

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE**  
**SCHOOL BOARD EMERGENCY MEETING**  
**Tuesday, July 14, 2020**  
**Lyndeborough Central School/Video Conferencing**  
**6:30 p.m.**

**Video Conferencing:** [meet.google.com/jag-febw-mxe](https://meet.google.com/jag-febw-mxe)  
**Audio:** [+1 414-882-6290](tel:+14148826290) (PIN: 883105444)

The Board will take receipt of citizen comments via email at: [b.lane@sau63.org](mailto:b.lane@sau63.org)

Due to current events 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. ADJUSTMENTS TO THE AGENDA**
- III. 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.
- IV. BOARD CORRESPONDENCE**
  - a. Reports**
    - i. Superintendent's Report
- V. DISCUSS RETURN TO SCHOOL IN THE FALL/ PHYSICAL MEETINGS**
  - i. State & NHIAA Guidelines
  - ii. Parent Feedback
- VI. RESIGNATIONS/APPOINTMENTS/LEAVES**
  - a. Resignations**
    - i. Audrey Bober-FRES-SPED Teacher/Case Manager
    - ii. Kieran Kiley-FRES-ABA Therapist
    - iii. Lorissa Tullgren-WLC-Secretary
  - b. Appointments**
    - i. Pending
- VII. DISCUSS .80 FTE VS. .50 FTE CURRICULUM COORDINATOR/SPED CASE MANAGER POSITIONS**
- VIII. PUBLIC COMMENTS**
- IX. SCHOOL BOARD MEMBER COMMENTS**
- X. MINUTES**
  - i. Approve Minutes of Previous Meeting/s
  - ii. Unseal Nonpublic Minutes
- XI. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (B) (C)**
  - i. Review Nonpublic Minutes
- XII. ADJOURNMENT**

**INFORMATION: Next School Board Meeting-August 11, 2020, 6:30 PM**

The Board strongly encourages members of the public to participate in the meeting remotely, rather than planning to attend in person. Due to the COVID-19 situation, emergency measures are expected to be in place, including remote participation by Board members, as well as restrictions on the number of persons physically in attendance at the meeting location.

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.

***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**

**July 14, 2020**

As of the writing of this report, there has been no guidance from the Department of Education or the Governor regarding the return to school in the fall. The District has sent out a survey to parents with a strong return of over 80% of parents responding. The parent feedback is as follows:

If the District had a full day regular school program, would you feel comfortable sending your child to school every day in September?

42% very comfortable  
16% somewhat uncomfortable

29% somewhat comfortable  
13 % very uncomfortable

If the District chose a modified model with alternate days in September, how comfortable would you be sending your children to school?

37% very comfortable  
14% somewhat uncomfortable

34% somewhat comfortable  
15% very uncomfortable

If the district went to a full on-line model to deliver instruction, would your family be able to do this and still be able to go be able to work to support your family?

61% Yes

39% No

I want to thank all of the members of our school community for creating this great level of feedback. The decision on the model to return to school in the fall is the Board's to make but I wanted to have as much information for you as possible. The district wide task force will be meeting on July 16.

As of the writing of this report, the NHIAA does not have guidance as to the fall sports season. I have included guidelines for pre-season activities in the Board packet.

Peter Weaver, WLC Principal and Rob Mullin, Business Administrator, started work on July 1. They have been meeting with other staff members and orienting themselves to their new positions. I have had the time to meet with each of them and I am confident on their success in their roles as district leaders.

We are continuing to work on the hiring process. As of today the following positions are still open:

WLC Library Media Specialist	Food Service Personnel
WLC Attendance Secretary	FRES Special Education Teacher
FRES Part-time Special Educ. Teacher	WLC Part-time School Counselor
Part-time Curriculum Coordinator	ABA Therapists

We have offered the part time school counseling position to three candidates, they have declined due to the half time nature of the salary.

I will be generating contracts for para-educators after the board meeting of July 14 once it is determined in what manner we will be returning to school in the fall.

# NHIAA Reopening Sports/Activities Summer Guidance<sup>i</sup>

<b>Objective</b>	This document is intended to provide guidance for schools to consider with their stakeholders in designing return-to-activity protocols in accordance with state restrictions and national guidance. It allows for a coordinated reopening following the initial stay at home orders and may also be used if conditions dictate the need for increased restrictions in the future.
<b>Foundational Statements</b>	<p>The NHIAA believes it is essential to the physical and mental well-being of students to return to physical activity and athletic competition safely.</p> <p>It is currently unknown how and when NH schools will open in the Fall.</p> <p>Prior to allowing use of facilities, schools should review facility use agreements, especially in the areas of sanitation requirements and liability.</p> <p>National Federation of State High School Associations (NFHS) provides guidance to classify sports into risk levels, based on the ability to achieve physical distancing, limited sharing of equipment, or the ability to clean the equipment between use by competitors. NHIAA reviewed the guidance and suggests the following categorization.</p> <ul style="list-style-type: none"> <li>• <b>Lower risk:</b> cross country (with staggered starts), track and field, swimming, bowling, golf, tennis, alpine skiing, nordic skiing (with staggered starts), sideline spirit.</li> <li>• <b>Moderate risk:</b> volleyball, soccer, baseball, softball, ice hockey, field hockey, girl's lacrosse, gymnastics, bass fishing.</li> <li>• <b>Higher risk:</b> basketball, football, wrestling, spirit, boy's lacrosse.</li> </ul>
<b>Points of Emphasis</b>	<p>Administrators and coaches must emphasize the need for all coaches and participants who have signs or symptoms of illness to stay home when ill to decrease risk of viral transmission. <u>CDC</u> considers older adults and people of any age who have serious underlying medical conditions might be as higher risk for severe illness from COVID-19.</p> <p>Current pre-season conditioning and acclimatization models assume that athletes have deconditioned during the stay at home orders. The current pandemic may result in students being deconditioned for several months. The intensity and duration of training should be moderated upon return. The NFHS has worked with several organizations in developing consensus guidelines for the resumption of workouts and practices. These guidelines will be reviewed by the NHIAA after they are finalized. Phase Three (3) guidelines for practice/competition will be developed in conjunction with current state guidelines, NHIAA sport specific committee's recommendations and the NHIAA Sports Medicine Committee.</p> <p>Due to the near certainty of recurrent outbreaks in the coming months, schools must be prepared for periodic school closures and the possibility of some teams having to isolate for two or more weeks while in-season. Each school district should develop policies regarding practice and/or competition during temporary school closures, the cancellation of contests during the regular season, and parameters for the cancellation or premature ending to post-season events/competitions.</p>

**Recommendations for Phased Approaches to Opening:** Phases are in accordance with guidelines published by the State of New Hampshire and are subject to change.

