

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, October 27, 2020  
Wilton-Lyndeborough Cooperative M/H School-Media Room  
6:30 p.m.**

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

Present: *Alex LoVerme, Jonathan Vanderhoof, Mark Legere, Brianne Lavallee, Charlie Post, Paul White and participating online Carol LeBlanc, and Jim Kofalt*

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

**I. CALL TO ORDER**

Chairman LoVerme called the meeting to order at 6:31pm.

**II. PUBLIC HEARING-UNANTICIPATED REVENUE RSA 198:20-b**

Chairman LoVerme opened the hearing at 6:31pm and reviewed the related document and process of the hearing.

“RSA 198:20-b goes on to provide that “for unanticipated funds in the amount of \$5,000 or more, the school board shall hold a prior public hearing on the action to be taken...”

- In the Special Revenue Fund 04 we budgeted \$100,000. We anticipate receiving/spending \$134,277. In summary, this represents \$34,277 in excess of the appropriations. A detailed breakdown of the source of funds is attached.
- In the General Revenue Fund 04 and 06 we budgeted \$1,553,080 in Adequacy Aid from the state. We anticipate receiving/spending \$1,577,920.75. In summary, this represents \$24,840.75 in excess of the appropriations. A copy of the document is attached including a detailed breakdown of the source of funds.

Superintendent called out the names and numbers asking if there was any public comment; none heard. Board members were asked for comment/input; none heard.

*A MOTION was made by Ms. LeBlanc and SECONDED by Mr. White to move to accept and expend an additional \$34,277 and \$24,840.75 for the purposes outlined in the special programs.*

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

**III. PRESENTATION-DISTANCE LEARNING EFFECTIVENESS COMMITTEE**

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to table it indefinitely. \**

Mr. Vanderhoof expressed his dissatisfaction with the related document not being posted when he asked for it to be posted on Friday or preferably have it emailed. He voiced there is nothing in the minutes and no one knows this is being presented. He also expressed his dissatisfaction there was not additional information on the agenda. He expressed his dissatisfaction that the public was not notified regarding the information being presented. Mr. Post also voiced his dissatisfaction. Superintendent expressed he was following the direction of not posting or sending documents without the Board’s approval. He sent the document to the Board on Thursday. When he heard from all the members via email the document was posted (Monday). It was noted this is a presentation and at this time the public has not had an opportunity to hear any presentation only discussion regarding the related document. Mr. Vanderhoof voiced he wants it tabled until it can be properly posted as a lot of parents will be affected by this and they should hear what the proposal is. Ms. Lavallee spoke indicating she thought it would be part of the Board Packet. Concern was raised regarding giving enough time for parents to plan. It was suggested if it is tabled, a special meeting should be held; the only discussion that has been had is regarding the document. Varying opinions were voiced during this discussion which was contentious at times.

*A MOTION was made by Chairman LoVerme and SECONDED by Mr. White to go into nonpublic for Board discussion RSA 91-A: 3 II (A) (B) (C) at 6:45pm. \*\**

56 Superintendent departed the meeting at 6:45pm.

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58 *\*\*Voting: Via roll call vote, three ayes; four nays from Mr. Vanderhoof, Mr. Post, Ms. LeBlanc, Mr. Kofalt, one*  
59 *abstention from Chairman LoVerme motion failed.*

60  
61 Superintendent returned shortly after. Discussion continued including giving the public an opportunity to hear the  
62 presentation, no one knows about it, it is an important topic and ample notice should be given and a decision does not  
63 need to be decided tonight. It was noted there were not any parents or community members on the committee. Mr.  
64 Vanderhoof clarified his motion from the beginning of the meeting, explaining that indefinitely means it can be  
65 brought up at the next meeting and there is no specific time. It was suggested to hear the presentation and take no  
66 action giving the public a chance to discuss it. Superintendent will create a document by 10am tomorrow for the Board  
67 to approve. It was suggested to hear the presentation; the document did not need to be in the packet in order to hear the  
68 presentation. The agenda was for a presentation and historically presentations are not always received in advance. It  
69 was expressed the document is about closing school for 28 days to go remote. This is a hardship for the community and  
70 parents; this is because 6-7 staff will be hosting or going out of the New England area. It is a major disruption for the  
71 public; the Board should know not to spring things on the public.

72  
73 *\*Voting: Via roll call vote, three ayes; four nays from Ms. Lavallee, Mr. White, Ms. LeBlanc, Mr. Legere, one*  
74 *abstention from Chairman LoVerme motion failed.*

75  
76 *A MOTION was made by Ms. Lavallee and SECONDED by Ms. LeBlanc to listen to the presentation tonight and*  
77 *schedule a special meeting next week as an action item and be discussed in public.*

78  
79 Mr. Vanderhoof voiced he would like to hear the presentation and challenged the motion as you cannot bind the action  
80 of other board members; you don't know what will happen regarding taking an action. A brief discussion was had  
81 regarding having a special meeting.

82  
83 *Ms. Lavallee WITHDREW her MOTION.*

84  
85 It was time for the budget session to begin (7:01pm) they moved to that part of the agenda. After the Budget  
86 Committee adjourned the Board returned to the order of the agenda as listed at 8:40pm.

