

1 **WILTON-LYNDEBOROUGH COOPERATIVE**  
2 **SCHOOL BOARD MEETING**  
3 **Tuesday, October 13, 2020**  
4 **Wilton-Lyndeborough Cooperative M/H School-Media Room**  
5 **6:30 p.m.**  
6  
7

8 The videoconferencing link was published several places including on the meeting agenda along with the  
9 Superintendent's email to be used for written public comment.

10  
11 Present: *Alex LoVerme, Jonathan Vanderhoof, Mark Legere, Tiffany Cloutier-Cabral, Charlie Post, Paul White and*  
12 *online participation Brianne Lavallee, and Jim Kofalt*

13  
14 *Superintendent Bryan Lane, Business Administrator Rob Mullin, Principals Peter Weaver (online) and Bob LaRoche,*  
15 *Director of Student Support Services Ned Pratt, Technology Director Mark Kline, and Clerk Kristina Fowler*  
16

17 **I. CALL TO ORDER**

18 Chairman LoVerme called the meeting to order at 6:33pm.  
19

20 **II. ADJUSTMENTS TO THE AGENDA**

21 There were no adjustments to the agenda.  
22

23 **III. PUBLIC COMMENTS**

24 The public comment section of the agenda was read.

25 Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment.  
26

27 Ms. Laura Gifford asked for clarification "regarding the MOU" as she believes the agreement was breached. She  
28 referred to a committee that is supposed to be formed with a school board member, teachers' association, support  
29 staff association and a school nurse; she asked for an update. Superintendent responds that the committee will be  
30 formed this week. It was a short week this week and last week. He will work with the Chair and both associations on  
31 this.  
32

33 **IV. BOARD CORRESPONDENCE**

34 **a. Reports**

35 **i. Superintendent's Report**

36 Superintendent reports there was some damage to another slide at FRES. There has been some community response  
37 to it. The lower slide cannot be repaired as the parts are no longer made; quote was obtained to replace it and be  
38 installed by the company (about \$7,000). He reports there is some fund raising going on for the larger slide. Any  
39 efforts to that effect should be worked through Principal LaRoche at FRES and is very much appreciated. A survey  
40 was done regarding distance learning; the committee met and reviewed results. A survey will go out to parents this  
41 week to see if they want to continue with the current education model their children have. We will determine how to  
42 move forward based on the feedback. He sent out an email to staff asking if there are any plans to travel outside of  
43 the New England area; if so they would need to quarantine for 14 days. It is prudent to know in advance if we will  
44 have an issue with staffing. We should know by Thursday. He has spent a good amount of time on the budget and  
45 was still working on it tonight. It was sent electronically; if anyone wishes a copy please let the Superintendent  
46 know. He provided his number for anyone to text him if they wanted it for tonight. More PPE (surgical masks for  
47 faculty working with students) was requested and received from the state, distributed by the National Guard at no  
48 charge. He thanked the state and National Guard for helping and for serving. He has had conversations with Principal  
49 LaRoche regarding the annual holiday parade. The parade will not be held but students can dress up as long as their  
50 costume does not interfere with their appropriate face covering. He has met with area officials on improvements to  
51 the railroad tracks in Wilton; a proposal will be presented to the town in coming weeks to improve traffic control and  
52 for the tracks to be renovated. Changes will be made with the approval of the town and not done until the summer of  
53 2022.

54 **ii. Business Administrator's Report**

55 Mr. Mullin read his report which included the completion and submission of year end 2020. Reports have been  
56 submitted to the DOE and DRA prior to the requested extension due to COVID. The annual audit began and the in-  
57 office work was completed by the auditors (Plodzick and Sanderson) on Sept. 30. The unassigned fund balance  
58 matched the number that went to the DOE and DRA. The amount can be attributed to savings related to COVID and  
59 higher than anticipated adequacy funding. The Treasurer's Report for June 2020 was provided and the year has been  
60 officially closed with the MS 24, MS 25 being submitted and the audit completed. He reports much of the work was  
61 done by former Business Administrator, Beth Baker, former finance assistance Mary Anne LaBrie, and accounts  
62 payable clerk Karen Blood. He thanked them as well as the school secretaries for their assistance and Board  
63 members for their patience. He reports receiving an email last month regarding a warehouse in Merrimack that  
64 formerly housed a school furniture supply company. The business closed several years ago and items were free if we  
65 provided the transportation. He visited the site twice, acquiring tables, file cabinets and 2 butcher block tabletops,  
66 estimated value of \$4,000. He has sent a letter thanking the owner of the building for their generous donation. He  
67 reported Ms. Lori Spurrell is new to the district working in the business office as the HR/Payroll Generalist. He  
68 reports he has received his NH Business Administrator certification.