	<b><u>Phase One</u></b>	<b><u>Phase Two</u></b>
<b>Overall Administrative Functions</b>	<p>Athletes and staff (including administrators, coaches, athletic trainers or officials) must be provided education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the <u>Universal Guidelines</u> and in this document.</p> <p>Assign a dedicated staff member (i.e., a safety officer) to be monitor social distancing and compliance with protective actions, and to prompt other staff and athletes about social distancing, hand hygiene, and use of cloth face coverings</p> <p>Schools shall require players' parents/guardians to sign usual participation waivers outlining the additional risks due to COVID-19 associated with the activity.</p>	<p>NHIAA sports will be limited to outdoor/indoor team training. Phase 2 includes expanding group training sessions and the reopening of indoor recreational facilities.</p> <p>Athletes and staff (including administrators, coaches, athletic trainers or officials) must be provided education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the <u>Universal Guidelines</u> and in this document.</p> <p>Assign a dedicated staff member (i.e., a safety officer) to be monitor social distancing and compliance with protective actions, and to prompt other staff and athletes about social distancing, hand hygiene, and use of cloth face coverings</p> <p><b><u>NOTE: Additional considerations for indoor facilities in Phase Two.</u></b></p> <p><b>In addition to the guidance herein, review and follow gym and fitness guidance.</b>  <a href="https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/inline-documents/2020-05/guidance-health-fitness.pdf">https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/inline-documents/2020-05/guidance-health-fitness.pdf</a></p> <p><b>Common areas are closed, and no congregating allowed.</b></p> <p><b>Sneeze guard barriers recommended at check in/out counters. Digital check-in where possible.</b></p>
<b>Facilities Cleaning</b>	<p>All training sessions and meetings must take place outdoors.</p> <p>Review and follow <u>CDC guidance for cleaning and disinfection.</u></p>	<p>Review and follow the <u>Universal Guidelines</u> for All New Hampshire Employers and Employees.</p> <p>Review and follow <u>CDC guidance for cleaning and disinfection.</u></p> <p>Review and follow swimming pool guidance.</p>

	<b>Phase One</b>	<b>Phase Two</b>
<b>Facilities Cleaning (Continued)</b>	Commonly touched surfaces and areas should be frequently cleaned and disinfected according to <u>CDC guidance</u> at the end of each event. Shared equipment must be cleaned and disinfected between use.	Commonly touched surfaces and areas should be frequently cleaned and disinfected according to <u>CDC guidance</u> at the end of each event. Shared equipment must be cleaned and disinfected between use. <b><u>NOTE: Additional considerations for indoor facilities in Phase Two.</u></b> <b>Enhanced cleaning and disinfection after every room/facility use.</b> <b>Sanitize door handles, faucet handles and all other customer touch-points in common areas, and other areas of hand contact every two hours, at a minimum.</b>
<b>Entrance/Exit Strategies</b>	All training sessions and meetings must take place outdoors.  Athletes and staff should arrive to the sporting event already dressed and prepared to participate.  During training sessions/practices, parents and other spectators are encouraged to remain in their cars in a designated parking area. However, when/if watching from the sidelines or are outside cars in the parking area, they should maintain safe social distance from others.	During training, parents/guardians and other spectators are encouraged to remain in their cars in a designated parking area. However, when/if watching from the sidelines or are outside cars in the parking area, they should maintain safe social distance from others.  <b><u>NOTE: Additional considerations for indoor facilities in Phase Two.</u></b> <b>Where possible, establish one-way flow thru the facility, with separately designated entrances and exits, to facilitate distancing. It is recommended that staff or volunteers be positioned throughout the venue to address potential congestion points to address crowd control and adhere to social distance guidelines.</b>
<b>Limitations on Gatherings</b>	Staff, athletes, volunteers, and other attendees should be reminded to maintain a distance of at least 6 feet from others.  Group size is to be limited to 10 total people or less (example: 9 athletes and 1 staff/coach).	Staff, athletes, volunteers, and other attendees should be reminded to maintain a distance of at least 6 feet from others.  Training sessions may begin and are allowed for groups of up to 50 participants (e.g., 45 athletes per training area with 5 staff/coaches/volunteers).

	<b><u>Phase One</u></b>	<b><u>Phase Two</u></b>
<b>Limitations on Gatherings (Continued)</b>	Multiple groups are allowed to practice in one large area/field as long as the separate groups do not mix or interact in any way (e.g., no floating of coaches or support staff, and no interaction between athletes of different training groups).	<p>During all training, parents/guardians and spectators shall remain outside of all “in play” areas and shall maintain physical distancing while watching events. They should be at least 6-feet from anyone from another household.</p> <p>Sequential training sessions, should be scheduled to allow adequate time for cleaning of facilities and to allow for spectators, staff, volunteers, and athletes to exit the area and avoid interaction with other incoming or exiting groups.</p> <p><b><u>NOTE: Additional considerations for indoor facilities in Phase Two.</u></b></p> <p><b>Group size is to be limited to 50% of the facility. Capacity limits may be exceeded but only to include one parent/guardian per athlete.</b></p> <p><b>Multiple groups may train in one large area but it is encouraged that separate groups do not mix or interact.</b></p> <p><b>Training sessions should be planned and implemented to maintain the minimum of 6 feet of distance between all athletes and volunteers, and staff. In circumstances where closer contact for brief periods of time is necessary, staff, volunteers and athletes are encouraged wear cloth face coverings as discussed above when possible.</b></p>
<b>Pre-Workout Screening</b>	<p>Require all staff and athletes to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a coach. Staff and athletes should not attend events if they feel sick.</p> <p>Staff and athletes should be screened on arrival to each sporting event by asking if the individual:</p> <p>A. Has any symptoms of COVID-19 (see <u>Universal Guidelines</u> for list of potential symptoms) or fever of 100.4 degrees F or higher.</p>	<p>Require staff, volunteers, and athletes to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a coach. Staff, volunteers, and athletes should not attend events if they feel sick. Athletes, volunteers, and staff must be asked to leave the training activity if the potential of sickness is identified during screening or during the activity.</p> <p>Staff, volunteers, and athletes should be screened on arrival to each training sessions, all <b>by having their temperature taken and</b> shall be asked if they:</p>



	<b><u>Phase One</u></b>	<b><u>Phase Two</u></b>
<b>Pre-Workout Screening (Continued)</b>	<p>B. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.</p> <p>C. Traveled in the past 14 days either:</p> <ol style="list-style-type: none"> <li>Internationally (outside the U.S.),</li> <li>By cruise ship, or</li> <li>Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).</li> </ol> <p>Schools may want to consider recording that screening was completed for each person.</p> <p>Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should <b>not</b> be allowed into the sporting event:</p> <ol style="list-style-type: none"> <li>Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and self-isolate at home following the instructions below:</li> <li>Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.</li> </ol> <p>Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for discontinuation of isolation:</p> <ol style="list-style-type: none"> <li>At least 10 days have passed since symptoms first appeared</li> </ol> <p><b>AND</b></p>	<p>A. Have any symptoms of COVID-19 (see <a href="#">Universal Guidelines</a> for list of potential symptoms) or fever of 100.4 degrees F or higher.</p> <p>B. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.</p> <p>C. Traveled in the past 14 days either:</p> <ol style="list-style-type: none"> <li>Internationally (outside the U.S.),</li> <li>By cruise ship, or</li> <li>Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).</li> </ol> <p>Schools may want to consider recording that screening was completed for each person.</p> <p>Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should <b>not</b> be allowed into the training session:</p> <ol style="list-style-type: none"> <li>Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and self-isolate at home following the instructions below:</li> <li>Asymptomatic persons reporting that in the past 14 days they have had close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.</li> </ol> <p>Person(s) with suspect or confirmed diagnosis of COVID-19 must stay home until symptom-based criteria are met for discontinuation of isolation:</p> <ol style="list-style-type: none"> <li>At least 10 days have passed since symptoms first appeared, <b>AND</b></li> <li>At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)</li> </ol>

