

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, October 13, 2020
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.

Video Conferencing: meet.google.com/inj-cedn-yfa

Audio: [+1 574-404-3530](tel:+15744043530) (PIN: 452864990)

Due to current events all videoconferencing options may be subject to modifications. Please check 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
 - ii. Business Administrator's Report
 - iii. Principals' Reports
 - b. Letters/Information**
 - i. Unanticipated Revenue-Adequacy and SPED
 - ii. Area School District Contract Dates
- V. CONSENT AGENDA**
 - a. Reports**
 - Treasurer's Report-June 2020
- VI. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**
 - a. FY 2019-2020 Fund Balance**
 - b. FY 2021-2022**
 - i. Salaries & Benefits
 - ii. Transportation
 - iii. SAU Budget
 - iv. Full Budget
- VII. PUBLIC COMMENTS**
- VIII. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
 - b. Community Spread Protocol**
 - c. Bus Transportation Bid**
 - d. FRES Curriculum Stipends**
- IX. COMMITTEE REPORTS**
 - i. Negotiations
 - ii. Budget Liaison
 - iii. Administrative Structure Committee
 - iv. Distance Learning Effectiveness Committee

- X. RESIGNATIONS/APPOINTMENTS/LEAVES**
 - a. FYI New Hires/Appointment**
 - i. FYI-Lori Spurrell-SAU-Payroll/HR
 - ii. FYI-Cheryl Carter-WLC-Attendance Secretary
 - iii. Appointment-Luke Reiter-WLC-HS English Teacher
 - b. Resignation**
 - i. Carly Follett-FRES-ABA Therapist
- XI. BOARD BUDGET DISCUSSION**
- XII. PUBLIC COMMENTS**
- XIII. SCHOOL BOARD MEMBER COMMENTS**
- XIV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (B) (C)**
 - i. Review Nonpublic Minutes
 - ii. Negotiations
- XV. ADJOURNMENT**

INFORMATION: Next School Board Meeting & Public Hearing-October 27, 6:30 PM at WLC

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
OCTOBER 13, 2020**

The survey of parents and teachers was done and came back with a good amount of information. The responses reflected about 25% of the families. About 60% of teachers responded. There was a large amount of positive comments from parents about the efforts of our teaching staff, I shared those comments with the staff. As far as topics that were of concern, there were some issues about technology and about consistency in presentation of material. The most consistent concern was what will happen when the buildings are closed up with onset of cold weather. Will there still be mask breaks and will ventilation be appropriate were concerns raised. Beginning October 14, I will be reaching out to parents to see if there are any parents who wish to change their children's status of being in school, remote or stay in modified schedules. This information will be shared with the district wide committee.

I have spent a good amount of time with staff in working to complete the budget. I want to thank all of the staff members who played a hand in creating this document and especially Linda Draper, Kristi Legere, Sherry LeBlanc as well as Kristina Fowler for helping to put this document together.

We received information from the New Hampshire Retirement System that the contribution from all towns and school districts will increase. I have included documents with this report on this matter.

Over the past weeks I have met with the following committees:

- Administrative Structure- will bring a recommendation to the School Board by late November
- Remote learning review- will bring a recommendation to the School Board by October 27
- WLCSSA negotiations- on-going
- WLCTA negotiations- on-going

We continue to get PPE as requested from the state which is distributed by the national guard and our pickup is located in Keene. We have not had any difficulties in getting supplies we need. I have been keeping weekly records with the nurses in each building; we are doing well with our inventory of supplies.

In a joint decision, it has been determined that students will be allowed to dress in costume for Halloween as long as masks conform to our current rules. Unfortunately, we will not be holding the traditional Halloween parades at FRES and LCS. We will also not be allowing food to be brought in from outside the schools for celebrations.

On Wednesday October 7, I am meeting with area officials on improvements to be made to the railroad crossing at the base of Burns Hill Road.

NHRS ... NOW YOU KNOW

5 facts on employer contributions

There's a lot of information out there regarding the New Hampshire Retirement System, some of it fact, some of it fiction. This document, along with others in the "NHRS ... Now You Know" series, is designed to provide you with straight talk about the retirement system.

New Hampshire Retirement System employer contribution rates for fiscal years 2022 and 2023 were certified by the Board of Trustees in September 2020. Here are five things to know about employer rates:

1. Employer contribution rates are determined every two years pursuant to RSA 100-A:16, III. The contribution rates for fiscal years 2022 and 2023 are based on the actuarial valuation as of June 30, 2019. Employer contributions have increased for all member groups (Employee, Teacher, Police, and Fire).

2. The increase in 2022-23 rates was largely the result of changes to the actuarial assumptions used to value the pension plan that were adopted by the Board in June 2020 based on recommendations from the actuary contained in

a four-year (2015-19) actuarial experience study, along with additional input on long-term capital market expectations from multiple outside investment experts. The most significant drivers of the rate increase, in order of impact, were: 1) the reduction of the assumed rate of investment return from 7.25% to 6.75%; 2) the adoption of updated post-retirement mortality assumptions; and 3) a reduction in the payroll growth factor. The NHRS Board of Trustees has a legal and a fiduciary obligation to adopt actuarially sound assumptions. This regular review and, when appropriate, recalibration, of actuarial assumptions is necessary to ensure that the retirement system meets its long-term funding needs.

3. The Board of Trustees has limited discretion in setting employer rates. State law requires that the Board certify actuarially sound rates necessary to keep the retirement system on track to meet its long-term obligations; the New Hampshire Constitution (Part I, Article 36-a) requires employers to pay those rates in full.

4. There are three components to employer contribution rates: the normal cost, the unfunded actuarial accrued liability (UAAL), and the Medical Subsidy. The normal cost reflects the estimated actuarial cost of pension benefits as those benefits are earned each year by members. This cost is shared by the employer and the member, with members paying the majority of the normal cost. The UAAL is the estimated value of NHRS benefits that have been earned in the past, but have not yet been fully funded. The current liability, which is being paid down through 2039, is borne solely by the employers.

Overall, the unfunded liability accounts for the majority of the total employer rate in fiscal years 2022 and 2023 as detailed in the chart on the following page.

5 facts on employer contributions

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FY 22-23 NHRS EMPLOYER CONTRIBUTION RATES					
MEMBER CATEGORY	PENSION: NORMAL COST	PENSION: UAAL	UAAL AS A % of TOTAL PENSION COST	MEDICAL SUBSIDY	TOTAL EMPLOYER RATE
Employee – State	2.58%	11.17%	81.2%	0.78%	14.53%
Employee – P. Sub.	2.58%	11.17%	81.2%	0.31%	14.06%
Teacher	2.82%	16.66%	85.5%	1.54%	21.02%
Police	6.72%	23.95%	78.1%	3.21%	33.88%
Fire	7.07%	22.71%	76.3%	3.21%	32.99%

Member contribution rates set by statute: Group I – 7%; Group II Police – 11.55%; Group II Fire – 11.8%

5. Political subdivision employers have paid 100% of the employer rates for Teacher, Police and Fire members since fiscal year 2013. When RSA 100-A:16 was enacted in 1967, the state was responsible for 40 percent of the employer contribution for Teacher members employed by political subdivisions. The statute was amended in 1977, requiring the state to pay 35 percent of the employer contributions for Teacher, Police, and Fire members employed by political subdivisions. RSA 100-A:16 was amended in 2009 to reduce the state's share to 30 percent in fiscal year 2010 and 25 percent in fiscal year 2011. The 2009 amendment also restored the state contribution to 35 percent in fiscal year 2012, however, the statute was amended again in 2011 to eliminate the state's percentage share of employer contributions altogether. The 2011 amendment also included a one-time appropriation of \$3.5 million in an effort to offset political subdivision employer contributions in fiscal year 2012. Employers sued the state over these reductions. The New Hampshire Supreme Court in 2012 upheld the state's action and ruled that the decrease in the state's contribution was not an unfunded mandate in violation of the New Hampshire Constitution (Part I, Article 28-a).

Related Links:

Employer Contribution Rates:

<https://www.nhrs.org/employers/employer-contribution-rates>

FAQ: Employer Contribution Rates for Fiscal Years 2022 and 2023:

<https://www.nhrs.org/faqs/faq---fy-22-23-employer-contribution-rates>

FAQ: 2019 Actuarial Experience Study:

<https://www.nhrs.org/faqs/faq-2019-actuarial-experience-study>



Sources: RSA 100-A; NH Constitution;
June 30, 2019, actuarial valuation

No. 13; Updated September 2020



The fiscal year (FY) 2022-23 rates for the State of New Hampshire and for political subdivision employers were certified by the New Hampshire Retirement System (NHRS) Board of Trustees on September 8, 2020.

Here are answers to some common questions that participating employers may have concerning those rates.

How are employer contribution rates determined?

Employer contribution rates are developed as part of a biennial actuarial valuation, which is required by statute. The NH Constitution (Part, I, Article 36-a) requires that the rates be based on "sound actuarial valuation and practice" as required to maintain the retirement system trust fund at the level needed to meet its future obligations.