87  
88 Mr. White expressed that the current model is not sustainable in the long term and there are not enough substitutes to  
89 cover all the classes. There are only two available. The DOE does not recommend doing this for long term, it is a  
90 temporary solution. There have been some technology issues but things have been rectified quickly but do need to  
91 correct it so that it is not happening. The committee will meet again twice in November and will have additional  
92 information on December 15 to review and/or vote on and decide what will be done moving forward. They will be  
93 considering an option that is financially feasible and something to maximize the education experience for the students  
94 and allow staff to have time to focus on lesson planning rather than a multiple platform delivery. They will talk to the  
95 teachers and may send out another parent survey. It was noted there are 7 emails from upset parents regarding this; it is  
96 an emotional issue and should have been out in advance. A question was raised if we are prepared to go remote if the  
97 Governor shut the schools down. Mr. White responded that he believes we would need 1 day for the teachers to have  
98 PD and all get on the same page; he believes we have the resources in place. He believes some teachers would prefer to  
99 be all remote rather than teaching on multiple platforms. Ms. Lavallee expressed when the committee was meeting,  
100 they considered the financial burden on the district and the needs of the students, parents and teachers; it is very  
101 complex. She understands we received a lot of feedback from parents and she is disappointed the information did not  
102 go out when she thought it would. She would have preferred it to go out on Friday and have the weekend to digest the  
103 information. That being said, she hopes people consider we do have the numbers and proposal online; we have 3  
104 teachers out per school and that is just for COVID, we are not able to cover that. She has been visiting the schools  
105 seeing what that would like and it looks like it's half the gym filled with students who are basically in study hall. She  
106 understands the childcare implications and she has heard from parents on both sides. She understands either way it is  
107 not possible to please everyone. When the committee met they considered all parents, students, teachers and

community and our number one goal is to provide a quality education and with the numbers we have that would need to quarantine, we would not be able to supply enough substitutes. If we did it would be a financial burden to the district to staff that many substitutes for 2 weeks after Thanksgiving and 2 weeks after Christmas. They tried to balance all perspectives. She understands parents being upset. It was noted we are trying to plan vs. short term notice. We would work with Mr. Pratt for any students who need services and would have the transportation that is needed. A lengthy discussion continued regarding the document being posted, the timeline of events and going remote for the 28 days.

Presentation was made by Mr. White, reviewing much of what had already been discussed. An email was sent to staff to find out who was going out of the NE area for the holidays or who was hosting anyone from out of the NE area as those who are would need to quarantine for 14 days before returning to school. They learned there would be about 6-8 people and only have 2 subs available. After the 1<sup>st</sup> quarantine there are 8 school days and then the Christmas break starts and the process begins again and brings us to Martin Luther King Day. He understands this is a huge issue for parents. It was expressed there are not enough people to cover 6 classes in the gym; this is not a choice it's a logistical problem. If we had substitutes to do this there would still be the financial situation of paying all the substitutes. It was discussed and everyone on the committee decided it would be in the best interest to do this. Families will also be traveling and there may be some that will not keep their children home to quarantine. We have zero cases in the schools now and that is a good number to be at. We have to stick to the protocols; we wrote them for a good reason. Teachers would ask for a day of PD to get things together and transition to a remote setting. SPED would still come to in provided they are not needing to quarantine. We understand 28 days is a burden but a lot of families are traveling and this allows us to move forward to do what we need to. That is why the committee made the decision to present this as an option, it is the committee's recommendation but it is just an option. We have spent a lot of time tonight on this just to get through to this piece. Discussion was had including appreciation for the work the committee has done, the students could come back for 8 days after quarantine, what will happen with the other staff, will staff be furloughed. Superintendent expressed the teaching staff would still have remote responsibilities and all SPED students would have the option to come in to be with their paraprofessionals and/or case managers and would participate with their remote classmates. This way we would be able to meet the free and appropriate education. At this point we would still have to serve lunch for those here and those not here; we would need to determine how many that would be. We would need to look at how many students needed transportation; according to the law, SPED students need to be provided transport. Regarding a furlough, the only staff who would not have specific responsibilities would be 3 classroom aids and we would need to look at food service. A question was raised if sports would still happen. Superintendent responded we have not had information from the NHIAA to know if basketball will run. It was noted we have extensive protocols and there is not information in the protocol regarding hosting out of NE area guests. It was noted the committee doesn't have the authority to change the protocol. It was noted it would be a violation of the law if we used paraprofessionals assigned to SPED to cover the classrooms. Superintendent notes it would be a stretch at best but if we possibly didn't have reading services and use counseling staff; but we don't have a lot of options. Ms. Lavallee wanted to clarify a few things including that this was not to make traveling for families or teachers easier and give them the time off. There is a logistical problem that we cannot physically staff the schools and it was to give families time to plan; we are not the only school district discussing this. These are some difficult things we are facing and we are saying we need to come up with a plan. The committee didn't change the protocol; we have more than 1 health care professional on the committee that discussed it extensively and hosting people in your home coming from outside the NE area is the same as you going to them. It was expressed if we told families that having guests means they cannot come in, and they challenged it we would lose. It was noted it is a change to our protocol to ask people with relatives coming to quarantine. It was further noted it becomes a protocol by setting this new baseline. It was expressed this is why we have all the other protocols in place to prevent someone who is ill from coming in. This discussion was not had when the protocol was created and it should be discussed. Chairman LoVerme would like to move forward. This will be on the next agenda.

#### **IV. ADJUSTMENTS TO THE AGENDA**

Superintendent Lane reported there were no adjustments.

158 **V. PUBLIC COMMENTS**

159 The public comment section of the agenda was read.

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

161  
162 Ms. Laura Gifford commented she appreciates all that has been discussed. The rest of her comment was not audible  
163 and she left the meeting. Superintendent notes we will allow her comment when she returns to the meeting.