69  
70 Superintendent provided a document regarding the fund balance. He had previously reported the fund balance as  
71 \$540,000 but that did not include the unanticipated revenue; fund balance is \$840,911. He provided tax rate  
72 information noting this is not a set number and is not guaranteed but is not too far off of what it would be if the  
73 apportionment does not change. It would appear residents would receive a tax decrease. He adds taking into account  
74 this is an anomaly, this dollar figure will not continue, we would not have this again and would anticipate a fund  
75 balance of around \$200,000 (not \$800,000); this will cause a tax increase the year after. Mr. Post noted that when  
76 you extrapolate it to a tax rate, remember the towns can reserve some of that money. It may not be a direct  
77 application to the tax rate. It is a balance being returned to the towns. Superintendent agrees, we don't know the  
78 process that the towns follow.

### 79 **iii. Principals' Reports**

80 **Principal Weaver** reported that he and Ms. Edmunds are working on communication with parents and the  
81 community. The WLC Reporter and the MS minutes is a way to do this; we are looking to see how we can make it  
82 more robust and ensure they get them on a monthly basis. He reports a student named Elizabeth Jacobs hit a  
83 significant milestone in athletics, 100 points! It is a pretty big number for an 11<sup>th</sup> grader; it's important that we  
84 recognize her. The National Honor Society contributed 25 hours of community service by accompanying the 6<sup>th</sup>  
85 graders to the FRES for the Fall Festival. He thanked the staff and parents for being patient and flexible as they try to  
86 do parent/teacher conferences virtually for the first time. He reports it sounds as though things went well; the team  
87 approach at the MS went well and he believes the parents appreciated having all their children's teachers together at  
88 once. Moving forward after we are past the pandemic, he will look at how these have been done in the past; he does  
89 not want to do them virtual but isn't sure the "arena style" is best. He spoke of an initiative for this year for families  
90 in need by providing Thanksgiving baskets. Students will be encouraged to bring in certain items for a Thanksgiving  
91 basket; goal is 20 baskets. They will work with the guidance department to identify families that would be willing to  
92 take a basket also asking Market Basket and Hannaford for any donated items. He is hopeful it can be accomplished;  
93 it is important to give back to the community; this is a real tangible way to do it. He believes this is something  
94 students and families will support. Baskets will be delivered with no person to person contact. Things are going well,  
95 trying to get activities up and running. He would like more activities for the students but is excited that there are  
96 about 100 kids participating; it's healthy for the school to get back to as normal as possible. Students requested to  
97 start a debate team and volley ball club. He spoke of the basketball season reporting there is a conference call next  
98 week and believes the NHIAA will push the season back and shorten it. He believes they are trying to avoid the  
99 window of vacation time in order to decrease the contact as much as possible. He also believes it will be regional;  
100 thinks it will look much like soccer. Ms. Lavallee expressed she loved to see the team approach to the teacher  
101 conferences and the cohesiveness with teachers. She felt it was more productive. She volunteered to help with the  
102 baskets as well. Principal Weaver voiced he was really excited about the Coop Connection meeting, that there are  
103 parents who want to be involved and are excited about raising awareness and partnering with the schools. It was one  
104 of the things that drew him to this position. He will reach out to one of the Coop Connection members and will see  
105 how they can partner with the Thanksgiving basket idea. He welcomed Ms. Lavallee's help.

106  
107 **Principal LaRoche** gave an overview of his report which included the first 30 days at FRES. A lot has happened.  
108 Teachers are working on 3 platforms; they have the luxury of having remote learning teachers. There has been some  
109 training over the summer but it has been challenging for the teachers working in class (2 platforms) and with the  
110 hybrid models. They will look to see if any adjustments need to be made. W.I.N. staff has been working with

111 students along with support from the reading specialist. Testing went well. One of the concerns has been lack of  
112 substitutes. There are 4 paraprofessionals that are doing a great job, using time efficiently by shuffling from class to  
113 class but with only 2 substitutes available/willing to come into school it is difficult. If they are picked up by another  
114 school, we have to shuffle staff around; on more than one occasion we have had to use paraprofessionals and the  
115 SPED teachers have to increase their time because there are still students who need help. He reports being at a  
116 tipping point. If there are more than 3 people out, he is not sure if they can deliver the quality education needed. He  
117 voiced appreciation for the staff. October 8 was the Fall Festival which was great. Sixth grade came to FRES with  
118 the National Honor Society and brought groups of kids to the attic to sign their names. This opportunity was missed  
119 in the spring. The junior class also missed their opportunity due to some construction that was happening; they are  
120 looking into seeing if they can be brought back at some point. He is working with Mr. Erb, the PTO, and interested  
121 parents who want to invest time, effort and money into the slide. They searched for a replacement but could not get  
122 one and it had to be removed recently. There is a 2<sup>nd</sup> slide that broke; which is being replaced. He notes there is some  
123 fund raising going on and should be worked through FRES to see what can be used to help support the playground. It  
124 is budget season; the FRES budget has been turned in. Some changes you will see are some of the items have been  
125 moved from one area to another and it may appear to be a decrease but has moved to another part of the budget. For  
126 example, software has been moved to technology. He spoke regarding curriculum and that it had come to his  
127 attention last year that we have elementary teachers who have supported curriculum since 2015. In a larger school  
128 the assistant principal may help with this but in a small school like FRES that does not require an assistant principal  
129 but does require support. The teachers were working with Dr. Heon. The math program is “tech oriented” and has  
130 moved away from text books. They have to continue to train, learn and find resources. We need people that are  
131 available to help while in school. We have curriculum in all areas and teachers need training. The curriculum  
132 coordinator will be part time and even at full time this was still needed; as time goes on it is important especially  
133 with the technology needs and research. This is in line with the department heads at WLC but at the elementary level  
134 does not have this. He estimated they did about 40 hours. He expressed they do a great service with the school and if  
135 they decided not to do it, it would be a real loss. He supports compensating them. He believes about 18 students are  
136 on the hybrid model. Superintendent notes this is an action item for later in the meeting. He confirms the total  
137 amount is what will be discussed for the proposal.