GRS, the retirement system's consulting actuary, determines the cost of future benefits, the unfunded actuarial accrued liability (UAAL), and employer contribution rates based on assumptions about many future events, such as the age when members will retire, their rate of salary growth, how long they will live after retirement, and how much the plan's investments will earn. These assumptions are based on detailed statistical models and adhere to national Actuarial Standards of Practice. However, they are not facts; no one can predict future events. When the actual experience doesn't match the assumptions, there can be an actuarial gain or loss. Put simply, gains reduce employer contribution rates, losses increase employer contribution rates.

When are employer contribution rates set?

Employer contribution rates are set every two years pursuant to RSA 100-A:16, III.

The contribution rates for FY 2022 and 2023 are based on the actuarial valuation as of June 30, 2019.

FY 22-23 EMPLOYER CONTRIBUTION RATES

	Pension	Medical Subsidy	Total
Employee-State	13.75%	0.78%	14.53%
Employee-Political Sub	13.75%	0.31%	14.06%
Teacher	19.48%	1.54%	21.02%
Police	30.67%	3.21%	33.88%
Fire	29.78%	3.21%	32.99%

Employer contributions are increasing for all four member groups from the FY 20-21 rates.

Why are employer contribution rates increasing in FY 22-23?

The rate increase is largely the result of recommended changes to the actuarial assumptions used to value the pension plan that were adopted by the Board of Trustees in June. The most significant drivers of the rate increase, in order of impact, were: 1) the reduction of the assumed rate of investment return from 7.25% to 6.75%; 2) the adoption of updated post-retirement mortality assumptions; and 3) a reduction in the payroll growth factor.

For additional details on the experience study, see: ["FAQ: 2019 Actuarial Experience Study"](#)

Of all the assumptions used to estimate the cost of a public pension plan, none has a larger effect on employer contribution rates than the investment return assumption. This is because, over time, earnings from investments account for a majority of the retirement system's funding.

In reviewing the assumed rate of return over a period of months, NHRS Trustees heard capital market presentations from several independent, expert sources, including NEPC, the retirement system's investment consultant. GRS, in its role as consulting actuary, advised the Board that an assumed rate of return within the range of 6.25% to 7.0% would be actuarially reasonable, but recommended adopting a rate of no more than 6.75%.

The 6.75% rate represents what NHRS Trustees believe the plan can realistically earn from its investments on an annual basis, when averaged over the long-term. In any given year, investment returns are likely to be higher or lower than the long-term assumed rate, depending on current economic and market conditions. The employer contribution rate for Group I Teachers was additionally impacted by the adoption of a payroll growth assumption lower than other member groups.

Why is the payroll growth assumption different for the Teacher group?

This was a decision driven by the demographic experience of teachers. Since 2016, the teacher payroll growth assumption has been set lower than the other three member groups (Employee, Police, and Fire) to compensate for an anticipated annual decrease in the number of active teachers due to an ongoing decline in New Hampshire's school-age population. From 2009 to 2019, the number of active teachers has declined from 18,709 to 17,730. The most recent state population projections from the New Hampshire Office of Strategic Initiatives show a declining school age population through at least 2025.

How does the NHRS 6.75% assumed rate of return compare to other state pension plans?

The National Association of State Retirement Administrators (NASRA) regularly analyzes data from more than 100 of the largest public pension plans in the country. Out of 127 public pension plans surveyed in February 2016, 114 have reduced their assumed rate of return.

When NHRS reduced its assumed rate of return from 7.75% to 7.25% in 2016, the average among all plans was 7.62%; the average rate, as of February 2020, was 7.22%, and more plans have reduced their assumed rate of return since then.

How does the change in rates from FY 20-21 to FY 22-23 compare to previous cycles?

For the five-year period ending July 1, 2020, the aggregate employer contribution rate for all member groups increased cumulatively by 6.3%; for the same five-year period, the U.S. consumer price index (CPI) increased cumulatively by 8.6%. The aggregate 19.6% increase from FY 20-21 to FY 22-23, while significant, is less than the 23.2% increase in FY 14-15 over the prior biennium.

How do NHRS employer contribution costs compare to other states?

In FY 19, the most recent year national data is available from the Public Plan Database, NHRS employer pension contributions were below the national average of more than 200 state pension plans as a percentage of payroll (15.4% to 18.2%).

In FY 17, the most recent year national data was compiled by NASRA, NHRS employer pension contributions were also below the national average as a percentage of state and local government direct general spending (3.98% to 4.70%).

Does the NHRS Board of Trustees have any leeway when certifying employer rates?

There is very limited discretion in setting the employer rates. The state Constitution and state law require that the NHRS Board of Trustees certify actuarially sound employer contribution rates necessary to keep the retirement system on track to meet its long-term obligations and that employers pay those rates in full.

The relevant section of Part I, Article 36-a of the Constitution reads, in part:

"The employer contributions certified as payable to the New Hampshire retirement system ... as shall be determined by sound actuarial valuation and practice ... shall be appropriated each fiscal year to the same extent as is certified."

In addition to the constitutional mandate, Trustees are also bound by their fiduciary duty to the pension plan, which is the highest standard of conduct under the law. When NHRS fiduciaries make decisions about benefit administration, investments, or any other subject that falls within their statutory responsibilities, they are required to act solely in the best interest of the collective membership, not on behalf of individual members or member groups, employers, lawmakers, taxpayers, or anyone else who might have an interest in the outcome of the decision.

Even if permitted by law, reducing contribution rates without consideration of the impact on NHRS' long-term ability to fund benefits would run counter to the Board's fiduciary duty, and would result in creating additional unfunded liabilities to the detriment of the plan and its participants.

Why are there different rates for each of the member classifications?

Employer contribution rates for Employee, Teacher, Police, and Fire members are determined separately based on benefit structure, demographics, and other information unique to each member classification, so rates vary among the different groups. Group II rates are higher because the retirement age for Police and Fire members is lower and the Group II benefit formula produces a larger pension than the Group I benefit formula. (Note: Group II members are not eligible for Social Security benefits for their NHRS-covered employment; neither they nor their employers pay Social Security taxes.)

In addition to the pension costs, the employer rates also contain a Medical Subsidy rate that ranges from 0.31% to 3.21% of covered payroll, depending on the member classification. (See below for more information on the Medical Subsidy.)

How does the unfunded pension liability affect employer contribution rates?

There are three components to employer contribution rates: the normal cost, unfunded actuarial accrued liability (UAAL), and the medical subsidy.

The normal cost reflects the estimated actuarial cost of pension benefits as those benefits are earned each year by members. This cost is shared by the employer and the member, with members paying the majority of the normal cost. The normal cost will continue to decline over time due to 2011 legislative changes that reduced benefit provisions for new members hired on or after July 1, 2011, as well as any member hired prior to that date but not vested prior to January 1, 2012.

The UAAL is the estimated value of NHRS benefits that have been earned in the past, but have not yet been funded. The current unfunded liability is borne solely by the employers. Overall, the unfunded liability accounts for more than 70% of the total employer contribution rate.

There have been several contributing factors to the current NHRS unfunded liability:

- A flawed statutory funding methodology in effect from 1991-2007 that led to the long-term under-calculation of employer contributions;
- The diversion of approximately \$900 million in investment earnings from the pension trust into a "Special Account" over roughly the same period. (The Special Account, which was created by legislation in the 1980s and repealed in 2012, funded other post-retirement benefits such as cost-of-living adjustments);
- Global economic dips (the 2001-02 dot-com bubble and the Great Financial Crisis of 2008-09) negatively impacting investment performance;
- Adoption of more conservative actuarial assumptions in 2011, 2016, and 2020 by the NHRS Board of Trustees, based on the results of actuarial experience studies required by statute and the Board's Actuarial Funding Policy. (Note: While the changes to the assumptions for investment returns, payroll growth and mortality increased the UAAL, they also financially strengthened the retirement system trust fund by generating additional revenue through increases to employer contributions.)

Despite the unfunded liability, retirement benefits for NHRS members are secure. Changes made in recent years have put NHRS on a solid path to financial health, however, the unfunded liability took many years to create, and it will take many years to eliminate.

In 2007, the Legislature created a closed, 30-year amortization period to pay off the UAAL, which commenced on July 1, 2009. In 2018, legislation was enacted to recognize actuarial gains and losses incurred after July 1, 2017, over closed periods of no more than 20 years. This is referred to as "layered amortization." The approximate \$5 billion UAAL as of June 30, 2017 – referred to as the "initial UAAL" – will continue to be paid down through 2039.

Future actuarial gains and losses will be layered and spread more evenly over time, avoiding some of the potential employer contribution rate volatility as 2039 approaches, and also providing a basis for managing gains and losses incurred beyond 2039.

Because it was only enacted recently, layered amortization has only a minor impact on the FY 22-23 contribution rates, although it did, in fact, reduce the impact of the assumption changes slightly.

What impact did the recent retiree cost-of-living adjustment (COLA) have on the rates?