	<b>Phase One</b>	<b>Phase Two</b>
<b>Pre-Workout Screening (CONTINUED)</b>	<p>B. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)</p> <p>An isolation area shall be identified and communicated to all staff, volunteers, and athletes at the beginning of every training session for anyone that develop symptoms during the training session.</p>	<p>An isolation area shall be identified and communicated to all staff, volunteers, and athletes at the beginning of every training session for anyone that develop symptoms during the training session.</p>
<b>Face Coverings</b>	<p>All staff, volunteers, and athletes should bring to sporting events and wear, reusable/washable cloth face coverings over their nose and mouth when around others and not actively engaged in athletics and when social distancing is not possible.</p> <p>A. Provide training on cloth face coverings based on <u>CDC guidance for Use of Cloth Face Coverings</u>.</p> <p>B. Review the NH DHHS information about using cloth face coverings.</p> <p>C. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face covering without first sanitizing hands. After touching face or adjusting face covering, hands must be sanitized</p> <p>Parents/guardians of minors attending a sporting event should be asked to wear cloth face coverings while around other attendees, staff and athletes when social distancing is not possible.</p>	<p>All staff, volunteers, and athletes should bring to training sessions and wear, reusable/washable cloth face coverings over their nose and mouth when around others and not actively engaged in athletics and when social distancing is not possible.</p> <p>A. Provide training on cloth face coverings based on <u>CDC guidance for Use of Cloth Face Coverings</u>.</p> <p>B. Review the NH DHHS information about using cloth face coverings.</p> <p>C. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face covering without first sanitizing hands. After touching face or adjusting face covering, hands must be sanitized.</p> <p>Parents/guardians of minors attending a training session should be asked to wear cloth face coverings while around other attendees, staff and athletes when social distancing is not possible.</p>

	<b><u>Phase One</u></b>	<b><u>Phase Two</u></b>
<b>Hygiene Practices</b>	<p>Alcohol-based hand sanitizer with at least 60% alcohol must be readily made available to staff and athletes and kept with staff and equipment at all times.</p> <p>Frequent hand hygiene should be required including, but not limited to, hand hygiene upon arrival, before and after meals or snacks, before and after going to the bathroom, before and after touching a person's face or face covering, and prior to leaving the event.</p> <p>Shared equipment must be cleaned and disinfected between use.</p>	<p>Alcohol-based hand sanitizer with at least 60% alcohol must be readily made available to staff and athletes and kept with staff and equipment at all times.</p> <p>Frequent hand hygiene should be required including, but not limited to, hand hygiene upon arrival, before and after meals or snacks, before and after going to the bathroom, before and after touching a person's face or face covering, and prior to leaving the training session.</p> <p>Shared equipment must be cleaned and disinfected between use.</p>
<b>Hydration/Food</b>	<p>Adequate breaks for water and sanitization should be provided and are encouraged to occur between changes in training activities.</p> <p>Athletes should bring their own water bottles. No sharing or common use water bottles or drinking stations.</p>	<p>Adequate breaks for water and sanitization should be provided and are encouraged to occur between changes in training activities.</p> <p>Athletes, staff, and volunteers should bring their own water bottles. No sharing or common use water bottles or drinking stations are allowed.</p> <p>In spaces that are able to have a concession stand, employees or volunteers of that concession stand must wear masks and gloves at all times in accordance with the <u>Governors 2.0 Restaurant/Food Service Guidelines</u>. For patrons ordering food, if social distancing cannot be achieved then cloth face coverings/masks shall be required when ordering and picking up the food. Buffet/self-serve food and beverage should be avoided.</p> <p><b><u>NOTE: Additional considerations for indoor facilities in Phase Two.</u></b></p> <p><b>Food Services will follow <u>food services guidelines</u>.</b></p>

	<b><u>Phase One</u></b>	<b><u>Phase Two</u></b>
<b>Travel</b>	<p>Staff and other volunteers should not transport any athletes that are not immediate family members. In the event, that this becomes necessary, all parties must wear cloth face coverings and space out seating to maintain maximal distance from each other.</p> <p>Staff and athletes shall remain in the team's home state; No teams/groups/athletes from other states are allowed at the sports training events in New Hampshire. In this context the staff and athletes home state is the state in which the school is located.</p>	<p>Staff and other volunteers should not transport any athletes that are not immediate family members. In the event, that this becomes necessary, all parties must wear cloth face coverings and space out seating to maintain maximal distance from each other.</p> <p>No teams/groups/athletes from other than home states of New Hampshire, Maine and Vermont are allowed at the training events in New Hampshire. In this context the staff and athletes home state is the state in which the school is located.</p> <p><b><u>NOTE: Additional considerations for indoor facilities in Phase Two.</u></b></p> <p><b>New Hampshire, Maine or Vermont residents or members, registered participants and students only.</b></p>
<b>Locker Rooms and Athletic Training Areas</b>	Locker rooms remain closed and not utilized.	<p><b><u>NOTE: Additional considerations for indoor facilities in Phase Two.</u></b></p> <p><b>Locker room facilities can be used for changing clothes, showering, and toileting.</b></p> <p><b>Participants should preferably practice wear-in/wear-out clothes.</b></p> <p><b>Alcohol-based hand sanitizer should be made available at entrances to locker rooms and changing facilities.</b></p> <p><b>Participants should bring their own locks for lockers. Locks that are provided by the facility for use should be cleaned and disinfected before handing back in.</b></p> <p><b>Facility hairdryers stations should be removed or taken out of operation.</b></p>

	<b>Phase One</b>	<b>Phase Two</b>
<b>Weight Rooms</b>	All training sessions and classes must take place outdoors.	Use of indoor training can begin following indoor facility guidelines of 50% capacity, maintaining social distancing of 6 feet. If equipment or machines cannot be physically moved to accommodate spacing and distance requirements, then equipment or machines should be taken out of order, or a process should be developed to prevent adjacent machines that are 6 feet or closer from being used at the same time. Staff/ volunteers should stay at least 6 feet apart from other staff/volunteers and participants at all times. If staff/volunteers must be within 6 feet of others, then staff/volunteers must wear cloth face coverings at those times. Safety officers should strictly enforce these requirements. please reference the state guidelines for indoor fitness activity <a href="https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/inline-documents/2020-05/guidance-health-fitness.pdf">https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/inline-documents/2020-05/guidance-health-fitness.pdf</a>
<b>Physical Activity and Athletic Equipment (continued on next 2 pages)</b>	<p>Sporting events will be limited to small group or team-based training activities. No competition sporting events or contact sports are allowed.</p> <p>Training sessions must be non-contact with focus on skills and drills that can be developed while maintaining physical distancing.</p> <p>Training sessions should be planned and implemented to maintain the minimum of 6 feet of distance between all participants and coaches. In circumstances where closer contact for brief periods of time is necessary, staff and athletes must wear cloth face coverings as discussed above.</p> <p>Players shall bring their own equipment and not share their personal equipment with other players. Shared training equipment provided by the coaches must be cleaned and disinfected according to CDC guidance after every use between athletes.</p>	<p>During training sessions close contact, non-athletic activities shall be avoided.</p> <p>Training sessions are allowed but should be non-contact with focus on skills and drills that can be developed while maintaining physical distancing.</p> <p>Training sessions should be planned and implemented to maintain the minimum of 6 feet of distance between all athletes, volunteers, and staff. In circumstances where closer contact for brief periods of time is necessary, staff, volunteers, and athletes must wear cloth face coverings as discussed above.</p> <p>Athletes shall bring their own equipment, including, but not limited to, gloves, helmets, bats, and not share their personal equipment with other players.</p>

