

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, April 5, 2022
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.

Videoconferencing: meet.google.com/ppx-brtj-boj

Audio: [+1 903-502-0737](tel:+19035020737) PIN: 169 357 099#

All videoconferencing options may be subject to modifications. Please check www.sau63.org for the latest information.

- I. CALL TO ORDER-Jim Kofalt-Chair**
- II. PLEDGE OF ALLEGIANCE**
- III. ADJUSTMENTS TO THE AGENDA**
- IV. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to the Superintendent in accord with the processes set forth in School Board Policies KE and KEB.
- V. WILTON ROADSIDE CLEANUP-Deb Mortvedt**
- VI. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. Superintendent's Report
 - ii. Principals' Reports
 - iii. Curriculum Coordinator's Report
 - iv. FRES PTO Update
- VII. WLCTA**
- VIII. POLICIES**
 - i. 1st READ-IJL- Library Materials
 - ii. 1st READ-JLCE Emergency Care & First Aid
 - iii. WITHDRAWAL OF EBBC-Emergency Care and First Aid
 - iv. 1st READ-IHCD-Advanced Course Work-Advanced Placement Courses
 - v. WITHDRAWAL OF LEB-Advanced Course Work-Advanced Placement Courses
 - vi. 1st READ-IKF-High School Graduation Requirements
 - vii. 1st READ-JCA-Change of School or Assignment
 - viii. WITHDRAWAL JEC-Manifest Educational Hardship
- IX. DRAFT 2022-2023 SCHOOL DISTRICT CALENDAR**
- X. DRAFT SCHOOL BOARD MEETING DATES**
- XI. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
 - b. ESSER Funding Request**

XII. COMMITTEE REPORTS

- i. Technology Committee
- ii. Policy Committee

XIII. RESIGNATIONS/APPOINTMENTS/LEAVES

- a. Retirement-Melanie Drew-FRES Teacher
- b. Resignation-Jamie Skinner-FRES Food Services
- c. FYI New Hire-Eric Mercier-Food Service Director

XIV. PUBLIC COMMENTS

XV. SCHOOL BOARD MEMBER COMMENTS

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

- i. Review Non-public Minutes

XVII. ADJOURNMENT

INFORMATION: Next School Board Meeting-April 19, 6:30 PM at WLC

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

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

Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

Superintendent Report
April 5, 2022

- **Recertification** – I’m happy to report that all of our teachers pending certification renewal this school year have completed all of the credit hours required for their teaching certifications!
- **LCS UPDATE ☺** We have been very busy here at LCS this month! Our kindergarten registration was held on Wednesday 3/16. So far, we have 16 students registered for the fall! We also showed our school spirit this month participating in our “color weeks”! Every day for 2 straight weeks our students and staff wore clothing that represented a color of the rainbow (along with a black and white day!). Upcoming events for LCS include our school egg hunt on 4/14, our Parent Information Night for parents of students starting in the fall on 5/3, our Step Up Day on 5/25, and our Kindergarten Welcome Day on 5/27. Kindergarten Welcome Day is a shortened version of a regular day for all incoming students. It is 2 hours of meeting the teachers and students, touring the building, enjoying a snack, participating in an art project, and playing on the playground! A huge THANK YOU to our LCS staff for making our school a great place to learn!
- We are excited to talk with you about using ESSER III money to expand our **playground fencing at LCS**. This work would allow us to incorporate the portion of the playground that is outside of the fenced area into the existing playground allowing our students to access the climbing wall and play in the expanded space.
- We have generated and distributed **teacher contracts** for the 2022-23 school year. A much deserved thanks to Lori Spurrell and Kristie LaPlante for their work on expediting this process.
- All of our **open teaching positions** have been posted and we are building interview teams and preparing to move forward with the process to find the best educators for our students.
- Note: The American Rescue Plan (ARP) Act continues to require school districts that receive ARP ESSER funds to maintain, review, and revise as necessary **their back-to-school plan**. Our current plan has been submitted to the NH DOE.

Wilton-Lyndeborough Cooperative School District provides a safe and educational environment that promotes student exploration, critical thinking and responsible citizenship.

WILTON-LYNDEBOROUGH COOPERATIVE
MIDDLE SCHOOL / HIGH SCHOOL
57 SCHOOL ROAD
WILTON, NEW HAMPSHIRE 03086
(603) 732-9230
www.sau63.org

Dr. Sarah Edmunds, Principal
Kathryn Gosselin, Assistant Principal

Amanda J. Kovaliv, School Counseling Coordinator
Alice Bartoldus, Middle School Counselor

Brice Miller, Athletic Director

April 2022 Principal's Report



Student Led Conferences

The middle school students and teachers hosted student led conferences on March 17. Middle school students selected work samples from all their classes, analyzed their strengths and challenges as a learner and presented them to their parents. The purpose of the conferences was a joyful opportunity for the middle school students and their families to talk about their work and show off all they

have learned. Over 70 parents signed up! The conferences were a great success. Thank you so much to the middle school team: Laura Bujak, Cathy Blais, Hannah Trovich, Erin Rosana, Melissa Norton, Allison Blondin, and Laura Kostenblatt, Alice Bartoldus, Amalia Traffie, Ashley Ansara. A special thanks to our National Junior Honor Society students for their help organizing.

Ecology School

On April 19th sixth grade students will be heading to Ecology School in Saco, Maine for four days and three nights. Students will be staying at the River Bend Farm, a historic 105-acre farm located on a scenic bend in the Saco River, just twenty minutes from the Maine coast. Students will explore the environment first hand as they participate in hands-on exploration, record field observations in their field journal, and participate in classes such as: ABC's of Ecology, Nature at Night and Our Place in Space. This Ecology School adventure provides a wonderful opportunity for students to build stronger relationships as they learn and play together.

Sports Awards Night

We celebrated our high school winter sports athletes on March 16, 2022. Sports Awards Night offers an opportunity for the coaches to reflect on the season and recognize their athletes. Thank you to the WLC PTO for providing refreshments.



i-Ready Success and Leadership Symposium

Katie Gosselin, Kathleen, Chenette, Emily Stefanich, and I attended a two day symposium in Massachusetts to become familiar with i-Ready and begin to prepare for our roll out in the next school year. WLC will use i-Ready for our diagnostic testing and to help us design more effective instruction that meets each child's individual needs. It was very helpful to work with and speak to others who use the product successfully. It was very informative. <https://www.curriculumassociates.com/>

The Spring Showcase

Congratulations to Ms. Anderson and the WLC music department for a successful Spring Showcase. Students participated in a talent show style performance. It is always such a joy to see the talent we have at WLC.

The WLC Drama Club Presents Matilda!

We hope to see everyone at Matilda! The shows are on April 7 at 6pm and April 8 at 7pm. Tickets are \$5 for students and \$7 general admission. The students have been working so hard and having a blast.

2022 Innovations in Learning Conference

On April 13, Katie Gosselin and I will be presenting at the 2022 Innovations in Learning Conference sponsored by The New Hampshire School Administrators Association. We will be discussing Warrior Block, an innovative program within our regular school program, geared towards reaching students who need it most in grades 9-12.



Like

Embed

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THE WLC REPORTER

MARCH 2022

**WLC MIDDLE SCHOOL HOSTS
STUDENT LED CONFERENCES**

A FESTIVE ST. PATRICK'S DAY!

JUNIOR/SENIOR TRIP TO PAT'S PEAK

FEBRUARY STUDENTS OF THE MONTH

HS WINTER SPORTS AWARDS NIGHT



The middle school students and teachers hosted student led conferences on March 17. Middle school students selected work samples from all their classes, analyzed their strengths and challenges as a learner and presented them to their parents. The purpose of the conferences was a joyful opportunity for the middle school students and their families to talk about their work and show off all they have learned. Over 70 parents signed up! The conferences were a great success. Thank you so much to the middle school team: Laura Bujak, Cathy Blais, Hannah Trovich, Erin Rosana, Melissa Norton, Allison Blondin, and Laura Kostenblatt, Alice Bartoldus, Amalia Traffie, Ashley Ansara. A special thanks to our National Junior Honor Society students for their help organizing.

6TH GRADE ECOLOGY SCHOOL IS COMING UP!



THANK YOU, SEAN MARKEY!

On St. Patrick's Day, WLC had a great end to the day! We were treated to the gorgeous sounds of bagpipes up and down the hallways by Sean Markey! Thank you, Sean! You made the day even more festive!

On March 17, the juniors and seniors took some time to ski together at Pat's Peak. Bill Comerford, high school math teacher, headed up the trip. They sure learned a lot about slope that day!