The COLA enacted by the Legislature in 2019 – which phases in a permanent increase to the monthly benefit for eligible retirees and beneficiaries – increased the employer contribution rates within a range of 0.11% to 0.34% as a percent of payroll, depending on the member classification, and decreased the funded ratio of the pension plan by 0.2%.

Why is the Medical Subsidy included in the employer rate?

The Medical Subsidy is a statutorily-required payment made by NHRS directly to an eligible retiree's former employer or the employer's health insurance administrator that goes toward the cost of health insurance for a qualified retired member, spouse, or dependent child(ren). The Medical Subsidy is not a health insurance plan.

Medical Subsidy benefits are funded from a 401(h) trust for political subdivision Employees, state Employees, Teachers, and Police and Fire members. Because these benefits are pay-as-you-go, employers are required by statute to pay the minimum rate necessary to maintain the benefits provided for each of the above groups.

Because this benefit is a closed plan, except with respect to certain Group II members, the Medical Subsidy rates are expected to decrease in future years. Medical Subsidy rates will decline in FY 22-23 for state Employees, Teachers, Police, and Fire.

Does the State of New Hampshire pay any portion of the political subdivision employer rates?

No. In 2012, the New Hampshire Supreme Court upheld statutory changes to RSA 100-A:16 enacted in 2009 that reduced the percentage the State of New Hampshire paid toward employer retirement contributions for Teacher, Police, and Fire members employed by political subdivisions. Those contributions were subsequently eliminated entirely with the enactment of House Bill 2 in 2011.

The Supreme Court decision did not change the total amount of employer contributions that must be paid to the retirement system – it only upheld the State's authority to reduce, and eventually eliminate, its contribution toward employer retirement contributions for Teacher, Police, and Fire members employed by political subdivisions. The net result of the decision was to shift pension costs from the State to political subdivisions.

When RSA 100-A:16 was enacted in 1967, the State was responsible for 40% of the employer contribution for Teacher members employed by political subdivisions. The statute was amended in 1977, requiring the State to pay 35% of the employer contributions for Teacher, Police, and Fire members employed by political subdivisions.

RSA 100-A:16 was amended in 2009 to reduce the State's share to 30% in FY 2010 and 25% in FY 2011. The 2009 amendment also restored the State contribution to 35% in FY 2012. However, the statute was amended again in 2011 to eliminate the State's percentage share of employer contributions altogether. The 2011 amendment also included a one-time transitional appropriation of \$3.5 million in an effort to offset political subdivision employer contributions in FY 2012.

Wilton-Lyndeborough Cooperative School District

School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
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Bryan K. Lane
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Robert L. Mullin
Business Administrator

**BUSINESS ADMINISTRATOR'S BOARD REPORT
OCTOBER 13, 2020**

I am happy to inform you all that the Fiscal Year 2020 Year End Report was completed and submitted to both the New Hampshire Department of Revenue and Department of Education on September 30th, prior to our October 1, 2020 deadline. As previously informed, the District requested and received a 30-day extension for filing this year, as many other school districts around the state have due to COVID related issues.

On September 28th, our Audit Company, Plodzik & Sanderson, began the district's Annual Audit of the Business Office and all finance related transactions within the school buildings. Their in-office work was completed on September 30th and the Unassigned Fund Balance number they reached matched the number that was submitted in the Year End Report to the DOR and DOE. That number is \$840,991.00. This amount can be attributed to COVID related savings in our yearly expenses, and higher than anticipated adequacy funding.

One of the documents provided this evening is the Treasure's June Report. This along with the MS-24, MS-25, and our with Audit complete, we have now officially closed out the Fiscal Year of 2020. Much of this is due to the excellent work by the previous Business Administrator, Lisabeth Baker, the former HR/Payroll/Accountant Mary Anne LaBrie, and our Accounts Payable Clerk Karen Blood. I want to thank them, the school secretaries for their assistance, and the board members for their patience.

Last month I received an email regarding a warehouse in Merrimack, NH that formerly housed a school furniture supply company. The business had closed several years ago, and the owner of the building was making available the remaining supplies to local school districts for free if we provided transportation. I visited the building twice, securing several tables, filing cabinets, and two large butcher block tabletops with a total value of roughly \$4,000. I have written a letter to the owner of the building, thanking him for his generous donation to the district.

The Business Office has a new HR/Payroll Generalist, Ms. Lori Spurrell, who is settling in well with her duties. Lori brings several years of experience in the role, is a resident of Milford, and I believe she will serve the district well.

WILTON-LYNDEBOROUGH COOPERATIVE
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Peter Weaver, Principal
Sarah Edmunds, Ed.D, Assistant Principal

Amanda J. Kovaliv, School Counseling Coordinator
Elizabeth Tamietti, Middle School Counselor

WLC Principal's Report
October 13, 2020

- Students, faculty, and families have done a great job to keep our school moving forward during these challenging times. We are troubleshooting and solving problems as quickly as they arise.
- Our first installment of the *WLC Reporter* was disseminated to families, staff, and students on October 2nd. It highlights a number of activities at the school. I am especially grateful for Manny Bailey's video where he talked about overcoming circumstances and perseverance. It was incredibly inspiring, and I was honored to be able to share his message with students during their advisory period.
<https://www.smores.com/msh9d-the-wlc-reporter?ref=>
- Attached you will find the September *Middle School Minutes*, which contains content highlights from the middle school. We are currently talking about how to develop it more into a newsletter that is sent out to families to continue to promote communication.
- The WLC CO-OP Connection met on October 5th. We talked about a school & community partnership. Ideas we discussed include a Spring community service day, social media to improve timely communication, and donating Thanksgiving baskets to families in need. It was a great meeting!
- I'm excited to share with you that we have 19 students participating in Robotics. We also have 50 students playing soccer, 15 participating in our Dungeons & Dragons club, and 15 students so far participating in basketball drills & skills. There are also two student requests for clubs at this time: (1) Volleyball club and (2) Debate team.
- The STAR 360 assessment, used to screen students for their reading and math achievement levels, was completed with all middle school students on September 22-23. We will analyze the results and report out to you.
- NH DOE is requiring that our middle school complete the NH Statewide Assessment System (SAS) in ELA and Math. The testing window is open until October 31st.
- Upcoming dates:
 - October 14th: PSAT testing for 11th grade students
 - October 22nd: Financial Aid night, 6-7 pm, tentatively scheduled

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.”

SEPTEMBER 2020

THE MIDDLE SCHOOL MINUTES

Wilton-Lyndeborough Cooperative School District

We would like to welcome our sixth graders and welcome back all of the students back to the middle school! The students are really working hard at safety and socially distancing. We have been up to a lot of amazing things in our classes here at the middle school. Here are just a few of the highlights from this month.

6th Grade

Important Dates

October 8th - Parent Teacher Conferences
October 8th - 6th Grade trip to FRES for Fall Festival

Language Arts- The sixth graders have been learning about plot diagramming, characterization, setting and theme in literature and applying their knowledge to short stories. They will continue to apply these skills as we move forward through the year. In addition, students are enjoying their independent reading and their book report will be due October 27th.

Science- In sixth grade science we have been discussing the importance of a science notebook. We have discussed different scientists and how they record their thoughts, ideas and observations. Students were then challenged to create a design of a shoe that would allow a person to stand on water and add this design to their notebooks. Students are finishing the organization of their notebooks (either digital or traditional) and getting ready to embark on a new adventure: WAVES!!

Social Studies- The sixth grade social studies students have been spending some time discussing their experience with Social Studies and the importance of the subject in their daily lives. We have also been creating our own "class agreements" on how we want to carry ourselves for this year, as well as our own goals and expectations for Social Studies. Students have just begun working on their Social Studies writing skills through discussion boards and interactive collaborative platforms. Next week, we are kicking off our unit on early humans by considering the question, "how did early humans adapt to their environments to survive?"

Math- Sixth grade math students have officially wrapped up their review of 5th grade math, and have begun their first chapter. We are investigating exponents and powers, and discussing just how much a small number can have a huge impact on mathematical formulas. While the weather is still warm, we are looking forward to spending more time outside, and "decorating" the sidewalk with our chalk math problems.

7th Grade

Language Arts - The seventh graders have been learning about different literary elements through the short story genre. They will be applying their knowledge of literary elements through a novel we are starting this month. The Reading Plus program is back this year and is a wonderful comprehension program that benefits the students at all levels. Grades 6,7 and 8 all participate in this program. The book report is due October 27th.

Social Studies - For the first week of school, 7th graders have been discussing what a mental map is, and how mental maps represent our perception of the world. Students drew and labeled a mental map from memory, to be compared to a map they will draw at the end of the year to see how much better their understanding of world geography becomes. We also started our introduction to what the subject of Geography entails, and practiced note taking skills using a reading and discussion about the 5 Themes of Geography.

Science - The first week of class students were able to enhance their scientific investigation skills of observing, predicting, and analyzing information through the "I notice, I wonder, it reminds me of..." assignment with an object. The following week, the students were able to question and critique their peers' shoe designs. We are discussing the importance of notebooks in science class and how they are used by scientists to organize ideas, observations and predictions. We start our first unit next week: Medical Detectives.