	<b><u>Phase One</u></b>	<b><u>Phase Two</u></b>
<b>Physical Activity and Athletic Equipment (CONTINUED)</b>	<p>Coaches will carry hand sanitizer with team equipment. Players should carry hand sanitizer in personal equipment bag.</p> <p>Equipment bags/backpacks of athletes should be placed 6-feet apart. Athletes should not touch other players' bags, equipment or water bottles.</p> <p>Participants should not use bench or dugout areas for storage of personal equipment. Centralized areas for congregating, such as benches and dugouts, should be avoided.</p> <p>All mouth-based activities often encountered with sporting events shall not be allowed. This includes but is not limited to: spitting, chewing gum, licking fingers, and chewing/spitting sunflower seeds.</p> <p>Coaches shall bring trash bags to sessions and remove all garbage following each session.</p>	<p>Shared training equipment provided by the staff or volunteers must be cleaned and disinfected according to CDC guidance after every use between athletes and at the completion of each, training session. Staff and volunteers will carry hand sanitizer with team equipment. Athletes should carry hand sanitizer in personal equipment bag.</p> <p>Equipment bags/backpacks of athletes should be placed 6-feet apart. Athletes should not touch other athletes' bags, equipment or water bottles.</p> <p>Benches and dugout areas must not be used for storage of personal equipment or group equipment.</p> <p>Centralized areas for congregating, such as benches and dugouts, should be avoided unless there is enough room to allow for at least 6 feet of space between staff, volunteers, and athletes.</p> <p>During training sessions the dugout/bench areas shall be allowed to extend to areas around the dugout in order to provide for 6-foot separation of athletes during time in dugout/bench areas. Areas outside of the dugout/bench shall be protected by a safety fence/barrier from the field of play. Care should be taken when choosing fields for competitive sporting events.</p> <p>All mouth-based activities often encountered with training sessions shall not be allowed. This includes but is not limited to: spitting, chewing gum, licking fingers, and chewing/spitting sunflower seeds.</p> <p>Staff or volunteers shall bring trash bags to each training session and remove all garbage following each training session.</p> <p>Athletes preparing to play defense should sanitize hands prior to leaving the bench or dugout.</p>

	<b><u>Phase One</u></b>	<b><u>Phase Two</u></b>
<b>Physical Activity and Athletic Equipment (CONTINUED)</b>		<p><b><u>NOTE: Additional considerations for indoor facilities in Phase Two.</u></b></p> <p><b>Group training activities are encouraged to be limited to small group or team-based training activities. Training sessions are encouraged to be non-contact with focus on skills and drills that can be developed while maintaining physical distancing.</b></p>
<b>Tennis Courts</b>		<p>Use of tennis courts is limited to small group or team-based training activities. Review guidance for amateur and youth sports.</p> <p>Group size is to be limited to 4 total people or less on the court at a time.</p> <p>Individuals should stay at least 6 feet away from others at all times (unless individuals are close household contacts).</p> <p>Multiple groups of 4 or less are allowed to train on multiple courts as long as the separate groups do not mix or interact in any way.</p>

## Additional Resources

[White House Guidelines for Opening Up America Again | Spanish](#)

[NH Guidance Documents for Reopening](#)

[CDC Considerations for Youth Sports](#)

[CDC Recommendations Regarding the Use of Cloth Face Coverings](#)

[NFHS Guidance for Opening Up High School Athletic and Activities](#)

[NCAA Core Principles of Resocialization of Collegiate Sport](#)

[U.S. Olympics and Paralympics Committee: Return to Training Considerations](#)

[https://ksi.uconn.edu/wp-content/uploads/sites/1222/2020/06/Return-to-Sports-and-Exercise-during-the-COVID\\_Final-endorsed\\_6.2.2020.pdf](https://ksi.uconn.edu/wp-content/uploads/sites/1222/2020/06/Return-to-Sports-and-Exercise-during-the-COVID_Final-endorsed_6.2.2020.pdf)

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<sup>i</sup> Sources: [NH Guidance Documents for Reopening](#), [NFHS Guidance for Opening Up High School Athletic and Activities](#)

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

Bryan K. Lane  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Lizabeth Baker  
Business Administrator

TO: Audrey Bober  
FROM: Bryan K. Lane  
DATE: June 23, 2020  
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.”

I am in receipt of your email indicating your intent to resign your position of Special Education teacher effective June 30, 2020. If you currently have and wish to continue any health or dental benefits past June 30, please contact Mary Anne LaBrie so that the payment of the employee responsibility can be arranged. Thank you for what you have given to the children of Wilton and Lyndeborough.

CC: Personnel File  
WLC School Board



***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

Lizabeth Baker  
Business Administrator

TO: Lorisssa Tulgren  
FROM: Bryan K. Lane  
DATE: June 23, 2020  
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.”

I am in receipt of your email indicating your intent to resign your position of receptionist effective July 2, 2020. If you currently have and wish to continue any health or dental benefits past June 30, please contact Mary Anne LaBrie so that the payment of the employee responsibility can be arranged. Thank you for what you have given to the children of Wilton and Lyndeborough.

CC: Personnel File  
WLC School Board

***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

Lizabeth Baker  
Business Administrator

TO: Kiernan Kiley  
FROM: Bryan K. Lane  
DATE: June 23, 2020  
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.”

I am in receipt of your email indicating your intent to resign your position of ABA Therapist effective July 2, 2020. If you currently have and wish to continue any health or dental benefits past June 30, please contact Mary Anne LaBrie so that the payment of the employee responsibility can be arranged. Thank you for what you have given to the children of Wilton and Lyndeborough.

CC: Personnel File  
WLC School Board

**WILTON-LYNDEBOROUGH COOPERATIVE EMERGENCY  
SCHOOL BOARD MEETING  
Tuesday, June 23, 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.

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.

Present: *Alex LoVerme, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, Brianne Lavallee, Tiffany Cloutier-Cabral, Jim Kofalt (6:31pm), Charlie Post and Paul White (6:33pm)*

*Superintendent Bryan Lane, Principal 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 LoVerme called the meeting to order at 6:30pm.

**II. ADJUSTMENTS TO THE AGENDA**

Superintendent Lane reported the following adjustments; remove Ms. Raymond's nomination for kindergarten teacher and replace with another (Ms. Abbe).

*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 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 thanked parents, teachers, administration and students for working to make the last few months successful. Thanks to the foresight of the School Board for creating 1:1 early on, we were able to be as successful as anyone. He provided the feedback he received from the attorney at NHSBA regarding nonpublic minutes. If the Board chooses to amend the public record of the minutes by adding a vote, the Board doesn't need to go into nonpublic session to do it. The Board had also had questions at the last meeting regarding approving sealed minutes. If the Board wanted to review them and have the ability to approve the minutes it needs to be done in nonpublic and can be scheduled as the Board requests. He looked into the curriculum coordinator position at .80 FTE and listed the cost in his report; there are some solid candidates. The cost would increase or decrease based on who is hired. The first meeting regarding reopening school was had; it was a good meeting with good information and feedback. He created a draft survey for parents regarding reopening school which he shared with the Board if they wish to have this sent or make changes. He is asking for direction. When parents have asked, he has responded we do not have enough information from the state to come up with a firm plan. Options are being discussed include to come back with no restrictions, some restrictions or a hybrid scenario with 2 days in school and 2 days out of school with online instruction to lessen the number of students in the building; all are being discussed. Hopefully July 14 we will be able to ask the Board for some direction on which way to go in regard to reopening. There is also the concept of going to remote learning right away. He has been hearing it will be local schools who will make the decision

although this can change. He confirms the numbers in his report do not include potential increases in healthcare, these are just raw salary numbers. He provided the maximum health benefit in the additional document he provided to Mr. Post. He believes it is a difference of about \$30,000 if everyone got the maximum plan. It was noted this needs to be taken into consideration by the Board.

Concern was raised that nonpublic minutes are taken but the Board does not review them or vote on them; they are sealed. Superintendent suggests at the following meeting the Board unseal the minutes in public session, go into nonpublic session to review them. The Board can then review the minutes, approve or make amendments; the vote is taken and we come out of nonpublic to vote on the amendments and reseal the minutes if the Board chooses. This is the process the attorney spoke of to the Superintendent. Chairman LoVerme requests this be put on each agenda moving forward. Discussion was had how the Board can review the sealed minutes prior to a meeting knowing email is not necessarily secure. Superintendent confirms an email does not make it a public document. Superintendent notes the fact is that members of the session have an understanding they wouldn't discuss it and would not allow people in their homes to open their school district email; the nonpublic minutes can be sent via email during the nonpublic session. When we return to physical meetings we would hand the minutes out and have the members read them during the nonpublic session or if they are lengthy they will be emailed prior. The attorney indicated the minutes in his opinion should not read as a record of testimony. It doesn't need to be verbatim and does not believe they should contain much detail. If the Board wants detail that is up to the Board to decide.

