with the recommendation of a salary range of \$78,000-\$82,000.*

*Voting: eight ayes; one abstention from Chairman LoVerme, motion carried.*

*A MOTION was made by Mr. Post and SECONDED by Mr. Mannarino to direct the Board Chair to offer Mr. Peter Weaver the interim Superintendent position for 1 year with recommended salary range of \$120,000.*

*Voting: eight ayes; one abstention from Chairman LoVerme, motion carried.*

**IX. ADJOURNMENT**

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Legere to adjourn the Board meeting at 9:51pm.*

*Voting: eight ayes; one abstention from Chairman LoVerme, motion carried.*

*Respectfully submitted,*

*Kristina Fowler for Alex LoVerme*

**Nonpublic Session Minutes  
Wilton-Lyndeborough Cooperative School District**

**Date:** 5.18.21 **Time:** 6:30PM

**Members Present:** Alex LoVerme, Jonathan Vanderhoof, Matt Mannarino, Tiffany Cloutier-Cabral  
Mark Legere, Jim Kofalt, Brianne Lavallee, Charlie Post and Paul White

*A MOTION was made by Mr. Legere and SECONDED by Mr. Mannarino to enter Non-Public Session regarding hiring matters RSA 91-A: 3 II (A) (B) at 6:30pm.*

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

**Specific Statutory Reason** cited as foundation for the nonpublic session:

  x   RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

  x   RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

       RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

       RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

       RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

       RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

<b>Roll Call vote</b> to enter nonpublic session:	Alex LoVerme	Abstain
	Jonathan Vanderhoof	Aye
	Tiffany Cloutier-Cabral	Aye
	Charlie Post	Aye
	Mark Legere	Aye
	Brianne Lavallee	Aye
	Matt Mannarino	Aye
	Paul White	Aye
	Jim Kofalt	Aye

**Entered nonpublic session** at 6:30 p.m.

**Other persons present** during nonpublic session: Superintendent Lane, Peter Weaver, Kristie LaPlante

**Description of matters** discussed and final decisions made: Interviews were conducted. Board discussion was had. No action was taken.

**Note:** Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

*A MOTION was made by Mr. White and SECONDED by Mr. Kofalt to exit the Non-Public Session at 9:30pm.*

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

**Public session reconvened** at 9:40p.m.

**These minutes recorded by:** Kristina Fowler

***Wilton-Lyndeborough Cooperative School District  
School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082  
603-732-9227

Bryan K. Lane  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Robert Mullin  
Business Administrator

TO: Danielle Cambray  
FROM: Bryan K. Lane  
DATE: May 25, 2021  
RE: Confirmation of Intent to Resign

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.

A resignation by an unlicensed employee shall be submitted to the Superintendent and shall be effective upon acceptance by the Superintendent.”

I am in receipt of your letter indicating your intent to resign your position as First Grade teacher at the Florence Rideout Elementary School effective June 30, 2021. Thank you for your service to the students of SAU 63 and good luck as you go to your new position as a middle school science teacher.

CC: Personnel File  
WLC School Board