Math - The students are beginning their year in the world of integers. Integers play a large role in everyday life, whether we are talking about bank statements, sports, statistics, engineering, or below sea level. We will spend most of our month working with positive and negative numbers, as we learn new technology, pull out pencil and paper, or find new ways to do hands on activities while remaining socially distanced. Math is a skills based class. Students will have the opportunity to practice and improve their skills as we go to build proficiency and confidence.

8th Grade

Language Arts- The eighth graders have been reviewing literary elements and learning about figurative language so that they can apply their knowledge to the book they are starting soon. They have been reading short stories and identifying these elements. They are also reviewing how to write an essay and will be writing the yearly Patriot's Pen essay. The book report is due October 27th.

Social Studies- US History students are preparing to answer the essential question: "How did Europeans change life in the Americas?". As such, students have been working with interactive reading, video, and note taking tools to learn about European life before 1492 (Greek and Roman democracy through the Black Death), as well as early Native American cultures. Additionally, 8th grade S.S. students completed a "textbook page" about themselves, which will be used to create a class yearbook at the end of the year. Students completed a timeline of their major life events, as well as 2 paragraphs about themselves, and their goals for this year and the future.

Science- Science students are currently reviewing the different components of scientific investigations such as observing, predicting, and analyzing information through various activities. We are discussing the importance of notebooks in science class and how they are used by scientists to organize ideas, observations and predictions. Eighth graders will soon begin their first unit: Contact Forces.

Math- Eighth grade math students have begun their first chapter of the year: volume. Students are looking at real world examples of cones, cylinders, and spheres, and are utilizing previously learned math skills to calculate the volume of solids. The past two weeks have been a series of "ah-ha!" moments, and lots of hard work. We are excited to continue this chapter, and look forward to discussing composite figures, nets, and surface area in the coming weeks. Students will have the opportunity to practice and improve their skills as we go to build proficiency and confidence.

FLORENCE RIDEOUT ELEMENTARY SCHOOL

18 TREMONT STREET

WILTON, NEW HAMPSHIRE 03086

(603) 732-9264 Main

(603) 654-3490 Fax

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Robert LaRoche, Principal

Day to Day

The month of September has been a learning opportunity for all of the staff at FRES. We ran three platforms, remote, hybrid, and on-site learning. Three teachers, Ms. Fuller, Ms. Hawkes, and Ms. Galluzzo handled the remote responsibilities for grades one through five while classroom teachers taught in-class as well as hybrid learners. The general feeling from teachers was that the three platforms presented difficulties that are not sustainable and that an alternative would be preferred. They felt that removing the hybrid option would be helpful as FRES is able to dedicate teachers to remote and the on-site teachers could continue with their work.

We were able to administer the STAR 360 and Benchmark testing with the help of the WIN staff. Special educators established caseload assignments and began working right away with students both in and out of the general education classroom. Paraprofessionals were assigned duties and kept to their schedules to support students who require additional adult assistance as often as possible. In most cases, the para moved from class to class and grade to grade providing the necessary support and also being efficient with their day. One inhibiting factor is the lack of substitute teachers. On occasion we are forced to ask a paraprofessional to help out when staff are out and we can't shuffle our specialists' schedules.

A Fall Festival was planned for October 8th for FRES students and we are also welcoming back the sixth grade students. A big thank you to the WLC teachers and administrators who supported this effort. The sixth grade were able to see their former teachers, enjoy some cider, donuts, and apples but most importantly leave their mark on the rafters of the FRES attic.

Budget

I have submitted the FRES budget to Mr. Lane and Mr. Mullin for FY 22. Some notable changes will be reductions in certain areas and changes to budget assignments. We built our budget by identifying reoccurring items and added additional things that were needed. An example of how assignments were adjusted is online subscriptions will move from the FRES budget to the Tech budget and will be reflected accordingly. We have also seen a reduction in curriculum materials as the Math program cost will be minimal going into the second year of its adoption. Technology would be an area that is in need of and would benefit greatly from an increase. Teacher laptops, student Chromebooks, and classroom interactive boards can use a boost.

Curriculum & Instruction

Curriculum has evolved over the years where what once was text books, is now primarily online subscriptions. In elementary education, one teacher must be adept with all subjects and also be able to integrate one into another. For example, if fourth grade is studying the colonial era explorers of early North America, the books chosen for Reading will align with that topic. This allows for one subject to blend into another and optimized exposure to the content for children through different mediums. Curriculum is not a static item that can be purchased and used for five years. Curriculum requires continuous professional development throughout the life of the program. There are often consumables such as workbooks but also subscriptions to the company's resources. It is typical to augment the formal curriculum with other subscriptions and programs that fill in the gaps in the adopted program. For example, a variety of math resources will provide additional math problems for the teachers to use with the Envisions math program. This leads to the role of the Curriculum Coordinator who is district wide in WLCSD. As this person is spread thinly, support is necessary at the building level.

The most efficient way to meet the needs of a school like FRES is through internal capacity. Building leaders from within. In other words, we have the people who can be the resources that are needed and we would like to align with WLC in that support network. Middle and High Schools have department heads to support administration. In a large school district these department heads may have supervisory responsibilities. That is not the case at the elementary level. FRES needs educators to be responsible for supporting the different curriculum areas, not just in selecting curriculum but also with all of the follow up. Four teachers have been doing this for the past five or six years without compensation for their work. We are asking the Board to consider compensating these teachers for the work above and beyond their contracted duties. In the absence of curriculum support for the past year, these educators have been extremely valuable. As the board reviews job roles and the likely possibility for the curriculum coordinator position to be merged with another position, the need will be even more necessary. Creating a stipend would be aligning the elementary school with the middle and high school.

I am respectfully asking that the Board consider a comparable stipend to four FRES teachers to act as Curriculum Leaders so that FRES can continue to move forward in establishing the high level of curriculum and instruction that the students deserve. This will be a formalized opportunity for these educators to practice leadership traits and support their colleagues, the children, and the district.

Thank you,
Bob LaRoche

LYNDEBOROUGH CENTRAL SCHOOL

School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082

603-732-9228

Bryan K. Lane
Principal

Sherry LeBlanc
Administrative Assistant

LCS PRINCIPAL'S REPORT

The first month at LCS has gone well. We have 42 kindergarten students in the building and 13 students choosing to do remote learning. There are twelve students who are participating in the pre-school program. The three kindergarten teachers have divided up the curriculum into reading, writing and math each preparing a section of the curriculum for remote learning students. Teachers meet with students using technology weekly in an effort to monitor their progress. During the week, students are exposed to Art, Music, Library reading and Physical Education just as students are at FRES.

I would like to send out a thank you to the food service staff who delivers morning snack and lunch daily to the building. Deb Roske has set up a really great system and the students are getting all they need for lunch daily.

Staff have been analyzing the student's comprehension of basic reading and numeracy skills. This will allow us to focus our efforts on remediation for some and acceleration for others. One of the Title 1 teachers has come up to LCS to help in identifying student skill sets and it has been a big help.

As we approach Halloween, our students will be dressing up, if they wish to, and they will visit the offices within our building during the day. Due to our precautions with COVID 19, we will not be having the traditional parade to the town center and back. I am sure that students will still enjoy their time dressing up and being with their friends.

We did have picture day in the last week of September and those students who are remote were invited to come in to have their pictures taken.

***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: 10/2/2020
RE: Unanticipated Revenue

The Department of Education put out revised information on Adequacy Aid for the 2020-21 school year.

At the District meeting in March page 41 of the annual report projected that Adequacy Aid for this school year would be \$1,553,080.

In a communication from the DOE on October 1, 2020 we were given revised amounts for each town:

Lyndeborough	\$ 370,442.53
Wilton	\$1,207,478.22
Total	\$1,577,920.75

This adjusted number indicates that that district will be receiving \$24,840.75 in unanticipated revenue for this school year from Adequacy Aid.

A public hearing will be scheduled for October 27, 2020 for the board to hear comments from the public and to accept the additional funds.

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: Bryan Lane
Superintendent of Schools

Fr: Ned Pratt
Director of Student Support Services

Re: Budget Revenue Analysis

Da: October 1, 2020

Last fall, we anticipated \$75,000 in Sped Aid revenue and \$25,000 in Medicaid Revenue for FY 21. As we have just received notice from the NH DOE that our Sped Aid revenue for FY 21 would be \$37,897, I would like to advise you of our current and projected situations.

SPED AID

FY 21 Budgeted	\$75,000	
FY 21 Actual	\$37,897	
Difference	(\$37,103)	(\$37,103)

MEDICAID

FY 21 Budgeted	\$25,000	
FY 21 Anticipated	\$25,000	
Difference	0	0

FOSTER SPED TUITIONS

FY 21 Budgeted	0	
FY 21 Anticipated	\$71,380	
Difference	\$71,380	\$71,380

NET GAIN IN REVENUE

\$34,277

We anticipate that we will exceed revenue projections for FY 21 by \$34,277 due to the Foster SPED Tuitions paid by other districts for their students to attend school at FRES and WLC.