Superintendent requests additional adjustments to the agenda for the resignation of the Library Media Specialist and a request from a citizen of Wilton regarding parking at WLC.

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

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

A question was raised if the financial information provided to Mr. Post (regarding savings) which brought it from \$111,000 to \$30,000 included the people leaving and what they had for benefits. Superintendent confirmed it did. If someone left who had the insurance "buyout", he put in a family plan for the maximum cost to create the maximum responsibility for the district. It does not include staff not hired, only the staff that has been hired. His best guess is it will average around \$47,000 per position. It was noted we know of other savings; retirement, oil and propane and savings beyond personnel. Mr. Vanderhoof notes he does not have much faith going to a stipend position will be effective. Superintendent asked for direction from the Board; there are .80 FTE strong candidates and none at .50 that are strong. Discussion was had including that there are savings in energy (\$46,000) which has been spoken of before, we had an increase in one of the teaching positions from what we proposed (about \$13,000); savings can only be captured once and when it's real. Discussions regarding when will the newly hired staff elect their benefits; this will help to narrow down the cost. Superintendent notes we sometimes do not have those discussions until sometime in July. It was suggested because of the sensitivity of the budget issues and what is going on in the country, this does put us at risk; it may be best to delay the decision to increase the curriculum coordinator until we can lock down at least 75% of the healthcare elections. We do not want to be where we were last year; \$40,000 on an already tight budget without a lot of contingency is very concerning. A brief discussion was had regarding obtaining the insurance benefit elections for the new staff; Superintendent will look to have this information by July 3.

Discussion was had regarding if the Superintendent should interview but not hire for the curriculum coordinator .80 FTE position. It was noted holding off on hiring is expected until the Board can review the financial data.

*A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Lavallee allow the Superintendent to interview for the .80 FTE curriculum coordinator position with no job to be offered until Board approval.*

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

It was noted the Superintendent should be forthcoming about the position we are in. If there is a candidate willing to do .50 FTE that would be great.

Discussion was had regarding the reopening meeting held on June 18. There were 18 staff in attendance with one person unable to make it. All staff were sent a notice if they are interested to join to let their Principal know. Most staff at FRES volunteered and 3 from WLC plus Principals were involved. He limited the number of participants to have a good representation and keep it productive. Discussion was had that there was not MS representation.

114 Superintendent confirms there had been a volunteer however the person did not attend due to a family matter. It was  
115 noted many issues involve grades 6-8 where we have the least representation. We want to change the negative view  
116 of the district and make it positive and there needs to be more commitment. When we looked at adjusting the budget  
117 it was voiced that the MS could not be touched or changed. Now we are looking at reopening the schools and there is  
118 no MS feedback; the optics are bad and continue to remain bad on the MS.

119  
120 Concern was raised that the parent survey seemed premature; it feels odd to send out a survey if we don't know if  
121 they will have a voice in the decision. Mr. Vanderhoof notes unless they tell us we can't go back to school in the fall,  
122 we will be going back to school in the fall. It is too early and does not feel beneficial at this point to have a survey.  
123 Superintendent confirms there have been no recommendations at this time; this should happen the first week of July  
124 based on what the Governor has said. As far as distance learning, there is a state law we have to have an online  
125 policy which we do but there has been no vote or mandate at this time and the DOE has not provided direction. He  
126 believes it would be helpful to have some preliminary information at this time as we don't know how many parents  
127 are comfortable sending their children back to school. It was noted there is mixed response in the community. If  
128 parents homeschool, that does affect our enrollment, ADM and revenue. If the DOE allows us to have the option to  
129 create a distance learning model, the students maintain enrollment in the district and this would make the most sense.  
130 The school district is still responsible to create an educational environment and how can we accommodate both  
131 realms. To have preliminary numbers up front would be helpful and easier if we have the information early on. It was  
132 noted returning to school with a hybrid model there will be more details (PPE, logistics) and finances to work out  
133 and the more time we have the easier it would be to roll out the scenarios. It was suggested to add sections on the  
134 survey for parents to provide narrative comments. Concern was raised again that unless there is a mandate we can't  
135 go back to school; we will be going back. Superintendent reiterates he does not believe the DOE or Governor will  
136 mandate anything. Several members are in favor of having the survey to obtain parent feedback and sooner than  
137 later. Mr. Post voiced you can't have parents send their kids back if they are terrified or immune compromised. He  
138 thinks we are in good shape; we are set up with the tablets already but may need to circle back on somethings to be  
139 sure nothing is missed. Mr. Kofalt suggests the survey have a disclaimer that says a lot can change between now and  
140 the fall and to not set up any expectations through the survey. Chairman LoVerme agrees, we need to gather all the  
141 information we can from the parents; we want to keep the parents and students safe. He suggested having someone  
142 look into using the cafeterias for teaching the larger classes. Mr. Vanderhoof disagrees with sending the survey as he  
143 doesn't believe the information we will get back will be helpful; although interesting, it is not something we will be  
144 able to act on until we get the information from the state. Ms. Lavalley requested to have the projected cost  
145 associated with the different scenarios (PPE, cleaning supplies, transport etc.) to know how it would affect the  
146 budget. A brief discussion was had regarding wearing masks and to consider age appropriateness.

147  
148 It was noted from the staff feedback on distance learning that a lot of parents seemed to struggle. It was suggested to  
149 pick one or two tutorials to help parents and make these available. Superintendent confirms there are some resources  
150 available through the DOE at no cost.

## 151 152 **b. Letters/Information**

### 153 **i. Enrollment**

154 Superintendent provided end of year enrollment. The school year began with 565 and ended at 580 with minor  
155 changes throughout. He expects the numbers will rise about with 48 students registered for kindergarten.

### 156 **ii. Distance Learning Feedback**

157 Discussed above. It was noted teachers need to keep up with grading in PowerSchool and have been giving too much  
158 time to the students to complete their work. If distance learning is going to continue in any form, it was suggested to  
159 provide some "do's and don'ts" and tighten up on the expectations; put in operational discipline. Concern was raised  
160 that according to the feedback provided, some teachers were reaching out to administration but not getting the help  
161 they needed that the Board thought they were getting. It was suggested to have a clear "chain of command" followed  
162 consistently for teachers who are dealing with nonresponsive students. It was suggested that teachers should post  
163 work for students in the same place; as an example for one 3<sup>rd</sup> grade student there were 4 places she had to look for  
164 work and with the specials it was "here and there" and sometimes not at all. Superintendent agreed, it was a common  
165 concern and it needs to be addressed.

### 166 **iii. Tax Appropriation**

167 Documents were provided from Ms. Baker for review which are sent to the town administrators to describe the  
168 monthly contributions from the town to the school district. The fund balance used for this was from May 18 and as  
169 discussed previously, the fund balance has increased and these numbers may change in October when the next  
170 document goes out. It was asked what the "retained tax" is. Superintendent will find out and report back.