138  
139 **Superintendent/Principal Lane** reports there are 42 kids in the building at FRES and 13 remote students. The  
140 teachers are doing a really nice job. They split up the curriculum into 3 areas for the remote piece. They meet with  
141 parents and students weekly for about 20-30 minutes. He thanked the art, music, PE, and library teachers for coming  
142 up once a week. He thanked the nurse who has workshops coming up with the students. He thanked Ms. Roske and  
143 the food service staff for bringing the food up; it has been working out well now that the system is down. He thanked  
144 Title 1 staff for coming to LCS and helping out. We have information on the level of need and the level of  
145 achievement which helps to create curriculum that will challenge them. There will not be a Halloween parade but the  
146 students will visit the offices in the building at LCS. On picture day the remote students were invited to come in and  
147 there is a make-up day in November; things are moving along.

#### 148 149 **b. Letters/Information**

##### 150 **i. Unanticipated Revenue-Adequacy and SPED**

151 Superintendent reviewed information from the DOE and are expected to receive additional unanticipated revenue.  
152 We budgeted \$1,553,080 in adequacy aid; we anticipate that number to increase by \$24,840.75 and have scheduled a  
153 public hearing at the start of the next meeting to vote to accept the funds.

##### 154 155 **ii. Area School District Contract Dates**

156 Superintendent provided a document showing the available area districts contract dates from the Public Relations  
157 Board website. He is working on a comparative salary piece. Contracts can be for multiple years and the advantage  
158 for a long term contract is for budgeting purposes but can cause some issues around health insurances.

## 159 **V. CONSENT AGENDA**

### 160 **i. Treasurer's Report-June 2020**

161

162 Treasurer's Report from June 2020 and year end was provided. Superintendent reports, at the end of June there was a  
163 good amount of cash flow and we are in good shape. Things are moving in a positive direction and making sure we  
164 can meet payroll and our monthly bills.

165  
166 *A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. White to approve the consent agenda.*  
167 *Voting: via roll call vote, seven ayes; one abstention from Chairman LoVerme, motion carried.*  
168

## 169 **VI. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**

170 Present: *Leslie Browne, Christine Tiedemann, Bill Ryan, Kevin Boette, participating online, Dennis Golding, Lisa*  
171 *Post, Jeffrey Jones, Jennifer Bernet and Adam Lavallee*  
172

173 The meeting started at 7:12pm. The Budget Committee met prior.

174 **a. FY 2019-2020 Fund Balance**

175 **b. FY 2021-2022**

176 **i. Salaries & Benefits**

177 **ii. Transportation**

178 **iii. SAU Budget**

179 **iv. Full Budget**

180 Superintendent provided information regarding the fund balance and tax rate. He reviewed the unanticipated  
181 revenues are \$227,941 exclusive of COVID. Meetings were held to approve those funds as listed. Expenditures were  
182 \$612,970 (approximately \$500,000 due to COVID). Not a lot was spent on transportation for regular education/  
183 SPED or on supplies and savings were had in repairs and maintenance. There was additional savings listed such as  
184 co-curricular salaries, replacement/equipment furniture and substitute teachers. He notes an additional YTD can be  
185 run which will delineate each account. It will throw off the actuals when you look at the budget as you will see some  
186 anomaly's with expenditures due to students not being in the building. Chair Browne asked to add the actuals to the  
187 spreadsheet for what was actually expended and the notes will be very important for those line items. We need to be  
188 sure there are good explanations for the town meeting. She also asked for the end of year expenditure report from FY  
189 2019-2020 (showing no transfers) now that the year has been closed out. It was requested to have a YTD every  
190 month going to the Budget Committee and Board. Superintendent agrees to provide this each month. It was further  
191 requested that it be a detailed line item report (entire report). Superintendent notes a YTD was provided in  
192 September. It was expressed when each month is closed, the report should just be sent automatically.  
193 Disappointment was expressed that it was not provided at this meeting as it was expected (in August) as well as the  
194 budget documents not going out until late this afternoon. This does not give members the opportunity to review the  
195 material and ask appropriate questions. Superintendent agrees and notes it was his intention that it be completed  
196 earlier. He did send out the budget last week with a comment that the salaries and benefits needed additional work. It  
197 took quite a bit of time for him to check it all and he had issues over the weekend that did not allow for him to deal  
198 with it earlier.