164  
165 **VI. BOARD CORRESPONDENCE**

166 **a. Reports**

167 **i. Superintendent's Report**

168 Superintendent gave an overview of his report. He has spent the majority of his time working on the budget and will  
169 continue to do so. The holiday remote learning discussion will continue. He was intending to attend the Bradley  
170 Kidder conference remotely but due to the budget taking up his time, he did not have the opportunity to do so.  
171 Information has been sent out to parents in regard to students wanting to change their education platform as the 9  
172 weeks will be up. There are about 32 students who requested changes. The intake and outtake of students was looked  
173 at. They believe they can handle those changes with the exception of kindergarten and they are working on this. There  
174 are not large numbers of students coming in if you look at it comparatively. There were 6 students who wanted to go  
175 from in school to full remote. There are 15 who want to come back to full time. The remainder want to either go to  
176 modified or full or from full to modified. There are still a couple of people trickling in with requests but it is not  
177 making it difficult. Second grade is also an area that they are looking at as it is a large stretch to accommodate the  
178 requests. He has attended several evening committees also.

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

180 Mr. Pratt reported completing all the meetings that were required for SPED. The last BCBA who left was the Crisis  
181 Prevention Institute (CPI) trainer and had trained the staff. The current BCBA has agreed to be the trainer. A  
182 significantly reduced rate of \$700 was obtained due to our relationship with Primex. There is usually initial training  
183 and then retraining. Having an in district trainer is cost effective; we are pleased that she has agreed to do this. She is  
184 being trained now and hopefully some of the early release days in December and in March will be used for training. He  
185 reports they are looking at things and trying to own our programs in the face of doing business differently this year. He  
186 always reflects on things that are working well, those things that need improving and those that will allow us to move  
187 forward. He will present his budget at the next meeting; he has spent a good deal of time working on this.

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

189 Mr. Kline reported there has been interim testing for the NH Statewide Assessment System in the past couple of  
190 weeks. There were only a few students who had any trouble with the devices; this continued to go relatively well. He  
191 reports we are seeing the effects of aging equipment; some of the backordered hardware has come in. Chromebooks  
192 ordered in June have arrived a week ago and those have been configured and distributed to the 5<sup>th</sup> grade at FRES. A  
193 few that are turned in will be used as spares. There have been 19 replacement laptops that arrived recently and 4 more  
194 arrived this week and take longer to configure than the Chromebooks. They have started giving these to the staff.  
195 Teachers that are doing a lot of remote need a reliable device and one that is up to date. He informed the group they are  
196 starting to budget for E-Rate. He reviewed the 3 different categories that we would apply for reimbursement for of  
197 about 50%. Regarding the hardware that was installed some time ago, he is looking into pricing and will be sharing  
198 more detailed information as the budget process continues. He notes he will look at a number of vendors including the  
199 current one. Leasing allows for a more level cost rather than spikes; we did this with the copiers recently. A question  
200 was raised if all families have access to the internet. Superintendent responded 7.8% do not have regular solid access to  
201 the internet; a few have specifically let us know others through the survey sent out. He has not had any family reach  
202 out for assistance to the best of his knowledge and he believes every parent has an email address. There may be ways  
203 to help create options such as "hotspots" or accessing the internet at the libraries or elsewhere. It was suggested to  
204 check with the Wilton library as they have internet access down stairs. Superintendent added there are several different  
205 options depending on what grades levels and there may be some options for non-SPED teacher aids to assist.

206  
207 **VII. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**

208 Ms. Post asked Chairman LoVerme to identify two online people, "poem junkie" and "private caller". "Poem junkie"  
209 identified herself as Ashley Saari from the Ledger Transcript, and private caller was not identified. It was questioned if  
210 the identification is necessary. Online School Board and Budget Committee members were identified.

211  
212 Present: *Leslie Browne, Christine Tiedemann, Dennis Golding, Kevin Boette, Adam Lavallee, Bill Ryan and*  
213 *participating online: Jennifer Bernet, Lisa Post, and Jeff Jones*

The meeting started at 7:03pm. The Budget Committee was already in session as they met prior.

**a. FY 2019-2020 End of Year Report**

Superintendent reported the end of year report for 2019-2020 was provided by Mr. Mullin.

**b. FY 2020-2021 YTD Report**

Superintendent reported the YTD 2020-2021 report was provided by Mr. Mullin and these will continue to be provided at the 2<sup>nd</sup> meeting of the month. A brief discussion was had that there was a new column added that did not seem necessary. It was questioned why it was added. Mr. Mullin reports it was a request by the Budget Committee. It was noted Chair Browne had sent him their reporting needs with formatting. Mr. Mullin confirms he did review them. It was questioned if the reports will be received as requested. Mr. Mullin agrees to provide the reports in any format they wish. It was his understanding this was how they were requested previously. Chair Browne will send him the columns they want for year to date comparisons on a monthly basis moving forward.