171  
172 **V. BUDGET COMMITTEE INVOLVEMENT**

173 At the last meeting, there was discussion regarding involvement from the Budget Committee with regard to financial  
174 matters (and hiring of the business administrator). Superintendent notes it is always helpful to have additional input  
175 beyond the School Board for certain things as far as the hiring of a business administrator (BA), they would not have  
176 a vote. They are also not allowed in a nonpublic session per the attorney. Ms. LeBlanc notes as far as she is aware,  
177 the main function of the Budget Committee is to develop the budget and present it at district meeting. Mr.  
178 Vanderhoof will send her the charge for the Budget Committee. It was noted there was never the 2-way  
179 communication that there is now. It was expressed that the lines are getting “blurry” in regard to the responsibilities  
180 of the School Board and Budget Committee although it is agreed that the input is good to have regarding financial  
181 matters. When it comes to more direct involvement and the hiring of a BA, that is the responsibility of the School  
182 Board. It is the responsibility of the School Board when it comes to setting and defining policy and Ms. LeBlanc  
183 noted she did not feel the policy was respected at the last meeting when a vote was taken during public comment.  
184 She notes duties are becoming a little foggy and the School Board needs to clarify it. Mr. Post voiced he feel it is  
185 important we collaborate. There are 2 Budget Committee members who are liaisons to the School Board and they  
186 don’t take votes. Mr. Kofalt adds, the Budget Committee duties are clear. The request at the last meeting was to  
187 have a seat at the table to have visibility and input on the process. Doing that in a way that was manageable makes a  
188 lot of sense. The roles and responsibilities are clear, it is just a question of making sure we are working together and  
189 collaborating to get the best results. Mr. Vanderhoof notes we have had parents and students on interviews in the  
190 past; there is no difference. It’s the Board’s responsibility to hire and there is leeway to have a hiring committee or  
191 whatever is needed to make the best decision. It was noted the Budget Committee depends on the business  
192 administrator; they don’t have a vote but we can listen to their advice.  
193

194 **VI. POLICY BEDH-PUBLIC PARTICIPATION AT BOARD MEETINGS**

195 Ms. LeBlanc spoke regarding this policy and notes based on # 5 believes the policy was misread at the last meeting.  
196 She understands timing was the issue, but in the future we need to be aware if it is not on the agenda or as in #5, we  
197 need to change the policy or follow the policy. It shouldn’t have been part of the discussion last week. She believes  
198 the Board should at least make a decision on the policy if it will be continued as is. Clarification was asked for if an  
199 item is in the Superintendent’s Report is it considered an item on the agenda such as in the last meeting; is anything  
200 in the packet considered “on the agenda”. Chairman LoVerme responded yes, these are considered items on the  
201 agenda. It was noted the paragraph after # 7 says “in most instances any Board response will be deferred pending  
202 future considerations by the full Board”, the key is “most instances” and allows the Board flexibility to discuss it as  
203 there are times it is prudent to do so but not best practice to do so. Time sensitive issues should have flexibility  
204 across the board and this policy does allow for that. A question was raised if the public wanted an agenda item can  
205 they ask for it. The Superintendent responded yes. It was noted # 5 addresses this. Mr. Legere added it is his personal  
206 opinion that the Board should try to stick to topics that are written on the agenda (numbered item). A lot of things get  
207 covered in Principal or Superintendent Reports and that is skirting things a bit when votes are taken on minor things  
208 that are in the reports. For preparation purposes, you will be dissecting the reports for things that may or may not be  
209 voted on. Chairman LoVerme confirms the Board is not reviewing this policy, it is here for this instance and would  
210 like to send it back to the committee for formal review. He confirms the policy is not being suspended. The  
211 committee did review the policy in 2019. Mr. Vanderhoof suggests if we are asking the committee to review it, the  
212 Board should give some direction to the committee although he doesn’t see anything that is needed. Mr. Post has  
213 suggestions and will send them to Mr. Legere.  
214

215 **VII. PROTOCOLS-Athletic Director, Coaches, Stipend Positions**

216 Superintendent reports there is a process and formula for coaching and other stipend positions, although at this time  
217 we have not had a good review or evaluation process for these and suggests we should develop one to bring back to  
218 the Board. In accordance with our policy around teacher evaluations, we do have a process for teachers who are  
219 struggling and how they can find assistance although it is not clearly defined if they can or should not be approved  
220 for co-curricular activities. He would like to bring this back to the Board before the start of school and as a matter of  
221 protocol, if a person is on an improvement plan those individuals would not be assigned additional duties that would  
222 take them away from their teaching responsibilities. It was noted these contracts are just for one year at the will of

the Board, there is no implied contract that it will be renewed the following year. Superintendent responds that it specifically indicates on the bottom of the contract it is a one-year contract with no expectation of subsequent employment. It was questioned if the Board needs to review the last part the Superintendent discussed then. Superintendent responds he feels it would be beneficial as the teachers should know this is part of what the Board's expectation is. This would be an added piece for teachers to ensure the integrity of the teacher evaluation system. There was a brief discussion regarding posting of these positions. Superintendent notes it is advantageous to have coaches who work in the buildings for several reasons such as familiarity with the students and some states require that coaches are employees of the district. It was noted however we have had some great coaches that are not employees. It was confirmed most of our coaches are not employees of the district. Superintendent confirmed coaching positions are posted in the newspaper for the public to apply. It was suggested to post in the town halls as the community has expressed wanting to be more involved in the schools. Superintendent agreed to follow that protocol moving forward. It was noted we have been lucky with our coaches and a lot have worked with the students from the time they were playing sports early on and up; they have the same familiarity with the students and parents. Superintendent confirmed the NHIAA is waiting for the report to come out early July to determine what is the most appropriate way to move forward. There is no way to socially distance in many sports, maybe some individual sports. The school district (by Board decision) can choose to not run athletics due to the situation.

## VIII. CARES ACT FUNDING

Mr. Pratt provided a detailed memo and spoke regarding the CARES funds and our ability to apply for the grant. We are slated to receive \$69,774.02. Federal rules require that 10% of these funds be allocated to High Mowing and Pine Hill; we act as the fiscal agent for them. Allowable uses mainly focus on hurdles COVID put forth to the district. This funding is available until 9/30/2022; it can be looked at immediately for full grant implementation or done partially. In terms of applying for it, we would look for some direction on how the Board would like to move forward with the process and do so at the appropriate time. Superintendent confirmed the mechanism for cleaning he spoke of previously was about \$3,500 in total. Ms. Lavallee reminds the Board it may seem like a lot of money (we are receiving from CARES Act) but it can be gone very quickly and the Board should prioritize and really look at what is the biggest need in terms of this illness. She is concerned in particular around mental health when the students come back to school especially since the MS guidance counselor was cut to half time. She notes there are a lot of things we talked about to spend this money on but we should start to track this and make decisions as we go.

## IX. ACTION ITEMS

### a. Approve Minutes of Previous Meeting/s & Discuss Nonpublic Minutes

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lavallee to approve the minutes of June 9, 2020 as amended.*

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

Discussion was had regarding reviewing nonpublic minutes. Superintendent asked if there was any objection to having it on the next agenda to review the nonpublic minutes. No objection heard. A question was raised if there was any time limit on reviewing them; could it be done once a month as opposed to being done at each meeting. Superintendent confirms there is no time limit.

The public minutes of May 28, 2020 are the minutes the Board wanted to amend to include the motions from the nonpublic session. It was suggested to review the nonpublic minutes of this meeting as well.

*A MOTION was made by Mr. Post and SECONDED by Ms. LeBlanc to table the minutes of May 28, 2020 until the next meeting where a nonpublic session will be held to review the nonpublic minutes of May 28, 2020.*

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

Ms. Fowler confirmed draft public minutes need to be posted within 5 (business) days.