MIDDLE SCHOOL

6th grade:

- This student is known for asking good questions, being invested in her school work, and making her teachers laugh. Not only is she fun to be around, kind, and silly, but she also shines academically. This student has a personality that stands out and is well-liked by all who know her. She also has really cool shoes. The Dream Team is proud to announce **Kiki Bigue** as the February Student of the Month.
- This student is known for his sense of humor and crazy jokes. He shared his love of laughter with us when he performed at the Spirit Week Talent Show. He always adds to class discussions and is always willing to lend a hand. He is respectful and enters class with a positive attitude and ready to work. The Dream Team is proud to announce **Logan Litchfied** as the February Student of the Month.

7th grade:

- This student is always respectful and kind to his peers and teachers. He takes pride in his



sports, especially football. He likes anime and enjoys eating. Team Awesome would like to announce **Mason Indeglia** as the February Student of the Month.

- This seventh grade student is an enthusiastic learner and participates in class. He accomplishes his assignments on time and takes pride in his work. He is a curious student that asks questions in class. You might catch this student playing on a gizmo or a video game such as Mario Kart. He is also a fan of outer space, bowling and dogs. Team Awesome is proud to announce **Evan Barber** as the February Student of the Month.

8th grade:

- This 8th grade student has truly impressed her teachers over the last few weeks with her dedicated work ethic, and commitment to her school work. She has gone above and beyond to complete her work to the best of her ability, see her teachers when necessary, and help those around her who may be struggling. Her creativity is spread throughout Ms. Blondin's classroom, and we all enjoyed having Remy the rat on our whiteboard during spirit week to help us with math. The dream team is so proud to announce **Kasey Rondeau** as the February student of the month!
- This 8th grader is hard working, outgoing, and a bit of a perfectionist. She always gets her work done on time, and tackles challenges with determination and creativity. When she is not working hard on school work, she might be playing basketball or listening to a true crime podcast. Not only is this kid a gifted student and athlete, but they are a natural leader, and always lend a helping hand to teachers and classmates alike. Congratulations to **Madison Labrecque** as a February student of the month!



HIGH SCHOOL

WLC would like to congratulate the 9th and 10th grade students of the month for February!

Congratulations goes out to **Marcas Mannarino** and **Kayden Christopher** from the 9th grade and from the 10th grade a big congratulations goes out to **Michael Ducharme** and **Naliia Ingallina-Courtemanche**.









located on a scenic bend in the Saco River, just twenty minutes from the Maine coast. Students will explore the environment first hand as they participate in hands-on exploration, record field observations in their field journal and participate in classes such as: ABC's of Ecology, Nature at Night and Our Place in Space. This Ecology School adventure provides a wonderful opportunity for students to build stronger relationships as they learn and play together.

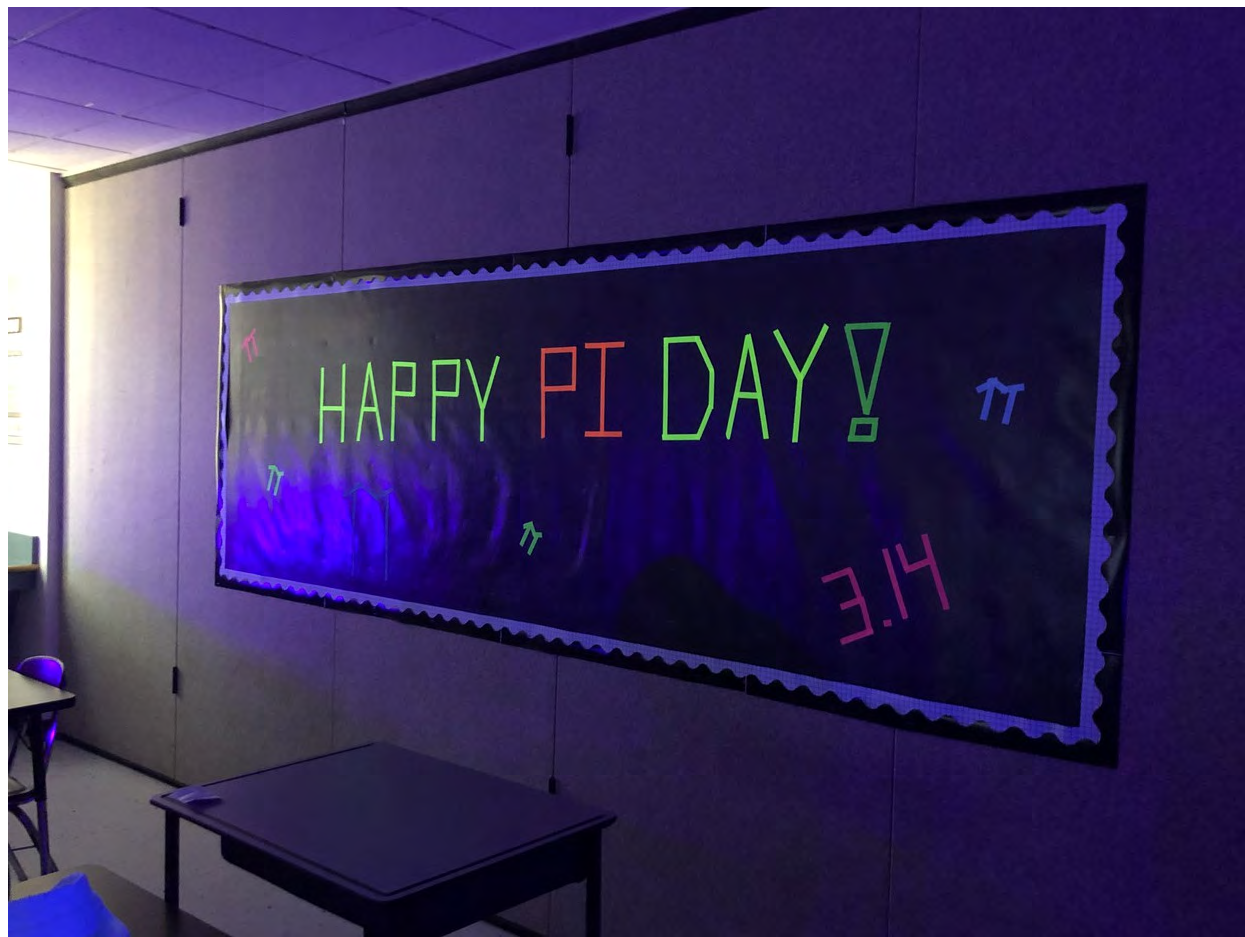
SPRING BLOOMS ARE IN THE AIR!

The middle school students created "Blooms" for their second quarter book reports. The report included literary elements such as: point of view, theme, types of conflict, elements of plot and figurative language. The students then put these elements on different sides to make a 12 sided figure(dodecagon.)