It was noted that part of the discussion the Budget Committee had prior to coming here and the things they have seen coming to them from the SAU, leads them to believe there is a huge problem going on in the business office. They do not have good numbers or the formats they requested. The only two things they are confident in is the School Board asked for no more than a 2.5% increase and the voted on budget number. Other than that they are not confident in anything they have received up to this point. The Budget Committee only has purview over the budget, it is the School Boards responsibility to see what is going on in the SAU, that these numbers are right and the people in the SAU are doing their job correctly and providing necessary information. The majority if not all of the Budget Committee feels that none of this correct. This is a large problem. Superintendent expressed the expenditure numbers they are getting by building, SPED, the operational parts tonight are accurate, the issue is in personnel. Ms. Spurrell our HR/benefit person is compiling a list of salaries and benefits. The report you have for personnel is not accurate. He expressed he will not make excuses for it; it is not right. He is struggling why the spreadsheet from the prior Business Administrator was not accurate. Ms. Spurrell is taking the information from our financial system and the information will be correct. He acknowledges the lack of confidence is disturbing and it is for him also. He has worked many long hours trying to figure things out and Mr. Mullin is still learning. He will provide line by line, person by person; you will see everything. He is expecting the budget to be up about 3.2%. The presentations the Principals will make this evening are accurate; they will tell you what they need and what it costs. A question was raised if additional resources are needed beyond the help that was brought in to train Mr. Mullin; the Superintendent should not be afraid to ask the School Board for additional resources. Superintendent responds there are funds available and Mr. Mullin will have additional training. The Superintendent has gone through every contract to determine what we are paying out for salaries and will need to reconcile those numbers and changes once Ms. Spurrell provides the information he has asked for. A question was raised if he is working with Mr. Mullin so he knows what to do going forward. Superintendent reports they have had discussions and reviewed his spread sheets; it appears Mr. Mullin was using a spread sheet that did not have accurate information in it. The information is being taken from Ivisions (financial system) now vs. the spread sheet he was using. Concern was raised we are almost in November and holidays are approaching; we are still at least 2 weeks away before there can have an intelligent conversation around the budget. A question was raised if the School Board is responsible, Mr. Post confirms they are and questioned if there are other areas of concern for the Budget Committee. Concern from the Budget Committee is accuracy and formatting. It was also noted there was a commitment to not do line transfers; it would be nice to see YTD 2019 budget, 2019-2020 actual and 2021 requested budget. The Superintendent does not disagree with the comments made and is providing the information he has at this point. It was noted the Budget Committee would like to see next week where we are and suggests to have one spread sheet with different draft versions across the bottom tabs so they can easily see changed drafts in the same file. Superintendent responds we will make the changes and add highlights plus a word document and include line numbers on the side

**c. FY 2021-2022 Budget**

Superintendent provided as requested an updated document with salary and benefit savings.

**i. Enrollment & Account Key Codes**

Enrollment numbers were provided with district total of 595. As requested key codes of account numbers are provided.

**ii. LCS**

Superintendent reviewed the proposed LCS budget; a total of \$23,616, a \$776.22 decrease, 3.18%. Areas of increase are in testing, new equipment for a juvenile wheelchair, replacement equipment for an otoscope and AED pads for the defibrillator, and to restore dues and fees for the nurse. There is a decrease in books and printed materials. He confirmed the new testing is for kindergarten screening that deals with reading readiness and numeracy readiness; letter and number recognition. It allows the teachers to differentiate the instruction and better affect the students

especially since we do not know a lot about them coming into kindergarten. He believes this is an annual cost. He confirms some line items are over expended due to not doing budget transfers to show the actual cost in that line; you may see an under expensed line in a different area. If we expensed something for FRES there may even be an under expense in LCS. Mr. Mullin reported that items that were expensed in the beginning of the year for things not placed/coded (such as staff) in the system are absorbed by the individual accounts. The expense needed to go somewhere at that time before payroll knew where it would officially be going. They will be coded appropriately and hopefully Ms. Spurrell will take care of that in the next weeks. He believes it happened last year and Ms. LaBrie (past finance assistant) had full knowledge of that and did that last year.

### **iii. FRES**

The total FRES proposed budget is \$80,381.11. Principal LaRoche explained the budget process for FRES. Building the budget from the ground up asking teachers what they need in the classrooms. Some of the areas increase and decrease are in general supplies to reflect the current population, reduction in books and printed material, computer software funds moved to technology, new equipment for an additional 3<sup>rd</sup> grade teacher, replacement equipment to restore the replacement cycle for classroom furniture, dues and memberships to restore fees for music dues, spelling bee etc., reduction in postage due to increase email use, reduction in printing as it will be done in house, reduction in graduation supplies by simplifying the event and holding at the end of the school day and not purchasing t-shirts for graduation and increase to field trips to restore it to 2 per year for grades 1-4 and 3 for grade 5. A question was raised why computer software was moved to the technology budget and that effectively lowered the budget for FRES but in fact with that added back in there is an increase in the budget for FRES. Superintendent is unclear why the transfers happened as discussions were had that no transfers be made. It was agreed there was a 2-year commitment to not move line items and it was suggested to move it back to the FRES budget. Mr. Mullin spoke that this was something cleared at the end of the last FY. He does not have a reason why it was done but believes it was to keep better track of the departments expenses. It was noted that would have been for this year's budget not next years. Principal LaRoche noted it was a directive from the former Business Administrator. This was not the case in the budgets for LCS or WLC though as those include software. A brief discussion was had regarding field trips and the likelihood of being able to take them and graduation t-shirts not being budgeted. Superintendent confirms the t-shirts for 1<sup>st</sup> grade come from the SAU account and that is still budgeted and he personally pays for the senior's t-shirts. The t-shirts in the FRES budget are for 5<sup>th</sup> grade graduation. It can be an opportunity for fund raising as has been requested in the past. Discussion was had regarding the software funds being moved to technology and that it may be better to move them back to FRES, keep it consistent and at the last joint meeting have conversations regarding if it should be moved to technology, again keeping it consistent for all buildings. Superintendent notes he is creating a way for the budget numbers to be categorized to make it easy to sort if you want to see all the technology pieces. It was noted again that lines should not be moved to other accounts and it may be a good idea to schedule a meeting in April to review things to determine if and where things would be moved. This way there would be a clear comparison of "apples to apples". Superintendent confirms the request of Board and Budget Committee are that the funds that were moved to technology will be moved back to FRES in their original accounts.