### b. Special Education Request

There are 2 positions open at FRES for SPED teachers, Mr. Pratt is requesting to increase the part time position (.50) to .80 FTE as long as it equals the budgeted salary. Both .80 and .50 positions are eligible for benefits, neither eligible for NH Retirement. A question was raised what are the future ramifications to making this change; can it be reduced back to the .50 the following year. Superintendent confirms this is a Board decision. He confirmed this is “needs based”. It was noted if the situation is that a student is returning to district from an out of district placement there should be significant savings. Superintendent explains it would not be transparent to put those numbers in as we are not sure this is a long term solution. There will be partial out of district placement every day therefor transportation is also still needed; evaluation to be done after first quarter. He adds the federal law requires us to create the least restrictive environment and the goal is always to have the student back to the least restrictive scenario. There was discussion why the .50 FTE is not sufficient. Mr. Pratt explained part of the driver for this is that 2 candidates declined the position and the second driver is that the needs of the students at FRES continue to increase. Some of the RISE students attend classes within the regular education class with support; we also have to do some academic support. We want to continue to be more inclusive and a .50 FTE makes an inclusion model more difficult. It was suggested instead why wouldn’t 2 positions at .80 FTE work instead of 1 at 1.0 and 1 at .80. Superintendent agreed this is possible. Mr. Pratt expressed that it is required that we have to meet with all students who have an IEP (Individual Education Plan) within the first 30 days to determine if we need provide additional services beyond what the IEP says. When we have the opportunity to work within the budgeted guidelines and have more teachers, that would help us do those things. Mr. Pratt is concerned with compliance and concerned if we will have the staffing to do the meetings knowing the additional services that may be needed especially at the elementary level.

There was a break in the discussion at 8:29 PM to interview Mr. Robert Mullin, BA candidate. See section below. Return to “special education request” discussion at 9:29 PM.

A question was raised if it would be better to wait and determine if there is truly a need. Mr. Pratt reminded the group this is a good time to hire; a lot of our neighboring towns are laying off teachers. Based on his experience and given the times we are in, he is certain these positions (1.0 and .80) would be very busy. Concern was raised this is a difficult time to increase staff. Mr. Pratt notes, based on his experience here the need is pretty high. A lot of kids will be coming back with complicated learning issues and some will be driven by mental health concerns. These positions will be utilized at a very important time for students and at those grade levels. It was noted it is often when something arises that will lower expenses, there is a desire to spend the money. Mr. Pratt agreed that a lot of children have had a difficult time with remote learning. A question was raised since it is COVID related is there additional funding from the state. Superintendent confirms the CARES funding is coming from the “Feds”, not the state and the number quoted earlier for funding is the amount we have; it is a fixed number. We still need to worry about PPE and find the things we need when we come back and other details as well. We have purchased Chromebooks also and the only way that number changes is with an additional stimulus package. Discussion was had regarding what it could be spent on and what the hypothetical cost would be if we stayed with hiring a 1.0 FTE and .50 FTE and the need to figure out how to get the students back on track whether it’s SPED students or not. Mr. Pratt confirmed the meetings need to be completed within 30 calendar days; therefor it is really less than 30 days to complete all the meetings, (over 100) and SPED teachers also actively teach classes during the day. It was confirmed the 1.0 FTE position has been posted for 3-6 days. The .50 position was posted with no applicants. A question was raised how will all of this get done with the current staff without kids suffering. Mr. Pratt explained he has been participating in meetings with other SPED directors and this has been the question; we did not receive a solid answer. We cannot have all the meetings and not have some part of the implementation missing. We will formulate a plan to address the issue and what we need to do moving forward. It was suggested if Board agreed, to post for the 1.0 and .80 to see what the applicant pool looked like as we did with the curriculum coordinator position; this would also give a better idea of the actual cost. It was again suggested to do 2 positions both at .80 FTE and if that was not an option, to fill the 1.0 FTE and see where we are at. If the Board chooses to do nothing, then the .50 FTE and 1.0 FTE is the expectation. Superintendent agrees it is most prudent to fill the 1.0 FTE.

*A MOTION was made by Ms. Lavalley and SECONDED by Mr. White to advertise for a .80 FTE position with no direction to hire until the Board has reviewed and sees what the candidate pool looks like.*  
*Voting: via roll call vote; seven ayes; one nay from Mr. Vanderhoof, one abstention from Chairman LoVerme, motion carried.*

The .50 position will remain posted also.



## **X. COMMITTEE REPORTS**

### **i. Budget Liaison**

Mr. Vanderhoof reported the committee met on June 19<sup>th</sup>, discussed the current YTD financials. He informed them of the potential of increasing the curriculum coordinator to .80 vs .50. There was discussion around community involvement in the budget and how meetings will work online. They want some plan going forward, ASAP. If we will have to have online joint meetings it will be difficult with the number of people. They also discussed presentation documentation and how they want that going forward. Ms. Browne brought up the possibility of inviting Commissioner Edelblut to discuss things around policy issues with the school district in regard to state requirements and things that could be done better or more efficiently as opposed to how some things go now. The next meeting is July 21. Mr. Legere noted we put a lot of value in the joint meeting with NHSBA and he is interested in doing this again. It may be valuable for the new Board and Budget Committee members. Ms. Lavallee would appreciate this and Mr. Vanderhoof will check with the Budget Committee to see if there is interest. He notes there was not a lot of discussion regarding increasing the curriculum coordinator position. He let them know there were not adequate candidates at a .50 FTE and expressed to them we didn't hire anyone yet but there is the potential.

### **• PARKING REQUEST FROM CITIZEN OF WILTON**

Superintendent reports the Tibbets family approached the Chief of Police, and town administrator regarding this and they were directed back to the school district. The request is to post a sign at their expense indicating the property by the horseshoe is closed. He is unaware if there is an ordinance and once we allow an entity to post on our property for non-school district reasons we will need to allow anyone to do the same thing. Although he is sympathetic to the family, he has not seen a lot of cars there but understands there are parking issues. Discussion was had regarding putting a rope across the road and open only during school hours. It was pointed out community members need access for the tennis courts, disc golf and this would be restricting those activities. It was noted during candidate night, many residents expressed they didn't feel welcome by the school community. A no trespassing sign would not be welcoming; a suggestion was made for the Board to take no action. A question was raised if the Board gave permission to the town to put up the no parking signs that are there. Chairman LoVerme and the Superintendent believe we did give the town permission. Mr. Vanderhoof drove up there and saw people walking down the hill, 9 cars parked, at least one playing disc golf; there was no litter and believes mostly people are respecting the property. There was no action from the Board regarding this matter. Superintendent will write back to the town manager that the School Board chose to take no action therefor the citizen cannot post a sign.

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

### **a. Resignations**

- i. Cecilia Martins-FRES-RBT
- ii. Nancy Moreau-FRES-Food Service
- iii. Suzanne Beers-WLC-Food Service
- iv. Denise Clark-District Van Driver
- v. Bryan K; Lane, Superintendent of Schools
- Amy White-WLC-Library Media Specialist

Superintendent reviewed the resignations. No action is needed except for Ms. White who is asking to be released from her contract.

*A MOTION was made by Mr. Post and SECONDED by Ms. LeBlanc to release Ms. Amy White, Library Media Specialist, from her contract.*

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

### **b. Appointments**

- i. Rachel Raymond-LCS-Kindergarten Teacher
- Ms. Melanie Abbe-LCS-Kindergarten Teacher

Superintendent informed members that Ms. Raymond has since decided to decline the position. He reviewed the recommendation for appointment of Ms. Melanie Abbe, Kindergarten Teacher.