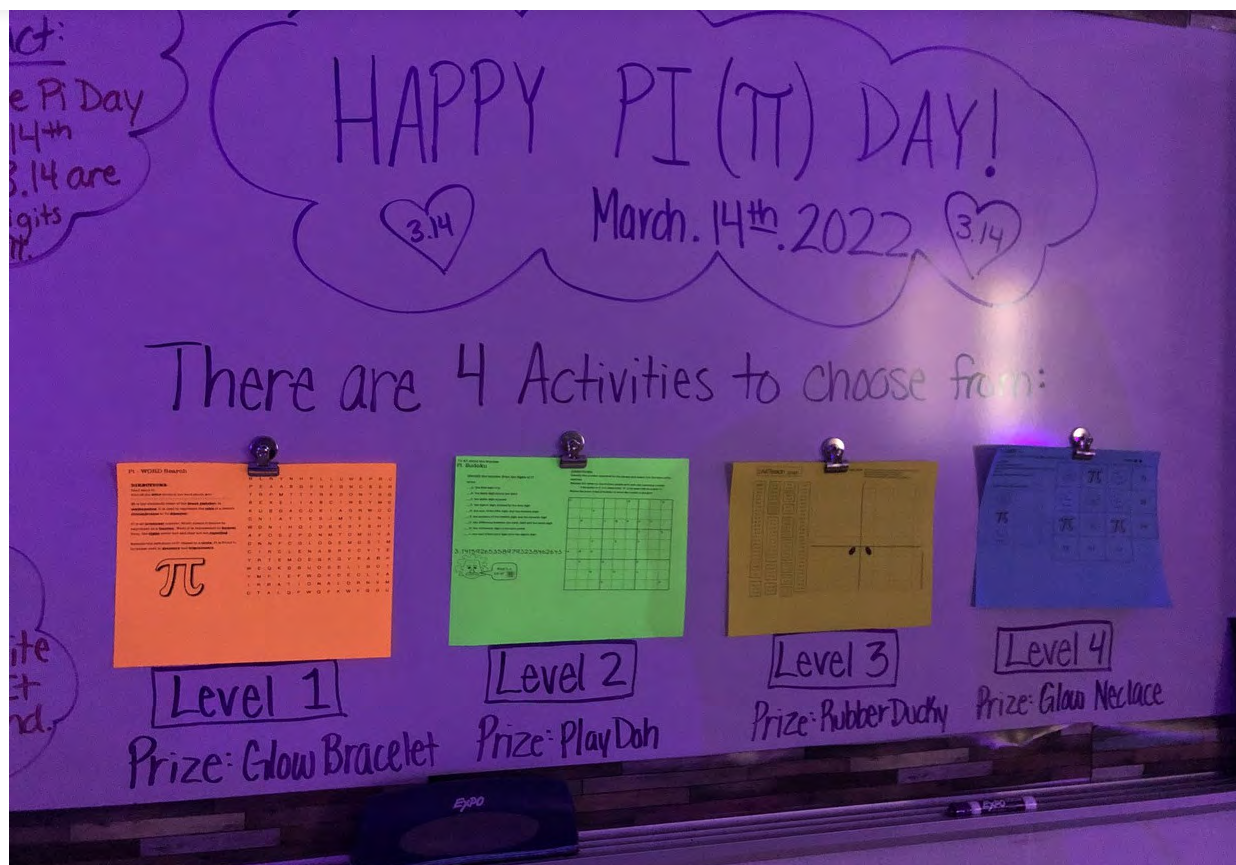




The 7th and 8th grade students in Ms. Trovitch's Math class celebrated Pi Day on March 14th, 2022 with a "Glow in the Dark" themed class. The students enjoyed getting to pick between 4 different pi themed activities. Activities included a word search, logic puzzle, sudoku puzzle and graphing points. They really enjoyed celebrating Pi Day and did a fantastic job!







PTO MEETING

WHEN

MONDAY, APRIL 11TH, 6PM

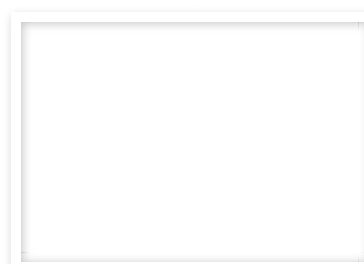
WHERE

57 SCHOOL ROAD

WILTON, NH

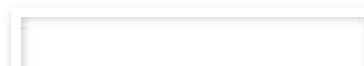
MORE INFORMATION

In the Library!



[Get Directions](#)

THE WLC DRAMA CLUB





THURSDAY, APRIL 7TH, 6PM

WHERE

57 SCHOOL ROAD

WILTON, NH

[Get Directions](#)

MORE INFORMATION

April 7 at 6pm, April 8 at 7pm!

Attend (RSVP)

GET YOUR WARRIOR GEAR!



WILTON-
LYNDEBOROUGH
COOPERATIVE MIDDLE
HIGH SCHOOL

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FLORENCE RIDEOUT ELEMENTARY SCHOOL

TREMONT STREET
WILTON, NEW HAMPSHIRE 03086
(603) 732-9230
www.sau63.org

Kathleen Chenette, Principal
Christina Gauthier, Administrative Assistant

Aimee Gelineau, School Counselor
Laura Gifford, School Nurse

April 2022 SAU 63 Board Report

Staff and students at FRES have been very busy learning, growing, and welcoming Spring!

Upcoming PD Opportunities

Mrs. Chenette will be hosting three book studies in the next month and one full teacher training for Project Lead the Way. Teachers, administrators, and Board members are welcome to participate. The three titles being offered are:
Responsive Classroom for Special Areas, by Rachel Aztert
The Language of Learning, by Margaret Berry Wilson
Essentials of Assessing, Preventing, and Overcoming Reading Difficulties, by David Kilpatrick

Participants will read, discuss, and apply new learning to current and future instruction and assessment strategies.

Week 6 Data Meetings

It has already been six weeks since the mid-year data meetings. At the six week point all grade levels meet to go over intervention growth data. The meeting focus is to determine if students are ready to move on to new goals, continue with the current instructional plan, or if a new plan needs to be developed due to a lack of growth. We continue to see some students making significant progress, while others are making much slower progress.

Spring testing for STAR, DLM, and NHSAS

Staff training and testing schedules are complete for the upcoming spring testing season. Staff have had opportunities to experience the assessment and plan student practice opportunities. Teaching teams have also identified a variety of ways to encourage students and celebrate their efforts. The New Hampshire State Assessment System (NHSAS) is scheduled to begin on May 5th and continue through a two week window. Dynamic Learning Maps (DLM) assessments will begin on May 14th.

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READ ACROSS AMERICA WEEK

Next week FRES kicks off Read Across America Week. I hope many of you are planning to participate! Community members, district staff, family members, and others have been invited to be guest readers to share a favorite book with our students. The planning committee for Read Across America has done a great job organizing a ton of fun for all students. Each day of the week will have a special theme for dressing and readers will be on high alert for the DROP EVERYTHING and READ call over the intercom. Students will also participate in a “top secret” art project to bring joy to as many community members as possible! Students will paint and put uplifting messages on rocks that will then be discretely distributed throughout Wilton and Lyndeborough. Below is a link to the schedule students will receive this week.

[Read Across America Schedule](#)

FIRST Robotics League

Approximately 30 students participated in the first meeting of our brand new Lego Robotics League. Boys and girls in grades two through four were eager to participate in our newest afterschool program. Ms. Morgan Kudlich is organizing and leading the program with a few very generous volunteers. One volunteer, Mrs. Carrie Hill, in particular, has been working closely with us to get the program off the ground and will serve as a team coach.

Gifted and Talented

One area that continues to need increased time and attention is the programming we have available for our highest achieving students. Growing a gifted and talented program can be costly and with the increased needs of many students, as a result of the Pandemic, teachers find it even more challenging than ever to find ways to enrich our gifted and talented students. To this end, I have met with two groups to find ways to better meet the needs of these learners. With the help of Katie Gosselin and Sarah Edmunds, a first block enrichment period for the middle school has been planned for the fall. This block will offer enrichment in math, reading, science and social studies, and will be available to fifth grade students who are ready for these opportunities. This would allow students to begin their day at WLC and then be transported to FRES for the remainder of the day.

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Following a very fruitful meeting with the Wilton Public and Greg Free Youth Librarian, Miss Boo, we have found a few opportunities to partner on a regular basis. Together with Miss Boo, we are planning the summer reading program kick off for the library. FRES will host the celebration and Miss Boo is working on a grant to get a performer and an afternoon of fun planned for our students! Additionally, Miss Boo is very interested in partnering with us to offer enrichment classes twice a week during the school day to our highest achieving students. While still in the works, we are thrilled to have these opportunities available to our high achieving FRES students.

Roller Skate Night

On the evening of Friday, March 25th the LCS/FRES PTO hosted another successful Roller Skate Night at FRES. Several students enjoyed skating and eating pizza with many of their friends. This was the third skate night hosted this year. This event provides a fun, family-friendly night for students and their families to enjoy. Thank you PTO members!



This concludes the April Principal's Report for FRES.

Be well,
Kathleen Chenette

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

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

Emily Stefanich, M.Ed.
District Curriculum Coordinator

Curriculum Coordinator Report: April 5th, 2022

Professional Development

March 18th Professional Development Day

On March 18th we had our district professional development day. The agenda for the days are attached on the subsequent pages. Feedback from this day was largely positive with staff having large amounts of time to collaborate with their peers and work on curriculum related projects. As we look forward to our professional day in April, we will look to build on this work by collaborating in vertical teams (K-12) and think about how we as a district provide a consistent and rigorous student experience throughout the grades and schools. Once we have a finalized schedule for that day, I will share that with you as well.

iReady Symposium

In preparation for our transition to iReady in the fall, Curriculum Associates (the parent company for iReady) invited a team of administrators to their spring symposium in Massachusetts. Ms. Chenette, Dr. Edmunds, Ms. Gosselin and myself attend as representatives from our district so that we can be prepared as instructional leaders in the coming school year. During the event, we were able to collaborate with other districts, large and small, across New England and hear from their experience successes and how the utilize the tool effectively. Some of the highlights from our time include:

- Screening for Dyslexia and Reading Difficulty – In this session, we learned how to use the different assessment tools and reports for identifying students with reading difficulties in the early grades (K-2), as well as how to monitor their progress over time.
- “The Science of Reading in Context: Understanding Theory and Instruction” – This session was led by Devin Kearns, a professor at UConn, who described how children learn to read, how reading instruction shapes the brain, and how to support all students become successful readers.
- Using Data to Drive Instruction – There were multiple sessions with this as a theme, including two explicit sessions on the topic. We learned about the different reports iReady offers that can be used for teachers, parents, and administrators so that we can target our instruction to fit the needs of our students.
- Motivating Middle School Students – During this session, we were able to hear from a variety of presenters and colleagues from other districts in what changes have occurred over the course of the pandemic with middle school students, what the data is saying and different strategies to motivate this age-band in schools.