### **iv. MS/HS**

The total proposed WLC budget is \$267,051.37. Principal Weaver gave an overview of the budget noting that computer software is in the WLC budget. He has restored about 18% of the decreases from last year. He reviewed the increases and decreases, some increases included to HS computer software to continue support for embedded technology used in classrooms, increased dues and fees to restore activities and learning opportunities for students, increase to restore the replacement cycle for classrooms, replacement of the baseball backstop and he decreased the funds to repair the tennis courts as he feels they are unsafe. There was a brief discussion regarding this and the possibility of students playing elsewhere and cost to remove the court. He has included the Ecology Ferry Beach 6<sup>th</sup> grade field trip as it is infused with the curriculum; fund raising can also be done for this. He does not see any field trips happening this year but day trips may be possible if it can be done safely. He is hopeful for next year. There was a brief discussion regarding parents paying for field trips. It was noted that it appears all the reductions were "plugged back in" even though last year it was decided we could do without them. Superintendent noted that there is only a 20% request to put funds back in. Another review was asked for to determine all the things we are budgeting for will be used. It was further noted that the FY 21 budget column, minus the adjusted column should equal the final FY 21 column but it does not. Superintendent responded that there are other things that were adjusted but he will take another look at this. It was noted that not all reductions were things that were determined could be done without. Principal Weaver noted it is challenging when it comes to opportunities for kids whether robotics, science or math etc.; he wants to be sure every student has every opportunity. It was noted on the first page; Ecology Camp note should not be in the HS line as it is a MS trip. Superintendent notes we have entered a full service contract for the fields pieces where we no longer purchase things such as fertilizer, this will be included in the contract. It was expressed that there should be thought put into the budget and not just adding things back in because it was there before. It was confirmed there is a

fence around the tennis courts and Mr. Erb would look into getting prices for an excavator for removal. Information would be brought back.

#### **v. Curriculum**

The total proposed curriculum budget is \$15,350. Superintendent reviewed the curriculum budget includes an increase of \$1,326 over the current budget. He has budgeted to restore funding for a mentor for a teacher who is on an alternative plan to gain certification. This would be for teachers in areas of critical need which are difficult to fill. This is the primary increase to the budget. We do have this situation this year and will need to find funding someplace else. He included funding for each building for in-district PD and to pay for staff to attend workshops outside the of the contracted day. Grant funding will be sought to provide funds or enhance offerings. He notes without a curriculum coordinator it is difficult to see where specifics go. There is an increase in book publications to purchase new books (on instructional/assessment strategies) for new teachers coming to the district; in the past this has been grant funded. An increase of \$76 for NHSAA and ASCD dues and fees.

### **VIII. PUBLIC COMMENTS**

The public comment section of the agenda was read.

Superintendent called out all the phone numbers and names asking if they wanted to comment. There was no public comment to report. The next Budget Committee meeting will be November 10 at 6:30pm at WLC prior to joint session.

*A MOTION was made by Mr. Boette and SECONDED by Ms. Tiedemann to adjourn the Budget Committee session at 8:40pm.*

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

### **IX. TRANSPORTATION BID/CONTRACT**

Superintendent responded the potential bid has been provided for review. There was a question regarding the extension of the current contract. Superintendent reports that Mr. Brown did not reach out to the Superintendent or Mr. Mullin to the best of his knowledge regarding this. The clause in the current contract regarding the extension was read and discussed. It was noted there was an email from Mr. Brown prior to the date and he was requesting this be considered. Other than the specific date in the clause, there is an opportunity to still have this implemented. A question was raised if Mr. Brown had ever been told we were dissatisfied with his service. Superintendent responded no, the only issue that came up was with cleaning regarding COVID and there have been no issues with transporting students. The day to day service has been without problem. There is understanding between Mr. Brown and the Superintendent that if a bus will be late Mr. Brown calls the Superintendent. Mr. Brown has followed through with this consistently and it does not happen often. It was noted there have been a few issues with drivers. Superintendent agreed but noted it had been taken care of in accordance to the contract and he adds that there has been a lack of drivers. They continued to discuss the clause in the contract. It was suggested to have a discussion with Mr. Brown regarding his expectation for a one-year extension and at what rate. It was noted he was paid 50% of the contract during remote learning, he did suspend his insurance and did not pay his staff. They discussed the possibility of extending the contract; annual increase in the current contract was 2%. Superintendent to inquire if Mr. Brown is interested in extending the contract and see if there are any modifications he is requesting. A question was raised what is the timeframe for putting it out for proposal. Superintendent responded the issue would be to get it into the budget. If he is not interested, we would send the bid out in about 3 weeks and would know sometime in December which would be enough time to get it into the budget. Chairman LoVerme requests if Mr. Brown is not interested that he put this in writing. We could then move forward with the bid process. Mr. Mullin reminded the Board we have transportation for SPED as well to consider and he questioned if they wanted him to move forward and offer the same thing to the current vendor. He confirmed the language is the same. Mr. Pratt spoke that he has no problem with this; they have done a good job addressing our concerns when there has been a problem. A copy of the contract for SPED transportation was requested to go out to the Board.