I am currently analyzing our data for our FY 22 revenue projections and will be prepared to address these projections during our budget discussions

Please let me know if you have any questions.

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

Area School District Contract Dates

District	Start of contract	End of contract
Amherst	2018	2022
Bedford	2017	2020
ConVal	2018	2021
Goffstown	2019	2022
Hollis/Brookline	2018	2021
Jaffrey Rindge	2019	2022
John Stark	2018	2021
Keene	2019	2023
Mascenic	???	???
Mascoma	2020	2023
Merrimack	???	???
Milford	2019	2023
Monadnock	2018	2021
Mont Vernon	???	???
Nashua	2017	2021
New Boston	2019	2022

**Treasurer's Monthly Report
Wilton-Lyndeborough Coop S.D.
Ending June 30, 2020**

Cash on Hand June 30, 2019

Cash on Hand - WLC Checking Account	\$ 197,288.09
Cash on Hand - Food Service Account	\$ 16,568.02
Total Cash on Hand June 30, 2019	<u>\$ 213,856.11</u>

Cash on Hand Previous Month

Cash on Hand - WLC Checking Account - May 31, 2020	\$ 1,740,491.42
Cash on Hand - Food Service Account - May 31, 2020	\$ 110,398.22
	<u>\$ 1,850,889.64</u>

Income	Description	Jun-19	YTD 2019-2020
Appropriations	Town of Lyndeborough	\$ 267,125.16	\$ 3,178,432.98
Appropriations	Town	\$ 315,397.83	\$ 6,866,394.89
Appropriations	Town of Wilton second payment in July		\$ 618,736.09
Tuition	Presch		\$ 10,050.00
Liability Offset	Denta	\$ 1,079.06	\$ 19,201.37
Liability Offset	COBRA/Health Insurance		\$ 318.06
Federal Funds	Medic	\$ 10,332.50	\$ 42,865.61
Federal Funds	Title I	\$ 8,440.39	\$ 88,696.13
Federal Funds	Title II	\$ 13,383.18	\$ 124,101.91
Federal Funds	Title IVA		\$ 22,940.98
Federal Funds	IDEA	\$ 16,638.62	\$ 176,782.37
FCC	E-Rate		\$ 24,260.42
State of NH	NSLP		\$ 3,835.32
State of NH	Kindergarten Aid		\$ 11,114.00
State of NH	Preschool Grant	\$ 234.01	\$ 234.01
State of NH	Adequacy Aid		\$ 921,994.35
State Funds	Food Service Reimbursables	\$ 8,308.92	\$ 61,796.64
State of NH	Equitable Aid		\$ 796,795.98
State of NH	Building Aid		\$ 128,000.00
Local Funds	Food Service Sales	\$ 179.85	\$ 85,522.90
RT	Food Service Donation		\$ 6,224.40
WLC Food Service	Petty Cash Reimbursement		\$ 126.00
WLC MS/HS SSA	Officials Account Balance		\$ 3,785.00
State of NH	Vocational Transport Aid		\$ 3,644.00
State of NH	Catastrophic Aid		\$ 85,318.05
State of NH	Other State Aid		\$ 1,119.27
State of NH	NH Council of Arts Grant		\$ 2,500.00
State oh NH	Robotics Grant		\$ 1,500.00
State of NH	Grant Revenue-preschool		\$ 62,973.92
State of NH Judicial	ICourt Case Repayment		\$ 181.51
State of NH Unemplo	Refund		\$ 11.09
SAU 96	Tuition		\$ 28,737.64
Town of Wilton	WLC Bldg/Equip/Road Capital Reserve Fund		\$ 107,227.00

Town of Wilton Trust	Trust Fund		\$	2,387.87
Town of Lyndeborough	Copy Paper Reimbursement		\$	288.30
Sullivan School District	Sped Tuition		\$	28,737.64
NH School Health Care	School Care Wellness		\$	17,705.00
Other	Denim Scholarship		\$	1,031.00
Bank	Return Check Fee		\$	40.00
Nashua Adult Learning	Facility Rental	\$ 90.00	\$	1,630.00
Wilton Lions Charital	Facility Rental		\$	400.00
3 Step Sports LLC	Facility Rental		\$	700.00
Gate City Striders	Facility Rental		\$	300.00
RM, KW and ?	Chromebook damage	\$ 105.00	\$	105.00
Institutional Processing	Rebate		\$	46.89
University System of	Rebates	\$ 51.84	\$	270.84
Monadnock Mtn Spg	Refund		\$	84.00
PG	Restitution for damages		\$	169.68
Lenovo	Refund		\$	288.00
NHRS	Refund		\$	212.62
NHRS	Rebate		\$	1,269.70
Institute for Ed Dev	Refund		\$	558.00
NHIAA	Refund for Spring Sports	\$ 750.00	\$	750.00
Staff Dev for Education	Refund	\$ 419.00	\$	419.00
Hand2Mind	Refund	\$ 136.65	\$	136.65
One10LLC	Refund	\$ 294.94	\$	294.94
PM	History Book Sales		\$	25.00
LC	Book Fine		\$	21.00
NH	Book Fine		\$	9.94
RD	Book Fine		\$	42.00
RD	Book Fine		\$	68.00
	Total	\$ 642,966.95	\$	13,543,412.96

General Fund	School Board Orders Paid	\$ 147,619.19	\$	2,639,776.41
Special Revenue Fund	School Board Orders Paid	\$ 22,309.68	\$	294,902.50
Food Service	School Board Orders Paid		\$	73,017.19
Prior Year Payables	School Board Orders Paid		\$	62,640.00
Payroll	School Board Orders Paid	\$ 1,247,640.08	\$	9,525,327.29
	Total Disbursements	\$ 1,417,568.95	\$	12,595,663.39

Current Activity	\$ (774,602.00)	\$	862,431.52
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Month End Cash on Hand Total	\$ 1,076,287.64	\$	1,076,287.64
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Cash on Hand - WLC Checking - June 30, 2020	\$ 1,050,540.23
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Cash on Hand - Food Service - June 30, 2020	\$ 25,822.41
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Month End Cash on Hand Total	\$ 1,076,362.64
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\$ (75.00)
Expense report showing \$75.00
more in expenses than Cash

To the WLC Coop School Board:

Year End Transfer from Food Service to General Operating was for \$84,755.66

The above is a correct statement of the transactions of the
Treasurer to date.

Cindy Marzella
Wilton-Lyndeborough Coop School District Treasurer

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 and Budget Committee
FROM: Bryan Lane
DATE: 10/1/2020
RE: Fund Balance from the 2019-20 school year

The MS-25 statement closing out the 2019-20 school year was submitted to the state on September 30, in advance of the requested extended deadline.

The reported fund balance is \$840,911. This number includes:

Expenditures	\$612,970	Revenues	\$227,941
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At a recent school board meeting I had announced that the fund balance would be about \$540,000, that was including only the expenditure side of the budget and did not include unanticipated revenue. The unanticipated revenue included:

\$184,811 as approved by the voters at a special meeting October 24, 2019
\$102,206 as approved by the School Board on December 11, 2019
\$110,786 as approved by the School Board on May 5, 2020

The major areas of revenue shortfall we had included:

Medicaid reimbursement	\$112,224	Catastrophic Aid	\$17,865
Food service	\$ 25,000		

Major areas of the budget that were unexpended funds would include:

Special Education Tuition	\$ 93,574	Co-Curricular Salaries	\$ 26,272
Dues and Fees	\$ 18,329	Transportation	\$103,259
Fuel/Propane/Electricity	\$ 29,008	Supplies	\$ 44,908
Replacement Equipment/Furniture	\$ 69,760	Repairs/Maintenance	\$ 48,537
Substitute Teachers	\$ 44,732		

If the apportionment percentage does not change from the previous school year:

Lyndeborough

$\$840,911 \times .297 = \$249,750$

For every \$165,000** of change in the budget tax rate is affected by \$1.00

$\$249,750 / \$165,000 = \$1.51$ tax impact per thousand dollars

Residence valued at \$250,000 would see an approximate tax decrease of $\$1.51 \times \$250 = \$378$

** Tax impact number as of 2019

Wilton

$\$840,911 \times .703 = \$591,160$

For every \$378,000 of change in the budget the tax rate is affected by \$1.00

$\$591,160 / \$378,000 = \$1.56$ tax impact per thousand dollars

Residence valued at \$217,000 would see an approximate tax decrease of $\$1.56 \times \$217 = \$339$

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD EMERGENCY MEETING
Tuesday, September 22, 2020
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.**

The videoconferencing link/audio 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, Tiffany Cloutier-Cabral, Charlie Post (6:32pm), Paul White, and participating online Brianne Lavallee and Jim Kofalt*

Superintendent Bryan Lane, Business Administrator Rob Mullin, Director of Student Support Services Ned Pratt, Technology Director Mark Kline, Clerk Kristina Fowler, and online Peter Weaver and Robert LaRoche

I. CALL TO ORDER

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

II. ADJUSTMENTS TO THE AGENDA

Superintendent Lane requested to add the following adjustments, Technology Director's Report, teacher/parent surveys and an additional resignation.