It was a very productive two day event for us, and we are eager to bring the learning back to our respective schools over the summer and in the fall when we roll out the program to our district.

Innovations in Learning Conference

In March, Dr. Edmunds, Ms. Gosselin and I submitted a proposal to the Innovations in Learning Conference hosted by the NHSAA in April. The proposal centered around the Warrior Block initiative at WLC, including goals, rollout/logistics, feedback and results from its first year, as well as next steps and plans moving forward. The proposal was accepted, and Dr. Edmunds and Ms. Gosselin will be presenting twice during the first day of the conference. We are incredibly proud of their hard work, as well as the hard work of the teachers and staff on the program, and cannot wait to highlight the great work that is happening at WLC at this statewide conference.

Assessment

SAS Preparations

Over the past few weeks, we have been meeting with the grade level teams that will be testing to coordinate our final schedule for the NH SAS. These are the dates that we have selected for testing:

Date(s)	Test
May 5 th	8 th Grade Science
May 10 th -12 th	3 rd -5 th Grade Reading and Writing
May 12 th	6 th -8 th Grade Math
May 17 th -18 th	3 rd -5 th Grade Math
May 18 th -19 th	6 th -8 th Grade Reading
May 19 th	6 th -8 th Writing
May 19 th -20 th	5 th Grade Science
May 6 th -20 th	Make-Ups for absent students *As Needed

Our team is working diligently to ensure we have the technology and logistics prepared ahead of time so that we are able to be proactive and ensure everyone has what they need to be successful.

WLC: March 18, 2022 Professional Development Agenda
Grade Level/Subject Teams Work Day

- 8:30-9am - All Staff Meeting Time in Library
 - Check-in
 - Review of Schedule
- 9-11am - Middle School / High School Meetings (UAs stay with HS)
 - Middle School - SEER Planning with Katie Gosselin in Erin Rosana's classroom
 - If time - SAS Calendar Planning - [FRES Sample](#) for reference
 - High School - Trainings in the library
 - 9:00 - 9:50 Interdisciplinary planning- Zach and Allison
 - 9:50 - 10:10 5 Break
 - 10:10 -11:00 Remediation within the classroom- Stephanie Erickson
- 11-12 Lunch
- 12- 2:30 Department Level Meetings for Middle and High School
 - Curriculum Writing- Reminder that all scope and sequence documents were due in January and should be linked in the curriculum dashboard if they are not done already
 - Next due date: April 22, 2022 all units should be linked and on the curriculum dashboard

3/18 PD Day Agenda - FRES + LCS

Classroom Teachers, Special Educators and Interventionists

Overview: The goal of today is to have time to work in grade level teams in reviewing data and making plans for the remainder of the year. We will also have time today to collaborate with the grade level teams above and below us so that we can think about what must-hit standards are important as we ensure we are setting students up for success in the coming year.

Schedule:

Time	Meeting (s)		
8-8:30	All Staff Meeting at FRES in Library <ul style="list-style-type: none"> - Check-In - Review of Schedule 		
8:30-9:30	Kindergarten/1st Grade Meeting	2nd/3rd Grade Meeting	4th/5th Grade Meeting
9:30-10:30	Kindergarten meets with Emily + Kathleen in Office Conference Rm	3rd/4th Grade Meeting	
10:30-11:30	1st/2nd Grade Meeting	3rd/4th/5th/Tammy - SAS Planning Check-In with Emily + Kathleen in Sam's Room	LCS Staff Meeting - 11-11:30
11:30-12	Lunch		
12-2	Work Time in Grade Level Teams Each grade level <u>must</u> complete their section on the Inventory of Curricular Supplies + Documents . This will help us with planning and coordinating curricular supplies as we head into next year. It may require some digging, but please let us know if you need any help! Suggestions for the rest of this time: <ul style="list-style-type: none"> • Update action plans and continue work from Impact Team Meetings around data/interventions • Look at Scope/Sequence documents moving forward and think about what needs to be prioritized based on conversations <ul style="list-style-type: none"> ◦ ELA Scope/Sequence ◦ Math Scope/Sequence • Continue to work on SAS planning 		

Grade Level Meeting Agenda (use this as a guide)

- Review the [lower grade level's standards for ELA](#). Discuss: :
 - What has been covered? What have students mastered or will have mastered by the end of the year? What are students struggling with? *Suggestion - Focus on the Power Standards
- Review the [higher grade level's standards for ELA](#). Discuss:
 - What do you need from the lower grade to make sure students are ready for next year? *Root these conversations in specific standards from the lower grade → Example, I would love for 1st graders to enter 1st grade readers, but what do the standards for kindergarten say about reading? What is realistic to expect based on the standards?
- Review the [lower grade level's standards for Math](#). Discuss: :
 - What has been covered? What have students mastered or will have mastered by the end of the year? What are students struggling with? *Suggestion - Focus on the Power Standards
- Review the [higher grade level's standards for Math](#). Discuss:
 - What do you need from the lower grade to make sure students are ready for next year? *Root these conversations in specific standards from the lower grade! See the example above.

Specials Teachers

Overview: The goal of today is to have additional time to work on your curriculum and begin work on your book study, *Responsive Classroom for Specialists*. You can also have time to collaborate as a team on upcoming projects and end of year activities.

Schedule:

Time	Meeting
8-8:30	All Staff Meeting at FRES in Library <ul style="list-style-type: none"> - Check-In - Review of Schedule
8:30-9:30	Specials Team Meeting Team Meeting Agenda (use this as a guide) <ol style="list-style-type: none"> 1. Each person shares where they are and where they are going for the rest of the year. Are there opportunities to overlap, connect or collaborate together for projects or activities? 2. Successes → What is working well this year with specials? This could be anything - schedule, classroom management, instructional strategies, etc. 3. Challenges → What this year has been challenging? This is an opportunity to problem solve with each other, or make note of specific challenges you want to share with others (Kathleen / teachers / etc.) 4. Impact Team Meeting Time → What is working well? What has been challenging? What could be improved going forward?
9:30-11:30	Work Time Suggestions for this time: <ul style="list-style-type: none"> • Work on curriculum documents to link to the Curriculum Database (As a reminder, the goal for this year is to have competencies and scope/sequence documents for each grade for each special by the end of the year) • Begin reading <i>Responsive Classroom for Specialists</i> and prepare for the upcoming book club • Connect with classroom teachers (when available) to problem solve or collaborate for upcoming units
11:30-12	Lunch
12-2	Work Time Suggestions for this time: <ul style="list-style-type: none"> • Work on curriculum documents to link to the Curriculum Database (As a reminder, the goal for this year is to have competencies and scope/sequence documents for each grade for each special by the end of the year) • Begin reading <i>Responsive Classroom for Specialists</i> and prepare for the upcoming book club • Connect with classroom teachers (when available) to problem solve or collaborate for upcoming units

Hello Board Members,

First of all, we want to formally congratulate Darlene on being elected as a board member and Dennis - welcome back! Also, thank you to Alex for your time as Chair of the Board. We appreciate all of the time and effort you have dedicated to the children, parents, and staff of SAU 63.

It has been an amazing month full of fun and learning in all 3 schools.

LCS:

- The kindergarten classrooms have been having theme days. They have had color days and Pancakes & Pajamas.
- The mud kitchen that was donated by the PTO at LCS was given a complete remodel thanks to Danyeale Manning, WLC's Industrial Arts Teacher and her class. They put a fresh coat of paint on them and even added chalkboards! The kindergartners love them and are enjoying playing with them at recess time.



FRES:

- Lego league has started at FRES and is a resounding success! Students meet once a week after school and collaborate to build machines and solve real-world problems on a miniature scale.
- Students in grades K-5 are preparing for the spring concerts. Grades 3-5 will perform May 12th at 7pm, and grade k-2 will be on May 19th at the same time. All concerts will be in the FRES gym.
- Last week, Classroom teachers met with the WIN team and Mrs. Chenette for their second round of data driven dialogue and learning plan development. Teachers reviewed student outcomes from the last six weeks and developed plans for the next five weeks of classroom WIN intervention.
- Read Across America is going to be April 4 - April 8th. It's such a great week for us to celebrate the joy of reading. We are looking forward to several visitors from around the community coming in as guest readers this Friday. It's one of our favorite weeks of the year!
- Last week, Classroom teachers met with the WIN team and Mrs. Chenette for their second round of data driven dialogue and learning plan development. Teachers reviewed student outcomes from the last six weeks and developed plans for the next five weeks of classroom WIN intervention.
- Throughout the year, many teachers take professional development courses and workshops to stay on the latest trends in education. Kristen Lindquist, a 2nd grade teacher, recently took a two-day workshop on the Regulated Classroom, which assists educators throughout the state in preparing their students for learning and equipping educators with resources to reduce stress and dysregulation in the classroom. She loved everything about the workshop and she is so excited to bring what she learned in the workshop to help her in her classroom.