### **X. ACTION ITEMS**

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

*A MOTION was made by Ms. Lavallee and SECONDED by Mr. White to approve the minutes of October 13, 2020 as written.*

*Voting: Via roll call vote, six ayes; two abstentions from Chairman LoVerme, and Ms. LeBlanc, motion carried.*

*A MOTION was made by Ms. Lavallee and SECONDED by Mr. White to approve the nonpublic minutes of October 13, 2020 as written.*

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

385  
386 **b. FRES Curriculum Stipends**

387 Principal LaRoche reviewed his written request for supporting a stipend for 4 teachers who have been assisting with  
388 the curriculum at FRES. He reported there is a lot of online resources; it is not just getting these resources but knowing  
389 how to use them. He reports there is a lot of work being done during the day and outside of the school day. He  
390 expressed it is the right thing to do to vertically align them with WLC department heads as they do things that support  
391 curriculum as well. He adds, he does this with the expectation to not have support by the curriculum coordinator at  
392 FRES. He would supervise the teachers himself. He notes right now there is not a good bridge between grades 5 and 6  
393 and we would continue to work on that. He reviewed the 4 teachers are Ms. Desmarais for math, Ms. Lindquist for  
394 science, Ms. Cargill for literacy and Ms. Sappet for social studies. It was noted the curriculum coordinator's turnover  
395 plan that was included in the Board Packet did not appear that there had been a lot done at FRES which was surprising.  
396 Principal LaRoche notes one of the things Dr. Heon did well was grant writing and between WLC, FRES and grant  
397 writing more time was needed. The teachers did receive tasks from her and they did work with her. A question was  
398 raised if Principal LaRoche is suggesting FRES doesn't need a curriculum coordinator. Principal LaRoche responded  
399 that is the expectation. A question was raised if the teachers are receiving accreditation hours. Principal LaRoche  
400 responded not to the best of his knowledge. Superintendent confirmed if they put in for hours, he is not aware of it.  
401 Principal LaRoche report they are meeting with teachers after school and the teachers estimated doing about 40 hours  
402 of work easily on an annually basis. One teacher had indicated she already invested 40 hours. He was not sure how  
403 often they met with WLC; it was supposed to happen monthly and he is unaware of it did or not. It is an ongoing  
404 activity. He adds a lot of the work is done afterschool or during their prep time. The teachers present for about 15-20  
405 minutes at a staff meeting. It was noted Principal LaRoche listed about 14 things the teachers are doing which seems  
406 like a lot but they were hoping to see some examples as it feels more like a proposal to do these things. Since it has  
407 been going on for 4 years, they were hoping for something more concrete. Principal LaRoche noted he would have  
408 included that if they were looking for back pay but they are not. Discussion was had regarding the need to evaluate if  
409 this is money well spent; the turnover plan includes a lot done at WLC but they are unable to tell what is done at FRES.  
410 Principal LaRoche reviewed some of the work that had been done regarding the math program and reading curriculum.  
411 A suggestion was made to pay the teachers for this year and since we are in the process of reviewing the administration  
412 structure in the district this can be evaluated going forward. It was noted this is a short list of what these teachers are  
413 doing and it is time outside of their normal work day and their contract. It was questioned if we were paying them to do  
414 this previously (as noted at the last meeting) then there should be some type of record for this. The Board needs to  
415 decide if they hire a curriculum coordinator; if they do, will these 4 teachers be expected to continue to do all these  
416 hours. Principal LaRoche reported his research shows they did receive a stipend (not sure how much) before the  
417 curriculum coordinator was hired and they were asked to stay on after the curriculum coordinator was hired. With the  
418 decrease in the curriculum coordinator's hours Principal LaRoche felt this was a worthy thing to bring up if they were  
419 if they were continuing to do it. He added they spoke about how to structure the school going forward and they also did  
420 this for LCS. He confirmed they did volunteer to do the work. Discussion continued with some in favor of paying the  
421 stipend as the Board should recognize their work. The teachers are going above and beyond and this is not a steep price  
422 tag, a little goes a long way. It was noted we should be clear that we don't know how this change if the curriculum  
423 coordinator is reinstated or how this may look. Discussion was had regarding how the hours are tracked outside of their  
424 normal day. Principal LaRoche reports he will have the teachers track the hours similar to other things hours are  
425 tracked for. Superintendent went over what the contract would look like and that stipends are paid \$15 per hour  
426 multiplied by how many hours they are working. It was indicated if they work 40 hours annually that would equate to  
427 \$600 per teacher. He confirms they would take the funds from the curriculum coordinator salary line. Superintendent  
428 confirms if it is approved they would not get credit for certification hours. It was requested that if it is approved they  
429 should be seen at WLC more to check on the 6<sup>th</sup> grade. It was requested that since the number of hours worked is not  
430 clear that this information be brought back. Superintendent confirms stipends over \$100 are paid in 2 installments,  
431 once in December and once in May, anything less is paid in full in the 2<sup>nd</sup> pay period in May. Discussion was had  
432 regarding the amount of the stipend and what a recommended motion would be. Superintendent confirms it is  
433 appropriate to have a specific dollar figure in the motion and up to a certain number of hours worked. The differences  
434 with the WLC department heads was reviewed compared to the curriculum work being done at FRES. Superintendent  
435 notes he is not saying it is more or less just that it is different. The department head stipend was determined prior to his  
436 arrival here. It was suggested to see this laid out in this manner; WLC department head responsibilities vs. FRES  
437 teacher curriculum responsibilities. Superintendent reviewed the categories of the stipends and dollar amounts for each  
438 category. He confirmed once the hours are confirmed the rates are already locked. Additional information will be  
439 brought back for the next meeting.



