

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

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

Present: *Alex LoVerme, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, Tiffany Cloutier-Cabral, Charlie Post (6:32pm), Paul White, and participating online Brianne Lavallee and Jim Kofalt*

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

I. CALL TO ORDER

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

II. ADJUSTMENTS TO THE AGENDA

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

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

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

III. PUBLIC COMMENTS

The public comment section of the agenda was read.

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

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

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

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

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

ii. Director of Student Support Services Report

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

iii. Director of Technology's Report

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

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

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

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

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

127 **i. FY 2021-2022 Overview**

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

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

133 At the last Board meeting the School Board directed a maximum of 2.5% over last year's approved budget.
134 Superintendent provided a list for the Board of anticipated needs with associated cost. Some of the items
135 included are the need for a 3rd grade teacher due to enrollment, increase the MS counselor back to full time,
136 and increases to health insurance of 5% and dental rates of 3%. The actual rates will come in November
137 and are based on usage; likely will be lower than listed. Increases are expected in fuel and propane of 3%.
138 The list also includes the furniture replacement cycles to be reinstated. Cost of all the items listed is
139 \$348,497. This is \$34,786 over the 2.5% the Board directed and will need to be discussed at length. There
140 will be a reduction in salary next year due to both Unions negotiating contracts and will be separate votes
141 presented to voters in accordance with the CBA. He confirmed the replacement cycles are not doubled,
142 they have skipped a year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IX. YTD 2020-2021 REPORTS

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

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

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

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

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

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

X. PUBLIC COMMENTS

The public comment section of the agenda was read.

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

There was no public comment heard.

XI. ACTION ITEMS

a. Approve Minutes of Previous Meeting

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

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

b. FRES Curriculum Stipend

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

XII. COMMITTEE REPORTS

i. Negotiations

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

XIII. RESIGNATIONS / APPOINTMENTS / LEAVES

a. Resignations

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

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

XIV. BOARD BUDGET DISCUSSION

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

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

XV. PUBLIC COMMENTS

The public comment section of the agenda was read.

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

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

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

XVI. SCHOOL BOARD MEMBER COMMENTS

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

Ms. Lavallee expressed appreciation to all for everything.

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

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

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

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

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

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

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

i. Review Non-public Minutes

ii. Negotiations

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

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

RETURN TO PUBLIC SESSION

The Board entered public session at 8:48pm.

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

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

XVIII. ADJOURNMENT

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

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

Respectfully submitted,

Kristina Fowler