IJL – LIBRARY MATERIALS

Related Policies: KE

The Wilton-Lyndeborough Cooperative School Board believes the mission of the school library is to encourage recreational reading, support classroom curriculum, encourage curiosity, and to provide an inviting, authentic, and dynamic learning environment by providing various perspectives so that students may develop analytical reading and critical thinking skills.

The school libraries of this district are guided by the principles set forth in the Library Bill of Rights and The Students' Right to Read statement of the National Council of Teachers of English.

Materials for school libraries shall be initially recommended by the appropriate professional personnel in consultation with administration and faculty. The Superintendent/designee shall adopt and enact any procedures necessary to provide a system for the Selection Criteria, Acquisition Procedures, and Materials Reconsideration/Parental Objection.

In the event of Materials Reconsideration/Parental Objection, the District will act in accordance with steps outlined in School Board policy KE.

First Reading:

Second Reading:

Final Adoption:

JLCE- EMERGENCY CARE & FIRST AID*

Category: Priority/Required by Law

Related policies: JLC, JLCD, JLCD-R, EBBB

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents/guardians for each student and staff member. See appendix JLCE-R for a sample form.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.

Consistent with state law, the school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. ~~The school physician, the school nurse~~ or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians. **The school nurse or other designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse.**

The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required under Board policy JLCD, or applicable laws or regulations.

Accident reports must be prepared and filed consistent with Board policy EBBB.

The Wilton-Lyndeborough Cooperative School District makes it possible for parents/guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy JLCD and District procedures JLCD-R. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer

Ed 306.04(a)(21), Emergency Care for Students and School Personnel

Ed 306.12, School Health Service

Appendix: JLCE-R

First Reading: June 2, 2010

Second Reading: July 13, 2010

Final Adoption: August 10, 2010

Revision:

***Note former policy EBBC has been incorporated into policy**

EBBC - EMERGENCY CARE AND FIRST AID

All Wilton-Lyndeborough Cooperative School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year, emergency contact information of parents or legal guardian for each student and staff member. See appendix JLCE-R for a sample form.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

Additionally, the school physician, school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.

For significant injuries, the staff person witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary.

The District makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

NH Code of Administrative Rules, Section Ed. 306.12(b), School Health Services

Appendix: EBBC-R

First Reading: May 11, 2010

Second Reading: June 2, 2010

Final Adoption: June 2, 2010

IHCD – ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES

Category: Priority/Required by Law

Related policy: IKF

A. Advanced Course Work/Advanced Placement Courses

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. Wilton-Lyndeborough Cooperative School District administrators and school counselors will aid students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the School District, administrators or **school counselors** are instructed to assist students in identifying alternative means of taking such classes. This may include taking courses through the **Dual and Concurrent Enrollment Program**, at a different public school, a private school, through distance education courses, or other suitable means.

Any student whose eligibility for taking advanced course work is recommended by his/her counselor may enroll in a course. Credit may be given, provided the course comports with applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

B. STEM Dual and Concurrent Enrollment Program

High School and Career Technical Education Center qualified students in grades **10** through 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in **STEM (science technology, engineering, and mathematics)**, **STEM-related** courses designated by the Community College System of New Hampshire ("CCSNH"), **and/or career and technical education courses**.

The Superintendent shall be responsible for coordinating any agreements with CCSNH, and other measures necessary to implement and maintain the Dual and Concurrent Enrollment Program within the District. The Superintendent shall also designate a point of contact for the program who can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee shall establish regulations for the program, which, among other things, will:

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;
2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;
3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnerships;
4. Establish criteria for student eligibility to participate in the program;
5. Establish standards for course content;
6. Establish standards for faculty approval;

7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement; and
9. Require annual notification to high school students and their parents of Dual and Concurrent Enrollment opportunities.

Legal References:

RSA 188-E:25 through RSA 188-E:26-28
Ed 306.141(a)(6), Advanced Course Work

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

First Reading: May 11, 2010

Second Reading: June 2, 2010

Final Adoption: June 2, 2010

Revision: June 12, 2018

***Note former policy LEB has been incorporated into policy**

LEB - ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. School district administrators and guidance counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the school district, administrators or guidance counselors are instructed to assist students in identifying alternative means of taking such classes. These means may include taking courses at a different public school or a private school, or through distance education courses or other suitable means.

Any student whose eligibility for taking advanced course work is recommended by his/her counselor may enroll in a course. Credit may be given, provided the course comports with applicable District policies and state standards. The Wilton-Lyndeborough Cooperative School District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

Legal References:

NH Code of Administrative Rules, Section 306:14(g), Advanced Course Work

First Reading: June 2, 2010

Second Reading: July 13, 2010

Final Adoption: August 10, 2010

IKF – HIGH SCHOOL GRADUATION REQUIREMENTS

Category: *Priority/Required by Law*

Related Policies: *IK, ILBAA, & IMBC*

Wilton-Lyndeborough Cooperative School District requires that students generally earn a high school diploma through a combination of high school credit and proficiency or mastery of required District and Graduation competencies. This policy outlines the minimum courses, competencies and other specific requirements before a student will receive a New Hampshire Minimum Standard Diploma. Additional requirements for a Wilton-Lyndeborough Cooperative School District Diploma are outlined in the Student Handbook. The Board reserves the right to impose additional academic requirements necessary to graduate and or receive a diploma.

A. Credit Requirements/ Required Graduation Competencies by Content Areas Credit(s).

1. Required Subjects and Credits. A minimum of twenty (20) credits/competencies are required to graduate and earn a high school diploma. The required subjects and credits for high school graduation (including the requirements of Ed 306.27, Table 306-2) are:

Arts education:	½ credit
Information and communications technologies:	½ credit
English:	4 credits
Mathematics:	3 credits (including algebra credit that can be earned through a sequential, integrated, or applied program)
Physical sciences:	1 credit
Biological sciences:	1 credit
US and NH history:	1 credit
US and NH government/civics:	½ credit
Economics, including personal finance:	½ credit
World history, global studies, or geography	½ credit
Health education:	½ credit
Physical education:	1 credit
Open electives:	6 credits
Totals:	20 credits

2. Alternative Credit Options. The Superintendent or Principal may approve the granting of credit earned through alternative methods outside of regular classroom-based instruction. Such alternative methods of instruction may include extended learning opportunities, distance education, alternative learning plans, or others approved by the Superintendent or designee. Awarding of credits to be applied toward high school graduation requirements will be determined by the high school Principal on a case-by-case basis. Such credit will be granted pursuant to the provisions of Board policy IMBC, Alternative Credit Options and other applicable Board policies.
3. Awarding of Credit. Credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with the district-specified curriculum and assessment standards. In some cases, course credit may also be awarded based on demonstrated mastery of the required competencies for the course. Assessment of mastery will be the responsibility of the Principal, and will be in accordance with *Policy ILBAA, High School Competency Assessments*. Credit will be awarded only once for a specific required course with the same content during the secondary school experience.

B. Passage of Civics Exam.

The District will develop a competency assessment of United States government and civics, consistent with pertinent and applicable law. This assessment will be administered to students as part of the high school course in history and government of the United States and New Hampshire. Students must attain a passing grade on this assessment to be eligible to receive a high school diploma or other graduation certificate.

Effective for students graduating in 2024, the District will also administer the 128-question civics (history and government) naturalization examination developed by the 2020 United States Citizen and Immigration Services (“U.S. Citizenship Test”). This exam may be modified for a student with a disability in accordance with the student’s individualized education program. Students must earn a grade of 70 percent or better to be eligible to receive a high school diploma or other graduation certificate.

Under RSA 189:11, II, the Superintendent will submit the composite results of either the locally developed civics competency assessment or the U.S. Citizenship Test to the N.H. Department of Education.

C. Federal Student Aid Application.

Effective for students graduating in 2024, as a requirement for receiving a high school diploma, each student who is at least 18 years of age or legally emancipated, or the parent/guardian of such a student who is under 18 years of age, shall either:

1. file a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education; or
2. file a waiver on a form created by the N.H. Board of Education with the District indicating that the parent/guardian or, if applicable, the student, understands what FAFSA is and has chosen not to file an application.