441 **XI. COMMITTEE REPORTS**

442 **i. Negotiations**

443 The groups have met; there will be further discussion later in the evening.

444 **ii. Administrative Structure Committee**

445 Mr. Post reported the committee had a good discussion. They went over the modified organizational chart and started  
446 looking at some of the information from other districts and at some things we should be doing. Some benchmark  
447 schools have the curriculum right there online and it runs you through the whole curriculum. There are opportunities  
448 with the curriculum and outcomes with curriculum; others are doing quite a bit more. He reports we have a lot of  
449 opportunities. The committee discussed if they could fit it in the Superintendent's role. The committee discussed a  
450 contracted service role and bringing someone in. Some of the work could be done remotely as a contracted employee  
451 and there was a robust discussion. They will likely have a speaker come in from outside of the district to talk about  
452 what opportunities we would have as a small district to solve the issue. The committee will be ready in November. Mr.  
453 Post has been making calls to find out if any districts have a contracted service for a curriculum coordinator. He notes  
454 we are not big enough and not small enough; we want to have those services and support but can we afford it or is  
455 there a way to do it more affordably.

456 **XII. RESIGNATIONS / APPOINTMENTS / LEAVES**

457 **a. FYI New Hire Haleigh Abell-ABA Therapist-FRES**

458 Superintendent informed members of a new ABA Therapist that was hired.  
459  
460

461 **XIII. BOARD BUDGET DISCUSSION**

462 Discussion was had regarding the adjusted numbers broken out; the information is helpful but where it was all put back  
463 into the budget seems like a justification to spend. It was requested that more thought be put into it. It was noted we  
464 need to tighten up the numbers and the process. It was suggested if outside support is needed or something else is  
465 needed they need to know. The fact that the Budget Committee didn't have confidence in the numbers; we need to take  
466 action and provide support. It was agreed there is frustration with the numbers. Mr. Mullin was asked if he needs help  
467 in any way to reach out as well as the Superintendent. It was noted the Superintendent is overstretched as it is. It was  
468 clear that numbers coming forward need to be correct and there needs to be explanation before it is presented. Both Mr.  
469 Mullin and Superintendent were asked if they had an idea of what can be done to help facilitate this; any ideas of how  
470 the Board can help to support them through this. Is there a need for additional financial resources, someone to come in  
471 and work with Mr. Mullin or a consultant to help? Mr. Mullin spoke voicing appreciation for the comments and notes  
472 he will never make an excuse for something that is going on. He doesn't know what went on the past, he does not have  
473 that institutional knowledge; he is working from behind. He voiced both he and the Superintendent are putting in as  
474 much time as they possibly can to make it right; it is not their intention to put out incorrect numbers. Mr. Mullin  
475 believes they are close. He will provide an excel worksheet with what both Boards have asked for. He has had some  
476 help with putting together the year-end report and that is greatly appreciated. He has had some help with grant  
477 management and believes the loss of the curriculum coordinator led to quite a bit of work that had to be done which  
478 was not completed at the end of last year when she departed. He reported we are getting to the point to manage that. He  
479 expressed appreciation for the resources allocated to his department to get there. He again notes we are close and he is  
480 confident we will get there and you will have a budget document that will be completely correct.  
481

482 **XIV. PUBLIC COMMENTS**

483 The public comment section of the agenda was read.

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

485 There was no public comment.  
486

487 **XV. SCHOOL BOARD MEMBER COMMENTS**

488 Ms. LeBlanc thanked Principal LaRoche for speaking on behalf of his teachers; he is showing support and they deserve  
489 it. She expressed there have been many changes that have happened in the past year in administration and school in  
490 general, plus the COVID response, all during the time of the budget preparation. She wants to be sure they are not  
491 expecting the Superintendent to work beyond the expectation. She doesn't want to see him burn out because he is  
492 covering so many important situations and a lot seems to be landing on his plate. We need to make sure we do not burn  
493 out the Superintendent and he is not working beyond what he should be doing. She thanked the Superintendent.  
494

495 Mr. Kofalt echoed Ms. LeBlanc's comments.

Mr. Post echoes what Ms. LeBlanc said. He notes while looking at other districts minutes he noticed almost all are saying the Pledge of Allegiance at their meetings. He wondered why we do not and suggested it would be a good way to start the meetings. It will be put on the agenda after the meeting is opened.

Mr. Legere questioned if there is a level of qualifications for substitutes. Superintendent responded that they need to be over 19 years old for the elementary level and over 21 at the HS level. They need to pass a background check and be interviewed by a Principal. He questioned if we have approached any agencies to find substitutes. Superintendent responded no, but we can investigate that although may pay a premium for it if we can find a way in the budget to pay for it. A temporary custodian costs \$43 per hour.

Mr. Vanderhoof expressed he does want to keep the schools open. Education is important and a student in a room with a teacher is the best way for learning. There may be people who do better online and they have that choice. The fact that we are discussing shutting down our school because our staff is going on vacation or visiting family...it's kind of a slap to our community. We spent hours going over opening procedures trying to get this done and everything has been going decently so far. He expressed he will be really disappointed if we have to shut down our school because of this. We can say all we want I relate to you but until you have to call your boss and tell them for the 3<sup>rd</sup> time that week you can't come in and you are wondering if you have a job, that is a very scary place to be. He suspects there will be some in that position. He believes it is a very important thing and thinks the community should be allowed to give input even if it's just a presentation. It's important.