199  
200 A request was made for a map or legend of the general ledger account segments. This will be provided.  
201

202 Discussion was had regarding the school board's directive of 2.5% over last years voted budget amount and that it  
203 was not something the Budget Committee agreed to. The numbers seem to be based on that increase and should be  
204 based on need especially with the changes that are happening; we may see cost that we have not seen before and  
205 shouldn't just try to fit a number into a percentage. Superintendent responded the numbers are not 2.5% across the  
206 board and some are generic such as 3% increase for dental, 5% increase for health. Some round numbers are in there  
207 such as transportation as we will be going out to bid. There are increases and decreases across the board. We are not  
208 aiming to max out at 2.5%, we are just building the budget. It was expressed in terms of building the budget, it was  
209 shown in the past that it would be built without any fiscal control or constraint or target to aim for and at the end of 4  
210 months we had a budget that doesn't fit. It is better to start out with a target early. Chair Browne expressed she  
211 personally doesn't like to set a percentage or dollar amount as the needs change from year to year although she  
212 understands the argument for setting a target; it has been done in the past but she doesn't feel it is as transparent. It  
213 was noted both ways are valid and have merit. If there is something that the district needs they should not be afraid to  
214 ask for it. It was expressed this is first year of an honest budget with no line item transfers. Board members were  
215 reminded that when this (2.5%) was first proposed it was done so with 2.5% as a goal and administration was  
216 instructed if there are additions to this they would be discussed. If approved, the justification would be clear. The  
217 Board had been asked for some guidance in creating the budget and the guidance of 2.5% over last years voted  
218 budget came prior to the NHRS increase. It was expressed that the budget should be based on spending and need and

219 not what was budgeted the prior year which was based on a poor budget. It was confirmed the budget provided is a  
220 complete budget with the exception of salaries and benefits. It was suggested to move forward with this unless there  
221 is a request for administration to go in a different direction and start again. It was suggested next year a conversation  
222 be had around the budget targets as the budget is the Budget Committee's responsibility ultimately and they would  
223 like to have some say. It was noted there were things that have been put off and are back in the budget. It was  
224 reiterated some of the actuals from last year will be skewed from COVID such as electricity as the heat was down in  
225 the buildings. The numbers used in creating the budget were based on the adjusted budget per the Superintendent.  
226 The budget number from last year appears to be incorrect (noted last meeting) and will need to be changed to  
227 \$12,644,720; Superintendent and Mr. Mullin will check on this. Chair Browne reminded the group that any changes  
228 made need to be documented. It was suggested to have all the changes on one spread sheet. It was suggested to have  
229 the changes highlighted. It was suggested to add an additional column to show changes so that when it is reviewed,  
230 the changes are clear. It was suggested to add version 1, 2, 3 etc. Superintendent confirmed that there are some  
231 numbers on the summary sheet that he needs to relook at. Superintendent will provide an updated document showing  
232 reductions in salary and benefits due to staff changes after the additional appointment this evening. Currently there  
233 has been a reduction (based on current staffing) of about \$160,000. This may change with the Board's decision this  
234 evening. He confirms the curricular coordinator position is not included in this and if we hire a curriculum  
235 coordinator, the savings of \$160,000 still exists.  
236

237 A question was raised if the Superintendent feels like what we are doing now will continue in regard to how kids are  
238 going to school. Superintendent responds in regard to the students going to school, it is looking like we may have to  
239 change our approach. There is a committee having those discussions now using the feedback received and will be  
240 coming to the Board with any recommendations. In looking at the budget being proposed, he believes we would go  
241 back to school normally for September 2021. It would create a drastic change if we had to go to full remote as there  
242 would be changes with transportation etc. and it would also depend on the reason for going remote. It could be a  
243 temporary change such as a 2-week period of time. He is going on the assumption that we will have students in the  
244 building 5 days a week for the 2021-2022 budget. Superintendent confirmed that the extra SPED bus that was  
245 discussed at last meeting has been removed and the budget is based on a normal school year.  
246

247 Discussion was had that the NHSBA sent out an email for emergency relief and recovery. It was noted this is not  
248 related to the budget discussion. It was requested to have some feedback on this. Superintendent responds at this  
249 time, in speaking very quickly with Mr. Pratt, other than approximately \$3,000-\$4,000 we have expended our  
250 CARES funds and not expended past that. We will look for new guidance from the Governor's Office to determine if  
251 there is any other reimbursable cost. Since we budgeted for Chromebooks, he doesn't believe it is reimbursable. It  
252 was noted there was discussion with the committee that there may be an additional need for items that we may be  
253 able to take advantage of. Mr. Post notes the Board needs to take a vote to request the funds. He believes we can  
254 request them and it could be denied but it does need to be requested. There was a brief discussion on this matter.  
255