The District shall provide to each student and, if applicable, the parent/guardian, any support or

assistance necessary to comply with the requirement above.

The District shall award a high school diploma to any student who is unable to meet the requirement above if the student has met all other graduation requirements and the building Principal attests that the District has made a good faith effort to assist the student or parent/guardian in filing an application or waiver.

The Board supports early graduation as a means to earn a high school diploma, parental involvement for students under the age of 18 is required. The high school Principal shall approve such requests if he/she determines that all state and local graduation requirements will be met and that early graduation is related to career and/or educational plans of the student making the request. Upon approval by the high school Principal, the minimum 4-unit requirement per year for enrolled students shall be waived and the student shall be awarded a high school diploma.

D. Alternative Learning Plans.

As an alternative to satisfying the provisions of this policy and related state requirements, students may also graduate from high school and obtain either a high school diploma or its equivalent by participating in an alternative learning plan or program. The provisions of Board policy IHBI, Alternative Learning Plans, shall apply in such an event.

Legal References:

RSA 189:11

RSA 193:26-a, Graduation Requirements: Free Application for Federal Student Aid

N.H. Dept. of Education Administrative Rule – Ed 306.27

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

First Reading: May 10, 2010, February 17, 2015, October 9, 2018, January 4, 2022

Second Reading: June 2, 2010, October 23, 2018, January 18, 2022

Final Adoption: June 13, 2013, March 18, 2015, October 23, 2018, January 18, 2022

JCA – CHANGE OF SCHOOL OR ASSIGNMENT

Category: Priority/Required by Law

Related Policies: JFAA, JFAB & JG

The Superintendent is charged with assigning students of the district to schools and classes consistent with Board policies and procedures. New Hampshire RSA 193:3 recognizes that there are limited instances when the class or school to which a student might be assigned under a district's ordinary assignment policies and procedures, might not be in that student's best interests, or other factors might exist under which create a manifest educational hardship upon the student such that a change (referred to in this policy as "reassignment") in the student's class or school assignment is warranted. The Board has adopted this policy consistent with RSA 193:3 and to provide procedures for parents/guardians to follow when they believe a reassignment is appropriate.

A. Best Interest Re-Assignment – Determination by Superintendent.

Consistent with RSA 193:3, I, and subject to the provisions below, in circumstances where the best interests of a pupil warrant a change of school or assignment, the Superintendent is authorized to reassign a student residing in the Wilton Lyndeborough Cooperative School District to another class within the school, to another public school or public academy in another district, or approved private school. The Superintendent may also approve a request from another Superintendent to accept a transfer of a pupil from a school district that is not part of the SAU, under the following conditions and procedures.

Authorization granted to the Superintendent to make reassignments under this policy applies only after application is made by the parent/guardian of the student or with the parent/guardian's consent, and upon a finding by the Superintendent that reassignment is in the student's best interests, after taking into consideration the student's academic, physical, personal, or social needs.

This policy, however, does not limit the Superintendent's discretion to make other in-district assignments consistent with applicable Board policies and administrative rules.

1. Procedure:

- a. In order to initiate consideration of a reassignment based upon the child's best interests, the parent/guardian shall submit to the Superintendent a written request stating why and/or how the child's best interests warrant reassignment. In order to facilitate a determination, such application may also include any additional information described in 4 below. The written request should be mailed or delivered to the SAU office or emailed to the Superintendent at the email address provided on the district's website.
- b. Upon such request, the Superintendent shall schedule a meeting (the "reassignment meeting") with the parent/guardian, to be held within 10 days of receiving the request.
- c. Prior to or at the reassignment meeting, the parent/guardian shall make a specific request that the student be re-assigned to another class/grade within the same school, or to a public school, public academy, or approved private school in another district.

- d. At the reassignment meeting, the parent/guardian may present documents, witnesses, or other relevant evidence supporting the parent's belief that reassignment is in the best interest of the student.
- e. The Superintendent may present such information as he or she deems appropriate.
- f. In determining whether reassignment is in the student's best interest the Superintendent shall consider the student's academic, physical, personal, or social needs.

2. Finding Reassignment Is or Is Not in Best Interest.

- a. Within five school days of the reassignment meeting, the Superintendent shall deliver to the parent/guardian a written determination as to whether or not reassignment is in the child's best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., courier, email, fax).
- b. If the Superintendent finds it is in the best of the interest of the student to change the student's school or assignment, the Superintendent shall initiate:
 - i. A change of assignment within the student's current assigned school; or
 - ii. The student's transfer to a public school, public academy, or approved private school in another district.
- c. If the Superintendent does not find that it is in the best interest of the student to change the student's school or assignment, the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy.

3. Tuition Determination. If a student is to be reassigned to another school district or approved school as a result of a best interest determination, the Superintendent shall work with the Superintendent or administrator of the receiving school district/approved school to establish a tuition rate for such student. Pursuant to RSA 193:3, I(g), if the Superintendent has made a finding that it is in the best interest of the student to be reassigned, then the School Board shall approve the tuition payment consistent with the Board's ordinary manifest approval procedures.

If the student is reassigned to an approved private school as a result of a best interest determination, that school may charge tuition to the parent/guardian or may enter into an agreement for payment of tuition with the school district in which the student resides. The Superintendent shall consult with counsel regarding tuition obligations in such an instance.

The Superintendent shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled Board meeting.

- 4. Transportation: Transportation for a student reassigned to a school in another district under this Section A (Best Interest) shall be the responsibility of the parent/guardian.
- 5. Tuition for Students Reassigned by Other Districts Pursuant to RSA 193:3, I. It is the general policy of the Board that the tuition amount to be charged to another district for any student reassigned by that district to a school within this district under the best interest standard of 193:3, I, shall be the lesser of the tuition charged for non-residential students under Board policy JFAB or as computed under the formula set out in RSA 193:4. The Superintendent,

however, is authorized to reduce the tuition amount below those thresholds or for other good cause shown (e.g., reciprocal assignments between the two districts).

6. Other In-District Assignments. Nothing in this policy is intended to limit authority otherwise extended to the Superintendent to make assignments or reassignments according to the policies, regulations, and ordinary practices of the district.

B. Manifest Educational Hardship – Determination by School Board and Appeal to State Board.

If, after following the procedure outlined in Section A of this policy, the Superintendent did not find that it was in the best interest of the student to reassign the student as requested by the student's parent/guardian, then the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship.

1. "Manifest Educational Hardship" Defined. As provided in RSA 193:3, II(a), "manifest educational hardship" means that a student has a documented hardship in his or her current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.
2. Procedure for Determination of Manifest Educational Hardship.
 - a. Within thirty (30) days after receipt of the Superintendent's written determination described that reassignment is not in a student's best interest as described in paragraph A.2.C, above, the parent/guardian requesting a manifest educational hardship hearing shall submit a written application to the Superintendent detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship.
 - b. The Superintendent shall duly notify the School Board that the parent/guardian has requested a manifest educational hardship hearing, upon which the School Board shall schedule a hearing to be held no more than 15 days after the request has been received by the Superintendent. The Board shall provide at least two full days' notice of the hearing. The Board will conduct the hearing in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).
 - c. Prior to or at such hearing, the parent/guardian shall provide to the Superintendent a specific request in writing that the student attend a public school, public academy, or approved private school in another school district. The Superintendent shall provide such request to the School Board at the hearing. Although not required, the parent/guardian may include this request as part of the original hearing request.
 - d. At such hearing, the parent/guardian may present documents, witnesses, or other relevant evidence supporting their belief that the student is experiencing a manifest educational hardship. The Superintendent may present such information as he or she may deem appropriate to assist the School Board in reaching its decision. The parties (or their appointed designee) shall have the right to examine all evidence and witnesses. The formal rules of evidence shall not apply. The Superintendent will assure the means for the Board to establish an adequate record of the hearing.