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Legere 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 for public comment.

Ms. Laura Gifford, LCS school nurse commented that the Pick-Up Patrol program is a good resource and can provide the ability to do daily health screenings; it would be free to districts who use the program. She wants to see if it can be implemented in LCS and FRES. She notes the reason she is asking for this is that she is not getting a full picture when a student is absent. She is not able to contact the parents and doesn't know if they are absent due to COVID. She thinks it is a prudent thing to do to help screen for COVID as numbers in the US are increasing. She believes we need to be more on top of COVID screening and precautions.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent reports we have done a nice job with the entry of school. Some issues have come up in regard to remote learning but have been resolved. A draft of the remote learning survey going out to parents and teachers was provided. Administration is moving forward creating the budget with the direction from the Board of 2.5% over last years approved budget. The full budget will be brought to the next meeting. The Commissioner spoke at the statewide Superintendent's meeting that he attended. Questions were raised if additional funds may come to the district; it does not appear that we will have additional funding. A new program that started this week which provides free breakfast and lunch to children regardless if they are in our school district or not. The information is getting out there; the first few days were hectic in regard to the procedures and making enough but not too much food. Lunch will be

reimbursed \$3.60 and breakfast \$1.80 (he believes) which will be part of the revenue stream, this means our debt owed by students will level off or decrease. We will not serve a la carte items to students with outstanding accounts. The program will continue until December 31 or until funds run out; no one is clear on what that means. There should be a 2-week notice if funds run low. He will attend the Bradley Kidder Law Conference remotely on October 7 and 8. A question was raised regarding how many more lunches are going out. Superintendent reports he will provide this information after we have consistent procedures in place. A question was raised how many teachers are teaching on dual platforms. Superintendent reports 3 at LCS, 0 at FRES and just about every teacher at WLC. Every teacher teaching grade 8 and grades 9-12 would be have simultaneous live classes with instruction remotely. A subcommittee was to be arranged to review and debrief since the opening of school; it was asked if there is a timeline for this committee to meet. Superintendent responds the surveys will be vital information for this committee. He believes it could be scheduled early next week. A question was raised if the committee has been formed and if not can it be added to action items. It has not been formed and Chairman LoVerne notes it can be discussed during the survey section.

ii. Director of Student Support Services Report

Mr. Pratt reported it was an outstanding opening; seeing so many kids back is great. New staff was welcomed, 2 case managers, several paraeducators and ABA therapists; full staffing at the start. He continues daily visits with building administrators, keeping a team approach, visiting all schools and programs and making sure the student needs are fulfilled. He has more formal meetings at FRES and WLC 2 times a month where student support service issues are discussed taking a team approach to any problems/concerns that may come up and celebrating good things that are going on. They are working hard on finalizing the IDEA grant and working on the FY 22 budget. A key piece this month has been working through the Governor's executive order which mandates all students with an IEP last year need to have a meeting during September to ascertain whether or not compensatory services would be offered. He reports being almost done with the meetings. Most of the students have the option to meet again in December because there is not a lot of data to determine if compensatory services will be offered. The staff has been very busy working with the students in person and remotely; all are looking forward to a successful year.

iii. Director of Technology's Report

Mr. Kline thanked Mr. Legere for helping with the audio system. He reports repairs to about 115 Chromebooks were made during the summer and fall. Some may notice the devices are in better condition than last year. There is a spike in demand for technology with so many people working from home in addition to students needing devices, this has led to backorders on laptops, Chromebooks and repair parts. An order was placed back in June for Chromebooks and are expected fairly soon but everything has been delayed. With the repairs done and 60 Chromebooks that were purchased from a neighboring school, it allowed us to provide every student in grades 1-12 a device for remote learning. He has spoken before of changing the broadband provider to FirstLight. This required fiber optic cables to be run on the utility poles but first they needed to obtain a permit from the utility provider. The hope was to have this done before school started but a configuration issue on their end delayed this. The changeover has been done this weekend and all servers are up to date and subnetworks were set up. We now have a united between all buildings; this was a pretty big accomplishment. There were concerns about whether or not the broadband pipe allowed enough data to flow through and be sufficient for our needs and for streaming. At this time, it does appear we are doing ok. Cameras are on backorder and once those are in place there will be more streaming; usage will be monitored and adjust as needed. He has reviewed the inventory of laptops for administrators and teachers; data is provided in his report. The data shows we were replacing quite a few devices each year in the past; this has changed over the last 4 years and many are using laptops that are 8-9 years old. He expressed the need to get back on track with a replacement cycle. The 20 on order will help. Ms. Lavallee asked for a breakdown between schools as a large portion of teachers at WLC are teaching remotely. Mr. Kline responds he does have the data and can share it; things are pretty well spread out, there is not one school that has more new than another. LCS probably has the highest percentage of using older

devices. Regarding backup Chromebooks, there are at the most about 12, they can keep a cycle of about 4-10. They also use the Chromebooks in the library at WLC to cycle things in and out. He confirms students can work from home on their own devices if they choose. Teachers are using their laptops in class and some have desktop computers with webcams; no additional microphones are available. A question was raised if we had to go fully remote would the teachers have to take their desktop home. Mr. Kline responds yes, but there are probably only 2 teachers and often they have their own devices at home they could use if they wanted. Last spring everyone was able to do what they needed to. We would be in decent shape if we had to switch to fully remote. Superintendent confirms 20 laptops are on backorder and 90 Chromebooks. It was confirmed they have not been paid for yet. Currently the estimated delivery for these items is October.

• **LETTERS/INFORMATION/PARENT/TEACHER SURVEY**

Superintendent provided draft surveys for FRES parents and teachers for review. Surveys would be created for WLC and LCS that are appropriate for those schools. The purpose is to get an idea of what is working and what is not. Ms. Lavallee had some modifications or additions she had sent to the Superintendent prior. Her concern is without having some quantitative data, it might be hard to see trends just by looking at comments and she questioned who would be correlating the data. The Superintendent will break down the data and provide it to the committee, parents and Board. He notes 20% of families have chosen remote schedules; he is hoping for 100 responses. We may be able to identify issues relating to a school or as a whole. He will include every comment by category such as connectivity would be a category and there is no limit on the amount of comments. Regarding forming the committee, Ms. Lavallee, Chairman LoVerne, Mr. White and Ms. Cloutier-Cabral volunteered to be on the committee. The committee meeting is scheduled for Tuesday, Sept. 29 at 6:30pm. Superintendent to reach out to the WLCTA to see who wants to be on the committee and Principals will also join.

VIII. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION

i. FY 2021-2022 Overview

Present: *Leslie Browne, Christine Tiedemann, Dennis Golding, Bill Ryan, Kevin Boette and participating remotely, Adam Lavallee, Jennifer Bernet, Lisa Post, and Jeff Jones.*

Chair Browne called the Budget Committee session to order at 7:06pm.

At the last Board meeting the School Board directed a maximum of 2.5% over last year's approved budget. Superintendent provided a list for the Board of anticipated needs with associated cost. Some of the items included are the need for a 3rd grade teacher due to enrollment, increase the MS counselor back to full time, and increases to health insurance of 5% and dental rates of 3%. The actual rates will come in November and are based on usage; likely will be lower than listed. Increases are expected in fuel and propane of 3%. The list also includes the furniture replacement cycles to be reinstated. Cost of all the items listed is \$348,497. This is \$34,786 over the 2.5% the Board directed and will need to be discussed at length. There will be a reduction in salary next year due to both Unions negotiating contracts and will be separate votes presented to voters in accordance with the CBA. He confirmed the replacement cycles are not doubled, they have skipped a year.

Disappointment was expressed that end of the year figures are not completed at this point. One of the things the Budget Committee asked for last year was no transferring between line items in order to see where actual spending is happening. Without this data, it makes it difficult. Questions were raised regarding what the delay is and why is this not done. Superintendent responded because of COVID and the different things they were trying to settle out; an extension has been asked for from the DRA and DOE and were granted. The 2 sticking points are some purchase orders that will be taken out of the 19-20 budget; invoices are pending as well as the transfer of debt for food service is not completed. He notes Mr. David

151 Jack has been coming in from the Municipal Association who is working to train Mr. Mullin in getting his
152 feet wet and understanding the processes. We should have everything in by Tuesday of next week. Once
153 we have that we will send the information to both Boards.

154
155 It was noted the last time they saw bottom line numbers it showed a surplus of \$700,000. A community
156 member spoke to a Budget Committee member questioning if Wilton made an extra payment when the
157 school district had a cash flow issue. Superintendent confirms no, and clarified the town of Wilton asked
158 the school district if they could split their May payment and pay half in May and half in June because they
159 were having a revenue issue. This request was accommodated when asked; they did make a payment in
160 June but confirms it was not a double payment, it was one payment from May split in half. He adds the
161 fund balance as it would appear is \$535,000 split by apportionment.