256 Superintendent reports regarding salary and benefits, there is an increase in health insurance of 5%. Premiums have  
257 been flat and he expects if usage remains low this will decrease. Actual rates will be available in November. Dental  
258 rates will not be available until June; this is budgeted at a 3% increase. Last week we learned of an increase in  
259 NHRS; documents were provided to the Board and are in the Board Packet. The district currently pays for teachers  
260 17.8%, increasing to 21.02% and for non-teachers the district pays 11.3%, increasing to 14.06%. Employees and  
261 teachers pay 7%. The employees portion has not increased, only the district's portion. This creates an increase of  
262 \$118,804 for teachers and \$72,553 for non-teachers (with current staffing). Those who work less than 35 hours  
263 (teachers less than 30) do not qualify for NHRS. An additional elementary teacher is also included in this budget  
264 which has been discussed in the past. The overall increase is \$293,302 offset by the reductions in salaries/benefits.  
265 He will have a definitive number at the next meeting. The majority of the increase is specifically related to the NHRS  
266 increase and is not something that we can control. He gave a brief overview of NHRS. If you exclude that number,  
267 the budget is up about 2%. It was noted the teachers are negotiating their contract and any increases to salaries would  
268 be on a separate warrant article. It was expressed that although we cannot control the increase in NHRS amounts, the  
269 way other municipalities and school districts manage the cost and risk is by using contracted services and part time  
270 staff. It was expressed we need to be very careful about hiring new staff. It was asked that we go back and look at  
271 what positions could be contracted services to mitigate the increase. Superintendent will provide an updated  
272 document at the next meeting delineating the reductions in salaries. He confirms 3.58% is the increase to the entire  
273 budget although there are some adjustments that will need to be made in the spreadsheet. It was noted the percentage  
274 will change once the correct budget number of \$12,644,720 from last year is used. It was requested to have the  
275 numbers triple checked before being sent out. It was reminded that any discretionary changes or things that are not

276 mandatory should be noted. Superintendent reviewed there is a .50 position in the business office that is included in  
277 the budget; approval for that was given this school year although no one has been hired yet. There is an additional  
278 elementary teacher position (3<sup>rd</sup> grade) in the budget, otherwise there is no additional staffing increases or decreases  
279 budgeted. Course selections are not made until March or April. The only modifications that may be made is if the  
280 School Board voted to make changes based on course selections or as it was requested, if it was determined to use  
281 contracted services. We contract for PT, OT, speech and language and other pieces around SPED and can look at the  
282 concept of contracting help for the curriculum coordinator. A question was raised when the Administrative Structure  
283 Committee will have a recommendation as this would have an impact on the budget if we are restructuring the  
284 administrative positions in the district. Superintendent responded a recommendation should come in November and  
285 there is still time to make adjustments to the budget. There is a virtual meeting scheduled for tomorrow night. A very  
286 brief discussion was had regarding how many Board members can be present at the meeting without it being a Board  
287 meeting. The meeting is posted as a committee meeting not as a Board meeting.

288  
289 Superintendent confirms the transportation bid will go out in 3-5 days and we should have actual numbers in late  
290 November. A 5% increase was budgeted as a place holder. Discussion was had if the bid should include  
291 cleaning/sterilizing. There will be further discussion regarding the bid later this evening.

292  
293 Superintendent reports transportation is part of the business office budget. There is an increase to that budget of  
294 \$1,300 for training staff. In the SAU budget there is an increase of \$1,400 for Superintendent PD (taken out last year)  
295 and an increase to legal services. It was noted everything else appears to have a flat increase of 2.5%; Superintendent  
296 will look at this again. The transportation bid will be for both SPED and regular education.

## 297 298 **VII. PUBLIC COMMENTS**

299 Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment.  
300 There was no public comment to report.

301  
302 The next joint meeting of the Board and Budget Committee is Oct. 27 and will contain budgets for LCS, FRES  
303 MS/HS and curriculum. The Budget Committee will meet prior at 6:30pm. It was requested to have current  
304 enrollment numbers; Superintendent reviewed the numbers and will provide it for the next meeting.

305  
306 *A MOTION was made by Ms. Tiedemann and SECONDED by Mr. Boette to adjourn the Budget Committee session*  
307 *at 8:16pm.*

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

## 309 310 **VIII. ACTION ITEMS**

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

312 *A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. White to approve the minutes of September*  
313 *22, 2020 as written.*

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

### 315 316 **b. Community Spread Protocol**

317 Superintendent reports in an effort to be prepared he has been in contact with other districts to see what might be the  
318 determining factor regarding community spread that would require schools to close. He included Hillsborough  
319 County exclusive of Manchester and Nashua (different demographics). He reviewed the prepared document and  
320 notes this is a Board decision and does not need to be made this evening but believes it is prudent to look at this.  
321 Discussion was had including the number of active cases, what it would look like and how prepared are we if we had  
322 to close short notice. Discussion also included closures due to absenteeism and difficulty obtaining PPE which there  
323 was support for. There was some disagreement with the community spread piece. A request was made to obtain the  
324 number of days' staff was out for being COVID symptomatic and for testing. He reports WLC has had 5 staff out  
325 which has caused them to tweak some systems to make it work for a day. He reports if we had multiple consecutive  
326 days out, 2-5 days with 5-8 teachers out, there are not enough substitutes to cover this. We would also struggle if  
327 there were 5-7 teachers out throughout the district. Absences can revolve around household members and not  
328 necessarily our staff. There are districts who have increased the substitute pay (\$100) in an effort to obtain more  
329 substitutes and still are not getting any. Superintendent reports closing with a 2-week prior notice would be beneficial  
330 however if necessary we could pivot with a days' notice if it was only temporary and a short amount of time. He