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. White to appoint Ms. Melanie Abbe, Kindergarten Teacher.*

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

387  
388 **ii. Laura Kostenblatt-WLC-MS Science Teacher**

389 Superintendent reviewed the recommendation for appointment of Ms. Laura Kostenblatt, MS Science Teacher.

390  
391 *A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. LeBlanc to appoint Ms. Laura Kostenblatt,*  
392 *MS Science Teacher.*

393 *Voting: via roll call vote; eight ayes; one abstention from Chairman LoVerme, motion carried.*  
394

395 **XII. PUBLIC COMMENTS**

396 The public comment section of the agenda was read.  
397

398 Superintendent called out all the phone numbers and names joined in the meeting asking if any wanted to comment.  
399

400 Ms. Laura Bujak, (MS teacher) spoke to clarify an earlier comment around the school reopening meeting. When the  
401 MS teachers found out they didn't have representation, they emailed the Superintendent and he graciously got one of  
402 them on board. They did miss the first meeting but will be present for the July 16 meeting and they have already  
403 been planning for fall; they have been busy writing MS honors curriculum.  
404

405 Mr. Adam Lavallee, expressed with distance learning, we should have SOP's and he feels the same way about  
406 evaluations. If a teacher is consistently scoring poorly it should be used to determine what to do. Regarding the  
407 curriculum coordinator, it was pretty clear with all the reductions and eliminations that this position was the most  
408 contested and most important to not completely eliminate and if the decision is between .50 FTE and .80 FTE, the  
409 .80 FTE should be done. That one was clear it was the one to keep because of the revenues produced and if you don't  
410 replace it you will spend more and offer less to students. He spoke regarding the "lines being blurred" between the  
411 Board and Budget Committee. He feels those lines are "super blurry", considering the Board has a member on the  
412 Budget Committee with a vote and complete access to all the discussions.  
413

414 Ms. Lisa Post spoke regarding the curriculum coordinator. She expressed she has a different opinion and does  
415 believe the curriculum coordinator is very important but as Dr. Heon had said, she finished 60-70% of what she was  
416 hired to do. She questioned if finding a temporary person or a one-year position would be prudent to see if they can  
417 finish up the work and perhaps it can float into a different type of position. Dr. Heon also said the grant writing can  
418 be done by someone else. Ms. Post commended the Board on their openness and ability to get feedback and listen to  
419 people. She thinks it's a much different Board than in the past. She is concerned with trying to restrict the Budget  
420 Committee and the public from speaking. Prior to last year there was open dialog between the Budget committee, the  
421 public and the School Board and that was all restricted through a change in policies and she wants to put it out to the  
422 Board to change those policies for transparency reasons and obtaining feedback. Many have concerns that because of  
423 COVID, the school didn't spend much money and should have a lot coming back. This is what she hears from the  
424 towns people. A lot of talk at the town hall has been that people are upset and frustrated and emotions are elevated  
425 higher than normal; the expectation is out there for the Board to hold the line on spending. Wilton is having trouble  
426 financially and that should be in consideration with some of these positions; make them a one-year contracted  
427 position instead. We don't even know if we will be doing remote in the fall. Setting clear expectations with the  
428 teachers and if we used some temporary folks, it may give us some flexibility to fill the need. We would have people  
429 come in the town hall and say they saw teachers in the grocery store, shouldn't they be teaching the kids. She thinks  
430 the Board is doing a fantastic job and the Superintendent is working hard to keep everything else going. She voiced  
431 the Budget Committee relies heavily on the business administrator to provide them information in the formats they  
432 can deal with. She thinks it's great the Board allowed Mr. Lavallee to participate and that the Board continues to  
433 value their input on these things.  
434

435 **XIII. SCHOOL BOARD MEMBER COMMENTS**

436 Ms. Lavallee questioned if Mr. Vanderhoof was still interesting in finding a replacement to be on the Negotiations  
437 Committee with the WLCTA. He confirms yes, if there is interest from another member. Ms. Lavallee volunteered  
438 for the committee.  
439

440 Chairman LoVerme voiced appreciation and thanks to Principal Bagley and all the faculty members who resigned  
441 and hopes they take what they learned in our district and continue to grow. He voiced appreciation and thanks for

those who retired. He notes we need to depend on the people in our district. He spoke regarding PPE and the need to start purchasing this. He thanked everyone for staying late tonight.

#### **XIV. 8:30 PM INTERVIEW-BUSINESS ADMINISTRATOR**

Mr. Robert Mullin was present at LCS. Mr. Adam Lavallee, Budget Committee joined for the interview. A question and answer period was had. Mr. Mullin provided information relating to his experience and what he would do to become acclimated to this position. He is currently working at the Public Schools of Brookline, MA as an administrator and financial project manager. He is certified as a Business Administrator in Massachusetts and would need to obtain certification through the NH DOE.

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

*A MOTION was made by Mr. Kofalt and SECONDED by Ms. Cloutier-Cabral to enter Non-Public Session to discuss hiring/personnel matter RSA 91-A: 3 II (A) (B) (C) at 10:33pm.*

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

#### **RETURN TO PUBLIC SESSION**

The Board entered public session at 11:37pm.

*A MOTION was made to seal the non-public session minutes by Mr. Legere and SECONDED by Mr. Post.*

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

#### **XVI. ADJOURNMENT**

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. Legere to adjourn the Board meeting at 11:40pm.*

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

*Respectfully submitted,*

*Kristina Fowler*

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD EMERGENCY MEETING  
Thursday, May 28, 2020  
Lyndeborough Central School/Video Conferencing  
6:45 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.

Board Present: All participating remotely: Alex LoVerme, Jonathan Vanderhoof, Carol LeBlanc, Tiffany Cloutier-Cabral (arrived late), Mark Legere (6:50), Brianne Lavallee, and Charlie Post

Superintendent Lane present at LCS.

**I. CALL TO ORDER**

Chairman LoVerme called the meeting to order at 6:46pm.

Mr. Vanderhoof questioned if the Board wanted to take up the nomination of a math teacher prior to the nonpublic session.

**• APPOINTMENT**

Superintendent presented the nomination of Jessica Wentworth for HS math position at WLC. The position is to fill an open vacancy budgeted at \$60,200.

Mr. Post asked for clarification if this was a HS position, that was confirmed by the Superintendent and recommends a motion for nomination.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lavallee to approve the nomination of Jessica Wentworth to fill the open math position at WLC at Bachelor's step 5, salary of \$42,000.*

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

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

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lavallee to enter Non-Public Session (personnel matter) RSA 91-A: 3 II (A)(B)(C) at 6:50pm.*

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

**RETURN TO PUBLIC SESSION**

The Board entered public session at 8:43 pm.

Chairman LoVerme voiced feeling quite bad about providing a contract to an employee and then rescinding it after an offer was made.

Mr. Vanderhoof appreciates everyone looking out for the needs of the district and the community in general.

Mr. Post spoke of the importance of following the budget that we put forth, got input from the public and Board voted. He does understand Mr. LoVerme's concerns.

Mr. Legere echoes what Mr. Post voiced; he doesn't feel good about what was done but does feel it was in the best interest. The whole budget season there have been things he has not felt completely good about but it was the will of the public. We are doing what we were asked and what we were told. We are also halfway paying for others missteps in the past. It is falling on us. Definitely not satisfied in any of that.

Ms. LeBlanc, spoke that her understanding is when we drew up the budget that the tax payers requested us to find as a limit to our budget, as part of that we presented a reduction of the PE position and nurse position to .80. As I look at it tonight we did what we had to do as much as I regret it came down to that. I think we had to follow through on the budget we were forced to come up with.

Ms. Cloutier-Cabral expressed her sentiments are aligned with Mr. LoVerme. She feels badly that we had to do this after we offered a contract and hopes we can look more closely at the rules and ramifications when making these decisions.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Legere to seal the minutes.*

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

#### **VIII. ADJOURNMENT**

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. LeBlanc to adjourn the Board meeting at 8:49pm.*

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

*Respectfully submitted,  
Kristina Fowler/Bryan Lane*