162
163 Disappointment was voiced at the request to bring back the MS counselor to full time. A lot of time was
164 spent talking about this and it was reduced based on need. It was questioned if the need has changed or
165 why is this added back in. Superintendent responded that Principal Weaver sees this as one of the priorities
166 and wants to speak to the Board directly. Superintendent questions if the Board/Budget Committee prefers
167 to have it in the budget and then be reduced if needed or not be put in the budget and ask for it as a request
168 instead. It was noted the latter was preferred.

169
170 Discussion was had regarding the increase listed of \$61,465 in special education transportation. Mr. Pratt
171 spoke to this noting the majority of the increase is due to the bus company not allowing the same number
172 of students on the bus due to social distancing. A larger bus was requested and declined, they didn't have
173 the equipment. The increase of \$48,000 was for the additional bus and the smaller amount is to account for
174 an increase in the contract as this is a contract renewal year plus our ridership has increased a little bit.
175 Superintendent added in order for social distancing, it did not allow as many students on a bus. Mr. Pratt
176 explained he is budgeting to account for COVID and does not want to come back asking for additional
177 funds if we are still in this situation. Discussion was had if the budget should be created for a normal year
178 or to account for the COVID situation. Superintendent notes although he would hope we are not in this
179 situation, our job is to bring you the possibilities and you decide which direction we move in. A suggestion
180 was made that an asterisk be put on any increases that are purely related to COVID, this would make it
181 clear for town meeting and can be reduced easily if the situation changes.

182
183 A question was raised if the \$199,000 in salary reductions the Superintendent estimated includes the
184 remote teacher. Superintendent explained the remote teacher took the place of the RTI coordinator and they
185 would like to reinstate the RTI program. The teaching position would not go away. He confirmed it is
186 included in this number as of now.

187
188 Chair Browne expressed that in a prior Budget Committee meeting it was requested that there is one spread
189 sheet that shows all the changes making it easier to track. If there are line items that we budget additional
190 funds for COVID expenses, then those would be easy to keep track of as well.

191
192 A question was raised regarding the salary for the curriculum coordinator position (.50). Superintendent
193 confirms those funds will move forward and are not part of the \$199,000 (salary savings).

194
195 A suggestion was made to "flag" all COVID related expenses whether reimbursable or not.

196
197 It was noted another key component of the cost will be the committee looking at the Superintendent
198 position and if it will include the curriculum coordinator position or be a part time position etc. It was
199 expressed the position has to be attractive to candidates, even if we feel good about it may not be to
200 someone else. Mr. Post responded he does not believe we need to be isolated to just NH, we can bring
201 someone in from anywhere.

A request was made to have the COVID numbers in color for the next budget to easily delineate them.

Clarification was asked for regarding the Board's direction given to administration. It was confirmed the Board's direction is 2.5% over last years approved (voted on) budget. It was questioned if the number used on the document provided was correct. It shows \$12,548,446 as the approved budget from last year. It is believed that \$12,644,720 is the correct number. Superintendent will double check the number and verify through the business office.

A question was raised how we account for COVID expenses and reimbursement. Superintendent confirms we have not received any CARES Act funds. A chart was created and provided at the last Board meeting; revenue captured will be in FY21.

It was noted the list provided does not include any line item reductions. Superintendent explained that Principals are working with the teaching staff going line by line, there are minor reductions in LCS and that will be brought forward when presentations are done. It was expressed that the list provided does not include all the reductions that were made to reach the \$411,000 reduction last year. Superintendent added there was reduction to the supply accounts, the alternative education position was removed, etc. if you did a side by side comparison to the list of reductions last year; you would see this. This is where he got these numbers.

A question was raised regarding the district van transportation. Superintendent confirms the van is being used to transport students to Milford for classes. The van cannot be used to pick up the SPED students; in order to do that it would cost approximately \$7,000-\$8,000 to equip it with special lights etc., the driver would need a cdl license and we would pay a higher rate.

A question was raised regarding the structure of principals and department heads when giving them guidance on developing the budget in terms of the 2.5%. Superintendent responded he did not put restrictions on them and asked them to put forward what they need. Principals will look at what they need, review for any collective areas where there may be increases and decreases. The budget comes to him and any increases above the 2.5% will be discussed; what is required, what is not, what is essential and then we bring forward a budget to the Board. They are working to keep the bottom line at 2.5% and if there were overages, theses would be considered on a case by case basis. He confirmed the teachers work with the Principals and he works with the Principals, if clarification is needed we would go back to the teacher.

IX. YTD 2020-2021 REPORTS

Year to date reports were provided for Board review. Superintendent pointed out that on the last page, line 1661 is SAU performance incentives (non-union staff increases), these funds have not been distributed to the correct lines yet as we wanted to close out last year's budget first. Some salary lines may appear to be over budget due to this. Superintendent asked that Board members direct questions to Chairman LoVerme and Budget Committee members to Chairperson Browne. Superintendent will respond to everyone and include both the question and answer.

A request was made to get feedback regarding how the response to instruction (RTI) program is working this year without the RTI coordinator and the differences that are being seen. Superintendent will do this on a quarterly basis, November and again in January.

The next joint session is scheduled for October 13 at WLC. The Budget Committee will meet prior separately at 6:30pm.

A MOTION was made by Ms. Tiedemann and SECONDED by Mr. Golding to adjourn the Budget Committee session at 7:38pm.

Voting: via roll call vote, eight ayes, (no response heard from Ms. Post) motion carried.

Budget Committee members waited to hear public comment prior to leaving.

X. PUBLIC COMMENTS

The public comment section of the agenda was read.

Superintendent called out all the phone numbers and names joined in the meeting for public comment.

There was no public comment heard.

XI. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Ms. LeBlanc and SECONDED by Mr. White to approve the minutes of September 8, 2020 as written.

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

b. FRES Curriculum Stipend

Superintendent reported Principal LaRoche is requesting to stipend 4 teachers who work about 40 hours outside of their day annually to accomplish curriculum related pieces. Using the formula as other stipends, cost is \$600 to each teacher (total \$2,400). The money is not budgeted and would require Board approval. Principal LaRoche spoke about this request. He reports when he came last year he found out that these teachers were doing a lot of curriculum work and assumed they were receiving a stipend but in fact are not. It is his understanding this has gone on several years without a stipend. He is not sure if it has been the same teachers involved or not. The work they are doing is researching curriculum, inventory items interacting with vendors and help with budget presentations. He is requesting consideration for the stipends. He confirms they were working with the curriculum coordinator. Superintendent was asked if he was aware of this. Superintendent confirms he did hear of this from Principal LaRoche last year and Principal O'Connell had talked of it but no details were provided. Question was raised if it is necessary that this be done outside of the teachers work day; there is not a lot of information provided. Superintendent responded it does not need to be voted on this evening; Principal LaRoche can provide additional information for the next meeting. It was noted discussion was had with Dr. Heon regarding what this year would look like with a part time curriculum coordinator or none at all and she had been asked to come up with a plan and present it. A question was raised if a plan was provided to the Superintendent. He confirms it was not provided in any detail. It was noted, a lot of Dr. Heon's work was to get things straightened out at the MS/HS and it was expressed we do not want any progress to go backwards. A question was raised regarding what work is left to be done and what we can do with the staff we currently have. Superintendent will get that information back to the Board. He informed the Board he has had 5 additional candidates for the curriculum coordinator position that he will be vetting this week. If we did look to hire someone, the salary would be pro-rated. It was confirmed the request for stipends is in addition to having a curriculum coordinator, not in lieu of. It was suggested this should be looked at more closely. The cost should have been captured during all the discussions that were had regarding the curriculum coordinator position; it was not mentioned prior. It was suggested that this is something that should be put in a future budget rather than to add it here. The question was raised, why is this being done and what are the benefits of doing it. Additional information will be brought to the next meeting.

XII. COMMITTEE REPORTS

i. Negotiations

Chairman LoVerme reported both Union presidents have the paperwork in hand and should be getting back to him. He asks that Board members look at both contracts prior to the next meeting; once this is settled, they would jump into the negotiating of both contracts.

XIII. RESIGNATIONS / APPOINTMENTS / LEAVES

a. Resignations

- i. Amy Clark Canty-WLC English Teacher
- ii. Lisa Blais-WLC Attendance Secretary
 - Ariel Matteson-SAU Payroll/HR
- b. Hired-FYI
 - i. Amy Glover-ABA Therapist-WLC

Superintendent reviewed 2 resignations and 1 new hire with additional information provided in nonpublic.

XIV. BOARD BUDGET DISCUSSION

A suggestion was made to approach the discussion of the 3rd grade teaching position /remote teaching position/RTI coordinator position as a “one to one” with more of a review of the RTI coordinator position. It is a good opportunity to review this position now with 3 years of data.

Hesitation was noted regarding making systemic changes (or additional staff cuts) in a year that data is not necessarily going to be accurate with the portion of students remote learning and what was learned from last spring.

XV. PUBLIC COMMENTS

The public comment section of the agenda was read.