331 confirms the new laptops are in for the teachers but we are still waiting on the Chromebooks. He reports the current  
332 rate for substitutes is \$65 per day; it could be increased by a reasonable amount and still be manageable. Surrounding  
333 districts pay \$75-\$100 per day. We need to be competitive however we do offer smaller class sizes. He came up with  
334 the numbers by looking at 3 surrounding districts. It was suggested to relook at the numbers based on the current data  
335 on the DHHS website; if the written protocol was followed, we would need to close tomorrow indefinitely.  
336 Superintendent reports, he put this together in September and the numbers have increased since. It was suggested to  
337 only focus on the communities of Wilton and Lyndeborough although it was pointed out that many in communities  
338 here work in other communities and do grocery shopping etc. It was agreed that it should be clear on how we are  
339 determining closures and where we are getting the information from; we need specific guidance. Superintendent  
340 notes we can use community numbers vs. local numbers. The issue he has is within the community at large, this is a  
341 tight knit community, people spend time together and transmission rates can happen rather quickly. He questioned if  
342 the Board would like him to look at numbers and DHHS to see what they would recommend. Concern was raised of  
343 “pulling the trigger” too soon. It was suggested to look at where the outbreaks are such as nursing homes. They  
344 continued to discuss the topic of numbers in these communities vs. other towns. It was also suggested to keep an eye  
345 on athletics with other districts playing and what happens if we were to play a school that had to close.  
346 Superintendent responds that piece is part of the NHIAA and that protocol does exist now. A question was raised  
347 since some of our students attend classes in Milford if they were to have a case how does that affect us.  
348 Superintendent reports if contact tracing came back from DHHS they would make a recommendation.  
349 Superintendent will collect some information and talk to DHHS. He doesn’t have a problem making the decision to  
350 close if necessary but wants to be able to explain why decisions were made.

#### 351 **c. Bus Transportation Bid**

352 Discussion was had regarding the last transportation bid. Superintendent provided a document with changes he is  
353 requesting to make to the bid. He notes there are not specifics around cleaning which were discussed earlier. He  
354 reports not having had any issues relating to the age of the buses but has included a reference to this in the suggested  
355 language of the bid. They discussed having a performance bond which was waived in the last 2 contracts by the  
356 Board. This is in case the provider becomes incapable of providing service, the provider provides a fee of assurance.  
357 Discussion was had regarding cleaning (and supplies) of the buses and who is responsible for this and adding this  
358 into the bid. Discussion also included the percentage of what is being paid to the provider when there is no need for  
359 bus transport. Discussion was had regarding the bid parameters. Mr. Mullin is reaching out to other school districts to  
360 see a copy of their transportation bids. It was noted there was something in the contract regarding renewing for a 4<sup>th</sup>  
361 year and there was not a clear view of what that entailed or what triggered that. It was suggested to not include the  
362 provision regarding a shortened school year. Superintendent will check to see if that was included in the bid or not.  
363 This was discussed. It was confirmed there were 3 bids last time. It was suggested to look at the Hollis district bus  
364 company as well. Continued discussion was had regarding the last transportation bid and outcome. Superintendent  
365 recommends to include the performance bond; he notes you should stick to the bid requirements. A question was  
366 raised if we are legally bound to the parameters set; everything thing other than the price. Superintendent responded  
367 that there are specific parameters we are required to stick with and he believes that is one of them but he will double  
368 check. It was suggested to look at some different options around a shortened school year/remote learning.  
369 Superintendent notes when we create the budget, we are doing so without the issue of a pandemic. It was also noted  
370 there has been a shortage of bus drivers. It was suggested to tighten up the language around remote learning.  
371 Members would like to see the examples of contracts from other school districts. Mr. Mullin spoke of his experience  
372 reviewing bus contracts in Massachusetts and that 50% of it goes toward keeping the bus companies in business so  
373 they can guarantee they will be here for us when school resumes. If they cannot transport our students other bus  
374 companies are not likely to be in a position to do this for us and we are required to transport them. They discussed  
375 including the age of the buses, cleaning and disinfecting piece and want to see what other districts are doing around a  
376 shortened school year. Mr. Mullin will send the current contracts to the Board and obtain bids/contracts from other  
377 districts. There will be further discussion at the next meeting.

#### 379 **d. FRES Curriculum Stipend**

380 Superintendent reviewed Principal LaRoche’s request for stipends for 4 FRES teachers regarding curriculum. They  
381 work approximately 4 hours per month; at the typical rate of stipends, cost would be \$15 per hour (\$2,400) plus  
382 FICA. Principal LaRoche was not present at the time of the discussion; it was suggested to add this to the next  
383 agenda.