- e. The parent/guardian shall have the burden of establishing the presence of a manifest educational hardship by clear and convincing evidence, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the contention is highly probable.
 - f. The Board will render its decision in writing within seven (7) days after the hearing and will forward its written decision to the parent/guardian via means producing proof of delivery (e.g., courier, email, etc.). The decision will conform to the requirements of NH Dept. of Education Rule Ed 320(c)-(e).
3. **Finding of Manifest Educational Hardship.** If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's request to reassign the student to a public school, public academy, or approved private school in another district.
4. **Finding that Manifest Educational Hardship Was Not Established – Appeal to the New Hampshire State Board of Education.** If the School Board finds that the parent/guardian has not met their burden of proof, the parent/guardian may appeal the local Board decision to the New Hampshire State Board of Education ("SBOE"), within thirty (30) days of receipt of the Board's written decision in accordance with NH Dept. of Ed. Rule Ed 204.01(g). If a parent/guardian believes that denial of a re-assignment under this policy upon the child's disability, the parent/guardian may appeal to the SBOE or file a complaint with the N.H. Human Rights Commission under RSA 354-A:28.
5. **Tuition for Students Reassigned Upon Finding of Manifest Educational Hardship.** If, after a finding of a manifest educational hardship - by either the School Board or the State Board - a student of the district is assigned to attend school in another district, or a student from another district is assigned to a school in this district, the district in which the student resides shall pay tuition to the district to which the child is reassigned.
- Such tuition shall be computed according to RSA 193:4. The School Board of the district in which the student resides shall approve the tuition payment consistent with its ordinary manifest approval process.
6. **Transportation:** Transportation for a student reassigned to schools in another district under this section B (Manifest Educational Hardship) shall be the responsibility of the district unless otherwise ordered by the SBOE.
- C. **Admission Requirements.** Students reassigned under this policy shall meet the admission requirements of the school to which the student is to be reassigned.
- D. **Statutory Reassignment Limit.** The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.
- E. **Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation.** Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the district to which the pupil was assigned.

- F. **Notice to the Department of Education.** The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.
- G. **Special Education Placements.** A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

Legal References:

Ed RSA 193:3, III, Change of School Assignment

RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

N.H. Dept. of Education Administrative Rule Ed. 320 [Pending revision]

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

First Reading: June 2, 2010

Second Reading: August 10, 2010

Final Adoption: August 10, 2010

***Note former policy JEC has been incorporated into policy**

JEC - MANIFEST EDUCATIONAL HARDSHIP

The Superintendent will assign resident students to a public school within the Wilton-Lyndeborough Cooperative School District.

The Wilton-Lyndeborough Cooperative School Board recognizes that in unusual and extraordinary circumstances, a parent/guardian may wish to request a change in the student's school assignment to another public school within the District or a public school in another district. When the parent/guardian believes that the assignment that has been made will result in a manifest educational hardship to the student, the Board will consider these requests, according to the procedure outlined below.

Procedure for Consideration of a Manifest Educational Hardship Request

The following procedures will be utilized when a parent/guardian seeks a change of assignment within the District, or a waiver of assignment from attending any school in the District based on an assertion that the current assignment constitutes a manifest educational hardship:

1. The parent/guardian will make a written request with the Superintendent's office, detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship.
2. The Board will hold a hearing on the matter within thirty (30) days of receipt of the written request. The Board will hear the matter in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).
3. The parent/guardian may use whatever information they deem is necessary and appropriate to support their request. At a minimum, however, the parent/guardian must submit information demonstrating to the School Board that the current assignment is detrimental or has a negative effect on the student's educational or personal development.
4. In determining whether the current assignment of the student constitutes a manifest educational hardship, and what the corresponding appropriate action should be, the Board will consider all information presented by the parent/guardian, the recommendations of the Superintendent, and any other information which the Board deems relevant and useful.
5. The Board reserves the legal right to make a determination on whether a given request constitutes a manifest educational hardship, and what the corresponding action should be, on a case by case basis.
6. The Board will render its decision in writing within fifteen (15) days after the Board meeting in which the parent/guardian addressed the Board, and will forward its written decision to the parents or guardians via US mail.
7. If a parent or guardian is aggrieved by the decision of the Board, he/she may appeal to the State Board of Education in accordance with the provisions of Ed 200.

Legal References:

RSA 193:3, Change of School or Assignment; Manifest Educational Hardship
NH Code of Administrative Rules, Section Ed 320, Manifest Educational Hardship
NH Code of Administrative Rules, Section Ed 200, Rules of Practice and Procedure

First Reading: June 2, 2010

Second Reading: August 10, 2010

Final Adoption: August 10, 2010

**WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL DISTRICT
CALENDAR FOR 2022-2023 (176 days + 9 Professional Days)**

DRAFT

AUGUST- 3 days	M	T	W	T	F		FEBRUARY- 17 days	M	T	W	T	F
New Teacher Orientation 17-18	15	16	17	18	19		Feb. 3 Teacher Workshop			1	2	3
Aug. Teacher Wkshp. 23-26	22	23	24	25	26			6	7	8	9	10
First Day of School	29	30	31					13	14	15	16	17
							Feb. 27-March 3	20	21	22	23	24
SEPTEMBER- 19 days	M	T	W	T	F		Mid-Winter Break	27	28			
Sept. 2- No School Day				1	2							
Sept. 5- Labor Day	5	6	7	8	9							
Sept. 13 Teacher Workshop (voting)	12	13	14	15	16		MARCH- 19 days	M	T	W	T	F
	19	20	21	22	23					1	2	3
	26	27	28	29	30			6	7	8	9	10
							March 14- Teacher Workshop (voting)	13	14	15	16	17
OCTOBER- 20 days	M	T	W	T	F			20	21	22	23	24
								27	28	29	30	31
	3	4	5	6	7							
Oct. 10- Columbus Day	10	11	12	13	14		APRIL- 14 days	M	T	W	T	F
	17	18	19	20	21							
	24	25	26	27	28			3	4	5	6	7
	31						April 14- Teacher Workshop	10	11	12	13	14
NOVEMBER- 17 days	M	T	W	T	F			17	18	19	20	21
Nov. 8 Parent/Teacher Conf Day (voting)		1	2	3	4		April 24-28 Spring Break	24	25	26	27	28
Nov. 11- Veterans Day	7	8	9	10	11							
	14	15	16	17	18							
Nov. 23-25 Thanksgiving Recess	21	22	23	24	25			M	T	W	T	F
	28	29	30				MAY- 22 days	1	2	3	4	5
								8	9	10	11	12
DECEMBER- 16 days	M	T	W	T	F			15	16	17	18	19
				1	2			22	23	24	25	26
	5	6	7	8	9		May 29 Memorial Day	29	30	31		
	12	13	14	15	16							
Dec. 23- Dec. 30 Holiday Recess	19	20	21	22	23							
	26	27	28	29	30			M	T	W	T	F
							JUNE- 9 days				1	2
2023								5	6	7	8	9
JANUARY- 20 days	M	T	W	T	F			12	13	14	15	16
Holiday Recess/New Years Day	2	3	4	5	6		*June 20 - Last day with 5 snow days	19	*20	21	22	23
	9	10	11	12	13		June 21- Teacher Workshop	26	27	28	29	30
Jan 16- MLK Day	16	17	18	19	20							
	23	24	25	26	27							
	30	31										
AUGUST through DECEMBER (75 Days)							JANUARY through JUNE (101 Days)					
							Jan. 2	Holiday Recess/New Years Day				
Aug. 17-18	New Teacher Orientation						Jan. 16	MLK Day				
Aug. 23-25	Teacher Workshop Full Day						Feb. 3	Teacher Workshop Full Day				
Aug. 29	First Day of School						Feb. 27-March 3	Mid-Winter Break				
Sept. 2	No School Day						March 14	Teacher Workshop Full Day				
Sept. 5	Labor Day						April 14	Teacher Workshop Full Day				
Sept. 13	Teacher Workshop Full Day						April 24-28	Spring Break				
Oct. 10	Columbus Day						May 29	Memorial Day				
Nov. 8	Parent/Teacher Conf.						*June 20	*Last Student Day w/ 5 Snow Days				
Nov. 11	Veterans Day						June 21	Teacher Workshop				
Nov. 23-25	Thanksgiving Recess											
Dec. 23-30	Holiday Recess											

Wilton-Lyndeborough Cooperative School District
2022-2023 School Board Meeting Dates
All Meetings to Begin at 6:30 PM

<u>Meeting Date</u>	<u>Meeting Location</u>
July 19, 2022	WLC MS/HS & Video/Audio
August 9, 2022	WLC MS/HS & Video/Audio
August 23, 2022	WLC MS/HS & Video/Audio
September 6, 2022	WLC MS/HS & Video/Audio
*September 20, 2022	WLC MS/HS & Video/Audio
*October 11, 2022	WLC MS/HS & Video/Audio
*October 25, 2022	WLC MS/HS & Video/Audio
*November 15, 2022	WLC MS/HS & Video/Audio
*November 29, 2022	WLC MS/HS & Video/Audio
*December 13, 2022	WLC MS/HS & Video/Audio
*January 10, 2023	WLC MS/HS & Video/Audio
*January 24, 2023	WLC MS/HS & Video/Audio
February 7, 2023	WLC MS/HS & Video/Audio
February 21, 2023	WLC MS/HS & Video/Audio
March 7, 2023	WLC MS/HS & Video/Audio
March 21, 2023	WLC MS/HS & Video/Audio
April 4, 2023	WLC MS/HS & Video/Audio
April 18, 2023	WLC MS/HS & Video/Audio
May 9, 2023	WLC MS/HS & Video/Audio
May 23, 2023	WLC MS/HS & Video/Audio
June 13, 2023	WLC MS/HS & Video/Audio
June 27, 2023	WLC MS/HS & Video/Audio