Superintendent called out all the phone numbers and names joined in the meeting for public comment.

Ms. Laura Gifford expressed she would like to be on the committee “for COVID” if possible.

Chairman LoVerme donated his \$100 school board member stipend to the school district to be used in technology.

XVI. SCHOOL BOARD MEMBER COMMENTS

Mr. White thanked the teachers; everything is going well from his perspective. His children are home so he is seeing distance learning day to day. Teachers are doing a great job. There was a little hiccup today but teachers jumped on their cell phones until the Wi-Fi was fixed, very impressive and didn’t miss a beat. Hopefully this can continue until all of this is resolved.

Ms. Lavallee expressed appreciation to all for everything.

Mr. Kofalt thanked Mr. Mullin for the formatting changes to excel and thanked the Budget Committee for coming up with the suggested changes.

Ms. LeBlanc voiced appreciation for Mr. Legere and Mr. Kline for setting up the equipment this evening, not an easy accomplishment but it is working well. She asked when people are speaking, if they could pull their mask down to hear them (if they are comfortable doing that) and speak a little louder as we are all spread out now.

Mr. Legere spoke regarding some correspondence that related to remote learning and attendance for students that are not remote. The correspondence indicated if they are out sick, they should not log on for remote learning, if you are out sick, you are out sick. Mr. Legere suggested it may be beneficial for the student if there is a remote session going on if they had the possibility to attend the remote session. It should not have any effect on their attendance it’s more for the learning aspect and still being able to pick up the material taught. He understands there may be some logistics regarding the teacher making sure they know the student is absent (even though attending). Superintendent responded the Principal will get back to him regarding this.

Mr. Post commented it is nice to have Ms. LeBlanc and Ms. Cloutier-Cabral here and have the group back together. It feels like things are starting to become more normal.

Ms. Cloutier-Cabral thanked the Budget Committee; it was a good first meeting and thanked everyone for their work so far. She agrees with Mr. Legere, if the student can participate it would be beneficial. As parents, it is hard to make choices about sending your kids to school even if they have allergy symptoms. Parents may err on the side of caution and we may see more absences this year; they will miss out if not allowed to participate.

Chairman LoVerme spoke regarding remote learning. He witnessed it this week; the teacher takes attendance, acknowledges the student, student mutes themselves and watches as teacher teaches class as if the student was in the classroom. His children started out briefly in school, switched to remote and are getting more out of school this year, grades are improving, less distractions. Students are marked absent if not there remotely. He noted one issue is if the teacher is going to be late/out to class, they need to post something online so the student is not waiting 45 minutes. This happened twice with the same teacher, otherwise teachers are doing a great job.

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

i. Review Non-public Minutes

ii. Negotiations

A MOTION was made by Mr. White and SECONDED by Ms. Cloutier-Cabral to enter Non-Public Session to review non-public minutes, discuss negotiations and personnel matters RSA 91-A: 3 II (A) (B) (C) at 8:03pm.

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

RETURN TO PUBLIC SESSION

The Board entered public session at 8:48pm.

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

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

XVIII. 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, seven ayes; one abstention from Chairman LoVerme motion carried.

*Respectfully submitted,
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: The Wilton-Lyndeborough Cooperative School Board
FROM: Bryan Lane
DATE: 9/29/2020
RE: COVID-19 Community Spread Protocol

In effort to be proactive and to ensure that the District has a strategy in the case of increased cases of COVID-19, I am proposing the following strategy for determining the school going to remote learning.

If the “community spread” is at a rate of 22 active cases per 100,000 in Hillsboro County outside of Manchester and Nashua, as determined by the NHDPH schools would go into a remote session for 14 days and continue until the rate falls below that level.

As of September 28, the number of active cases in Hillsboro County outside of Nashua and Manchester is 47. The level for a closure would be 99 active cases outside of Nashua and Manchester.

If the community spread rate was above 25 active cases per 100,000 in Hillsboro County outside of Manchester and Nashua, as determined by the NHDPH, schools would go to remote session until further notice.

That would mean that there were 113 active cases in Hillsboro County outside of Manchester and Nashua.

If the community spread rate was at .05% of the towns of Wilton and Lyndeborough combined, population 5,300, the district would go to remote learning for 14 days and continue until the rate fell below that rate.

.05% of the combine population of the towns is would be 27 active cases for both towns combined. To date, the towns have only had 19 active cases total since March 16, 2020.

If student absenteeism rises above 20% for any school building, that school building will go to remote learning for a minimum of two days and return from remote learning as determined by the Superintendent of Schools.

If teacher’s absenteeism rises to a level where educational services cannot be maintained, that school building will go to remote learning for a minimum of two days and return from remote learning as determined by the Superintendent of Schools.

If there was an inability to acquire cleaning products or PPE as required, schools would go to remote learning until the problem is remedied as determined by the Superintendent of Schools.

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 Wilton-Lyndeborough Cooperative School Board
FROM: Bryan Lane
DATE: 9/29/2020
RE: School Transportation Bids

The contracts for both regular education and special education transportation will be put out to bid in the coming weeks. I would like to have the bid put out by October 20 with a three-week window allowing the School Board to vote at the November 24, 2020 meeting. This will allow us to make modifications to the budget as agreed to in the approved contract.

I want to put the following as conditions for the bids.

- Bids include a “Good Faith Statement”
- A statement of business experience and ability to perform
- Cost statements for all years of the agreement (fuel and mileage to be included in the bid price)
- Maximum in district charge of \$150 for in-district trips with less than 2 hour wait time inclusive
- Maximum in district charge of \$300 for in-district trips with more than 2 hour wait time inclusive
- For non-special needs transportation for activities the following will be provided
 - Cost per mile
 - Cost per hourly wait time
 - Minimum out of district charge
- We will be looking for a three-year agreement
- An agreement to provide a “Performance Bond” or Irrevocable Letter of Credit
- An agreement that if the school year is shortened, the District would pay 50% of the agreed upon daily rate for any day that services would not be provided to less than 180 days.
- Insurance in the amount of \$5,000,000 per occurrence (in the current contract)
- No vehicle provided to the district be more than 10 years old in the last year of the agreement and will meet all state inspection standards
- The provider will have one stand by bus available daily
- All drivers will meet New Hampshire State regulations

***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: Carly Follett
FROM: Bryan K. Lane
DATE: September 22, 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 October 16, 2020.

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

Robert Mullin
Business Administrator

TO: The WLC School Board
FROM: Bryan K. Lane
DATE: 10/6/20
RE: Nomination for WLC English Teacher

Please accept this as the nomination for Luke Reiter to fill the opening for a high school English teacher at WLC. Mr. Reiter has a Bachelor of Arts Degree in Journalism from Bethel College in Arden, Minnesota and a Master's Degree in Education from Hamline University in St. Paul Minnesota. He taught for two years in Minnesota and then moved to New Hampshire last year finding a long term substitute position at ConVal High School.

In my conversation with Mr. Reiter, he has a love for literature and has a strong grasp of the writing process that students need to develop at the high school level. We spoke about American Literature and a need to expose students to a wider array of authors than the traditional, something our English Department has been working toward. His references were complimentary in his approach to teaching as well as his building positive relationships with students.

Mr. Reiter was interviewed by Mr. Weaver, Ms. Edmunds and Mrs. Bujak and was one of 12 candidates who applied for the position. The budgeted salary for this position was \$64,200. I recommend a motion to nominate Luke Reiter for the position of English teacher at WLC on Master's Step 4, a salary of \$43,000.

Luke Reiter

English Teacher

25 Casalis Rd.

Peterborough, NH 03458

(763) 639-9267

lukemreiter@gmail.com

EXPERIENCE

ConVal High School, Peterborough, NH - *Long-term English substitute*

November 2019 - March 2020

- Differentiated instruction and assessments to improve student outcomes in ninth and tenth grade Honors and on-level English. Coordinated with the permanent teacher and staff to provide students with a consistent experience. Integrated existing curriculum with original lesson plans and assessments.

Andover High School, Andover, MN - *English teacher*

June 2018 - June 2019

- Created, reviewed, and revised lesson plans, activities, and assessments with insights from tracked and tabulated data in order to demonstrably improve student performance. Taught on-level 11th grade English classes and AP Language & Composition. Served on the School Culture & Equity Committee to improve experiences and academic outcomes for marginalized student groups.

Olson Middle School, Minneapolis, MN - *English teacher*

November 2017 - June 2018

- Designed culturally and linguistically responsive instruction to support underserved students in literacy, research, and oral communication. Collaborated with administration, departmental colleagues, and PLC groups to create a positive school-wide learning environment.

Minneapolis Public Schools, Minneapolis - *Reserve teacher*

October 2014 - January 2017

- Implemented lesson plans and managed behavior in order to provide a stable learning environment. Worked with students from a broad range of backgrounds and ability levels to provide positive and constructive experiences.

EDUCATION

Hamline University, St. Paul, MN - *M.A. in Teaching (2018)*

Bethel University, Arden Hills, MN - *B.A. in Journalism (2009)*