385 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. White to table the discussion (regarding FRES*  
386 *Stipend). \**

387

388 Discussion was had regarding the curriculum coordinator and if there was a plan for this school year and moving  
389 forward. It had been asked previously that the curriculum coordinator come up with a clear defined plan, bulleting  
390 out the duties that can be given to other people and what the curriculum coordinator needed to do on a building level.  
391 The document Principal LaRoche provided gives one snapshot but the request is for a more comprehensive plan. It  
392 was noted these teachers have been doing this for 4 years; nothing is being added to what they were previously  
393 doing. A question was raised, how the duties were allocated; are they doing the same level of work before and after  
394 and why was the Board not made aware of this previously. It was also questioned what is being done at LCS and  
395 WLC. Superintendent reviewed for example there is a train the trainer model for Project Lead the Way and a teacher  
396 attended a multiday conference, although we paid them to attend, they did not receive a stipend. This teacher works  
397 providing support in science or to access materials and if there is an update to a program this person gets the  
398 information and sends it out. At WLC there are department heads who do this along with other responsibilities. The  
399 Curriculum Coordinator is an overarching piece and determines a K-12 curriculum; while they supervise some of  
400 these activities, they do not do them. This part was neglected for quite some time; and no vehicle to make sure there  
401 was a level of communication. There is a lot more communication going on and the elementary level curriculum is  
402 not simple but not complex in its' diversity. There is a greater level of need beyond the Principal and Curriculum  
403 Coordinator. He reports the concept here is there is a level of equitability because there is not another administrator  
404 or department heads. It was expressed although it doesn't mean this is not supported, the Board was not made aware  
405 it was happening. Superintendent reviewed when he first came to the district what the situation was and changes that  
406 were made. Documents were not acceptable, the math program was changed and competencies were supposed to be  
407 done in 2012 and were not. He notes a lot of work was done on documenting and we are about 70% completed.  
408 People are doing this on the limited workshop days we have or through grant money and coming in over the summer.  
409 We are trying to do 10 years of work in 3 years. A question was raised if there is a quality improvement plan that can  
410 clearly identify what was done and what is left to do. Superintendent responds Dr. Heon did not leave this but he  
411 believes she would help with the request. A request was made for more detail on Principal LaRoche's document as it  
412 reads as a proposal to do these things rather than things that have been done. There should be "really good detail"  
413 since they have been doing it for 5 years.

414  
415 *\*Voting: Via roll call vote, seven ayes; one abstention from Chairman LoVerme, motion carried.*

## 416 417 **IX. COMMITTEE REPORTS**

### 418 **i. Negotiations**

419 Chairman LoVerme reports they have met with both Unions; there will be further discussion later.

### 420 **ii. Budget Liaison**

421 Mr. Vanderhoof reports he was pulled out the Budget Committee meeting this evening therefore has nothing to  
422 report.

### 423 **iii. Administrative Structure Committee**

424 Mr. Post reports the first meeting was held. The committee organized and are looking at the organizational chart,  
425 developing it from the rough chart provided. Everyone is looking at different school districts and trying to  
426 benchmark where we are as a small district compared to other districts for comparison; basically doing the ground  
427 work. He does not see any reason why they wouldn't have a recommendation in November.

### 428 **iv. Distance Learning Effectiveness Committee**

429 Superintendent reports the committee will meet prior to the next Board meeting. Tomorrow a request is going to  
430 parents to ask whether they want to change their students educational model; this will be brought back to the  
431 committee to discuss how to proceed. Concern was raised from parents regarding what happens with cold weather in  
432 a combined space vs. windows opened etc. He will ask only parents who want to make a change to the educational  
433 model communicate with him. Concern was raised how sustainable this is in the long run especially with the dual  
434 classrooms. It was noted teachers are doing a great job. Concern was raised regarding absences of staff which was  
435 discussed prior as we don't have enough substitutes to support the protocol we have in place. Superintendent believes  
436 the Board was sent copies of the comments but he will double check and if not will send them in the morning. There  
437 were some trends that were pretty obvious.

## 438 439 **X. RESIGNATIONS / APPOINTMENTS / LEAVES**

### 440 **a. FYI New Hires/Appointment**

#### 441 **i. Lori Spurrell-SAU-Payroll/HR**

#### 442 **ii. Cheryl Carter-WLC-Attendance Secretary**

443 **iii. Appointment Luke Reiter-HS English Teacher**  
444 **b. Resignation**  
445 **i. Carly Follett-FRES-ABA Therapist**

446 Superintendent reviewed the new hires, resignation and appointment.  
447

448 *A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. White to appoint Mr. Luke Reiter, HS*  
449 *English teacher at WLC.*

450 *Voting: Via roll call vote, seven ayes; one abstention from Chairman LoVerme, motion carried.*  
451