Ms. Lavallee agreed with Mr. Vanderhoof that the community should be informed whether it is the budget or curriculum. She believes the community needs to be involved. She was on the financial committee in the spring; there were things they had to do not necessarily wanted to do and being on the "COVID Committee" (for lack of a better word) it is not an easy position to be in. She notes, we do recognize there are people who are struggling and there are single parents out there that will be affected. She was disappointed that there was discussion before they presented; she would have liked to have the discussion after the presentation. Over the past couple of weeks, she took the time to go into the schools. She thanked Ms. Edmunds for taking her around to meet the teachers. She notes it was eye opening and very helpful and would be helpful for a lot the members to do this. It would show you the positives things going on and provides you with more information when making decisions. It was great to see all the teachers coming back to school. She echoes what Ms. LeBlanc spoke of regarding the Superintendent. She added when talking to the food service group, she learned there are a lot of parents that still have not accessed free hot lunch and they want to get the information out to help going forward.

Mr. White thanked everyone for the work they are doing. The Budget Committee and everyone putting work into it; he acknowledged the meetings are running longer and longer. Teachers are doing a great job with the multiple platforms and multiple grades. He appreciates all the hard work and we will continue to figure things out in the best possible way to support teachers and staff.

Mr. LoVerme thanked Mr. Mullin for his hard work, the Board, staff and students. He wonders if there are a number of students who may need tutoring and questioned if any juniors or seniors who want community service would help to tutor some remote students.

## **XVI. ADJOURNMENT**

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to adjourn the Board meeting at 10:53pm.  
Voting: Via roll call vote, eight 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

Date: October 27, 2020

To: Bryan Lane, Superintendent of Schools  
School Board Members

From: Robert Mullin, Business Administrator

Re: RSA 198:20-b Hearing for Unanticipated Revenue

RSA 198:20-b provides that “... *any school district at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the school board to apply for, accept and expend, without further action by the school district, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year.*”

The School District adopted the provision of this law at the annual district meeting in 2015. The reason for this is that, while every attempt is made in developing budgets to estimate the amount of grants and private donations, much of what will be available and received is unknown at that time. This process allows the School District to take advantage of grant and private donation opportunities that occur during the year which were not or could not have been anticipated in advance.

RSA 198:20-b goes on to provide that “for unanticipated funds in the amount of \$5,000 or more, the school board shall hold a prior public hearing on the action to be taken...”

- In the Special Revenue Fund 04 we budgeted \$100,000. We anticipate receiving/spending \$134,277. In summary, this represents \$34,277 in excess of the appropriations. A detailed breakdown of the source of funds is attached.
- In the General Revenue Fund 04 and 06 we budgeted \$1,553,080 in Adequacy Aid from the state. We anticipate receiving/spending \$1,577,920.75. In summary, this represents \$24,840.75 in excess of the appropriations. A detailed breakdown of the source of funds is attached.

The process for the hearing is as follows:

1. Chairman opens the Hearing.
2. Chairman provides an explanation of the purpose of the hearing and reviews the breakdown of the funding sources.
3. Chairman accepts comments/questions/discussion from School Board members.
4. Chairman accepts comments/questions/discussion from the public.
5. Chairman closes the Hearing, returns to the regular school board meeting.
6. Motion is made by a Board member to receive and expend the funds for the various grants and programs. (Suggested motion: I move to accept and expend an additional \$34,277 and \$24,840.75 for the purposes outlined in the special programs.)
7. Vote on the motion.

Date: October 27, 2020

To: Bryan Lane, Superintendent of Schools  
School Board Members

From: Robert Mullin, Business Administrator

Re: Breakdown of Unanticipated Revenue

The **Adequacy Aid**, Fund 04, projection at the District meeting in March of 2020 was for \$1,553,080. Revised numbers from the Department of Education on October 1, 2020 are as follows:

Lyndeborough	\$370,442.53		
Wilton	\$1,207,478.22		
Total	\$1,577,920.75	<b>Total Net</b>	<b>\$24,840.75</b>

**Special Education Aid**, Funds 04 and 06, were projected to be \$100,000. Revised numbers are \$134,277 and are broken down as follows:

<b>Special Ed Aid</b>	Budgeted	\$75,000		
	Actual	\$37,897		
	Difference	(37,103)		
<b>Medicaid</b>	Budgeted	\$25,000		
	Anticipated	\$25,000		
	Difference	\$0		
<b>Foster Special Ed</b>	Budgeted	\$0		
	Anticipated	\$71,380		
	Difference	\$71,380	<b>Total Net</b>	<b>\$34,277</b>

**Adequacy Education Aid** is computed for each city, town and unincorporated place by the Department of Education in an effort to provide adequate school funding statewide. Not all towns operate schools, but each town pays for the education of the students that are residents of the town. Adequacy Aid is based on the average daily membership (ADM) of resident students.

**Special Education** is charged with providing oversight and implementation of federal and state laws that ensure a free appropriate public education for all children and youth with disabilities in New Hampshire. Given this charge, the Mission of the Special Education is to improve educational outcomes for children and youth with disabilities by providing and promoting leadership, technical assistance and collaboration statewide.

**Medicaid to Schools (MTS)** is a benefit of the NH Medicaid state plan that offers local education agencies (LEAs) and school administrative units (SAUs) the opportunity to receive federal Medicaid dollars to offset costs for Medicaid covered services performed by qualified medical or behavioral health treatment providers in a school setting to a Medicaid eligible student.

**Foster Special Education Tuitions** are funds available through the federal Title IA Grants that provide additional support for school districts who educate children placed in foster care within their cities or towns.