452 **XI. BOARD BUDGET DISCUSSION**

453 It was requested to have as much detailed information as possible for all of these numbers and go through it step by  
454 step. Concern was raised that people jump to conclusions with the 2.5%; we need to get a number and we need a  
455 number we are confident in and know what we need. It was noted last year; the last \$100,000 in reductions was  
456 difficult. We need to be more organized and understand what we are presenting. Concern was raised the increase in  
457 NHRS will be shocking. Suggestion to start at the 2.1% and go from there. It was expressed we can't keep putting off  
458 the stuff we need to do; in the long run it will cost more money to get things fixed. Concern was raised that it feels  
459 like we are talking ourselves back into a million-dollar increase like last year; if you don't have a goal it is based on  
460 wants. It was expressed it is the School Board's duty to make sure the students get the best possible education; do we  
461 want to get back to where we were when no one wants to move into town because of the education. It was noted one  
462 way it can be controlled is to hire contracted staff. Superintendent will double check if stipends are part of the  
463 NHRS. It was noted, we could reach out to other towns to combine. It was suggested that we can come to a  
464 compromise and be diligent that our money goes to programs that improve the school and provide a good education  
465 and make compromises where needed. We do not need to give up on the quality of education, we need to educate the  
466 community that we are not just increasing the budget because we want to spend money. In SPED alone there are  
467 laws we need to follow and we are not reimbursed; there is a lack of knowledge in the community.  
468

469 It was suggested to get numbers that are correct so there can be a better perspective. They have received multiple  
470 different documents. Discussion was had regarding focusing on where the value is, what value are we getting out of  
471 spending a particular line item. There are legitimate concerns; small amounts of money add up to be a large number  
472 eventually. Regarding the stipend discussion earlier, it was suggested that there is a need to create a stronger culture  
473 of performance and achievement. If teachers were volunteering time for years, there is a case to be made that a small  
474 contribution can go a long way. If the money is well spent, would it add to a performance culture. Figure out ways  
475 money can be spent wisely to improve the quality of education.  
476

477 **XII. PUBLIC COMMENTS**

478 The public comment section of the agenda was read.

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

480 There was no public comment.  
481

482 **XIII. SCHOOL BOARD MEMBER COMMENTS**

483 Ms. Cloutier-Cabral thanked everyone and the Budget Committee for a good meeting.  
484

485 Mr. Kofalt thanked Mr. Mullin, he believes there is some good work here on the detail and materials provided and he  
486 appreciates it.  
487

488 Mr. Legere asked the remote members for feedback on the sound, if it was better than last week. Response was the  
489 feedback is better, no echo and vastly improved. Occasionally when someone in the room is talking, they need to  
490 speak up. Face the computer and not person you are talking to in the room.  
491

492 Ms. Lavallee thanked the staff for their continued patience and flexibility. She gave a shout out to the PTO for the  
493 computer donations to the district and for their efforts in starting the slide fund raiser. She congratulated (student)  
494 Ms. Jacobs; that is amazing and exciting to be in 11<sup>th</sup> grade and have your 100<sup>th</sup> goal. She expressed (student) Mr.  
495 Bailey's video was very inspiring; he did an excellent job. She hopes students and parents take the time to watch it.  
496 She thanked Superintendent Lane for his information regarding NHRS and hopes more tax payers and residents start  
497 joining the meetings and take time to read things like that to understand where their tax dollars are going. She  
498 thanked everyone and Mr. Kline and Mr. Legere for the improvements in the sound.

499

500 Mr. Vanderhoof spoke regarding the FRES curriculum stipends and notes it is kind of tough to make decisions when  
501 we are being drawn into it 4 years after its been occurring. He asks that Principal LaRoche and Superintendent Lane  
502 that since this is a new topic for the Board, they take another look at the work that is getting done and how its getting  
503 done. Is it the best way to achieve what we are trying to get to or should we be making changes to how it's getting  
504 done. It is more of a review and this goes along with the budget discussion of putting money in the best spot. It  
505 doesn't seem like this has been a process to build a system to get this done. He would appreciate a second look to see  
506 if we are doing this right before we continue this.

507

508 Chairman LoVerme thanked everyone involved in the meeting and those joined online. He wishes there was more  
509 public comment. He echoed what Mr. Vanderhoof said about knowing the budget before it is presented; it has to be  
510 gone over and over.

511

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

513

**i. Review Nonpublic Minutes**

514

**ii. Negotiations**

515 *A MOTION was made by Mr. White and SECONDED by Ms. Cloutier-Cabral to enter Non-Public Session to review*  
516 *nonpublic minutes RSA 91-A: 3 II (A) (B) (C) at 10:12pm.*

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

518

519 **RETURN TO PUBLIC SESSION**

520

The Board entered public session at 11:29pm.

521

522 *A MOTION was made to unseal the non-public session minutes of September 22, 2020 by Mr. Legere and*  
523 *SECONDED by Mr. White.*

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

525

526 **XV. ADJOURNMENT**

527 *A MOTION was made by Mr. Legere and SECONDED by Mr. White to adjourn the Board meeting at 11:31pm.*

528 *Voting: via roll call vote, all aye; one abstention from Chairman LoVerme, motion carried.*

529

530 *Respectfully submitted,*

531 *Kristina Fowler*

532