* Joint School Board and Budget Committee Meeting

Dates and locations subject to change

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, March 15, 2022
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.**

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

Present: *Alex LoVerme, Brianne Lavallee, Jonathan Vanderhoof, Dennis Golding, Matt Mannarino, Tiffany Cloutier-Cabral, Jim Kofalt, Charlie Post and Darlene Anzalone*

Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Director of Student Support Services Ned Pratt, Technology Director Jonathan Bouley, and Clerk Kristina Fowler

I. CALL TO ORDER

Superintendent Weaver called the meeting to order at 6:30pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. ELECTIONS/APPOINTMENTS

a. Elections

i. School Board Chairman

Superintendent asked for nominations for Chairperson. Mr. Golding nominated Mr. Kofalt and Mr. Mannarino nominated Mr. LoVerme. Superintendent asked the nominees if they wish to talk about why they would like to serve as Board Chair. Mr. Kofalt voiced that we have heard from the community that there are opportunities to reach out more effectively to the community and getting people involved and really taking advantage of that spirit of community we have here. We should be doing more of that and feels we can be doing more communicating as a school board about what we are doing especially celebrating our success. He thinks we have been doing a good job over the past couple of years being good stewards of the taxpayer's money. We are on an upward trajectory with our current business manager. He would like to see that particular effort continue as well. In general, there are opportunities for us to foster excellence and celebrate excellence as well. Mr. LoVerme welcomed the returning members and new member of the Board. He spoke of the last couple of years being tough with COVID and celebrating anything has been tough but it is a good time to celebrate and partner with our Selectman of both towns. He has been here for the students, faculty and community for quite a while now and wants to continue to grow what we have started. We have built a great team and wants to see that continue. He has 2 years left on his term and doesn't plan on going anywhere. Superintendent asked for any Board discussion, none heard. He asked members to each declare their name and which candidate they are voting for.

Mr. Golding voted for Mr. Kofalt. Mr. Post voted for Mr. Kofalt. Mr. Kofalt voted for himself. Ms. Lavallee voted for Mr. LoVerme. Mr. LoVerme voted for himself. Mr. Vanderhoof did not vote for either, abstained. Ms. Cloutier-Cabral voted for Mr. Kofalt. Mr. Mannarino voted for Mr. LoVerme. Ms. Anzalone voted for Mr. Kofalt. Resulting in 5 votes for Mr. Kofalt, 3 for Mr. LoVerme with 1 abstention. Mr. Kofalt is Chairman.

ii. School Board Vice Chairman

Superintendent turns over the meeting to Chairman Kofalt who asks for nominations for Vice Chair. Mr. Golding nominates Ms. Lavallee, no other nominations heard. Roll call vote taken. Mr. Post votes for Ms. Lavallee. Mr. Golding votes for Ms. Lavallee. Chairman Kofalt votes for Ms. Lavallee. Ms. Lavallee votes for herself. Mr. LoVerme votes for Ms. Lavallee, Mr. Vanderhoof votes for Ms. Lavallee. Ms. Cloutier-Cabral votes for Ms. Lavallee. Mr. Mannarino votes for Ms. Lavallee. Ms. Anzalone votes for Ms. Lavallee. Resulting in unanimous votes for Ms. Lavallee as Vice Chair.

b. Appointments

i. Committees

Budget Committee Liaison: Mr. Vanderhoof would like to step down from this committee. Mr. Golding volunteered.

Facilities Committee: Mr. Mannarino, Ms. Cloutier-Cabral and Mr. Vanderhoof will remain on this committee.

Strategic Planning Committee: Mr. LoVerme wishes to step down from this committee. It was requested to obtain the goals and objectives for this committee. Chairman Kofalt noted he believes it is a standing committee but we could wait or make note of those who want to be on it. Ms. Cloutier Cabral will remain on the committee and Mr. Kofalt will volunteer (may be temporary) and Ms. Anzalone volunteered.

Short-term Strategic Planning Committee: Chairman Kofalt voiced that this committee was largely focused on response to COVID. Consensus was to pull this committee back and recall if needed.

Negotiations Committee: It was voiced that the committee stays standing in case there is a reason to meet; contract for WLCTA expires June 2024, contract for WLCSSA expires June 2023. It was asked if everyone is comfortable with having one committee for both contracts vs. two separate committees, no objection heard. When contract time comes up, we can determine if we need two. Mr. Post volunteered and Mr. Mannarino volunteered. Mr. LoVerme will remain on the committee.

Policy Committee: Ms. Lavallee and Ms. Cloutier-Cabral will remain on the committee. Mr. LoVerme and Ms. Anzalone volunteered.

Technology Committee: Mr. Kofalt, Mr. Golding and Mr. Post will remain on the committee. It was noted this is a good time to join if any members are interested. No additional volunteers heard.

Finance Committee: Mr. LoVerme volunteered and Mr. Post, Ms. Lavallee and Mr. Kofalt will remain on the committee.

Ms. Lavallee pointed out that there is a policy regarding public participation (BDE) on committees. This would be for the Facilities Committee. We need to post notice asking interested community members to send notice of interest within 10 days from date posted. The Board will designate the volunteer.

IV. PRESENTATION-BILL PREBLE CULTURE & CLIMATE/STUDENT LEADERSHIP

This presentation will be rescheduled.

V. ADJUSTMENTS TO THE AGENDA

Superintendent informed members of the following adjustments, removal of Bill Preble's presentation (reschedule to probably 1st meeting in May) and Treasurer's Report, addition of resignations and nomination list for 2022-2023. Mr. LoVerme noted the nomination list should be in nonpublic.

Voting to accept adjustments to the agenda: all aye, passes unanimously.

VI. PUBLIC COMMENTS

The public comment section of the agenda was read.

Mr. Jeff Jones congratulated Mr. Kofalt and thanked Mr. LoVerme for his leadership over the several years. He wanted to speak regarding the culture and climate presentation that was supposed to be presented tonight as he has concerns about the HS and things that are happening here. He is not speaking of any person specifically but worries about the culture in the school. He hears things from parents not just bullying but that there is a lack of respect for administration and teachers. He has heard stories from kids and from several parents who are looking for other options to send their kids to school, himself included. He wants this body to think about this when you are choosing leadership for next year specifically in the HS and wants to see more discipline and accountability for students. The culture has been a little lacking. The District has had a reputation for this for several years and wants to see this change. He asks the Board to think about this when making choices for next year in terms of leadership for the school.

Student Ava Unsworth, 11th grade was present and asked Chairman Kofalt what he will do for the school and how he will help the school improve everyday life and improve people's support for the school. How will he help people who have not only been bullied but support those who do not feel comfortable coming to the school or have big support for the school? Chairman Kofalt expressed that he previously spoke about reaching out and involving the community and this is something we need to do more of. We meet; we publish minutes and don't necessarily reach out as often as we should. He thinks that has changed to some extent. He spoke of DJ Garcia who worked with the Superintendent to put together a fundraiser for a scholarship; he got up at district meeting and said we need to use community resources. Chairman Kofalt voiced we need to tell our success stories more often. It came up this year

when we had an improvement in our science scores, that was really great to see and when we have something great to talk about, we should tell the world. As far as people who don't feel comfortable coming to school, personally he will do his best to listen to what people have to say. There is a process to go through when reaching out to administration and the Superintendent in particular when trying to get those issues resolved. He doesn't want to necessarily encourage people to go around that chain of command but we should all be open to listen and work together with a plan and solutions to those problems. It is about staying in communication. Mr. Vanderhoof added that if Ms. Unsworth has suggestions, board member emails are on the website and she should feel free to email any of them about anything. Chairman Kofalt spoke that he met with some Boy Scouts previously, they asked what would be the most helpful thing for board members, and his answer was tell us what is on your mind. The best kind of input they can get is for people to tell them what is on their mind.

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

VII. BOARD CORRESPONDENCE

a. Reports

i. Business Administrator's Report

Ms. LaPlante provided a brief synopsis of what she has been working on. She is pleased to report the district's auditor will be reaching out to her in the next day or two to provide her with the list of recommendations in advance of releasing the report. She is pretty certain she will have that for the April 5 board meeting. She is still working with the Treasurer to finalize numbers, she believes we are almost there but wants to do a final "rundown" before releasing it. She provided the YTD Report; we are looking to be in a good position right now with unspent, uncommitted balances and encumbrances. We were able to close out a lot of PO's that were left open since July and August. The PO's we have outstanding now are contractual or obligatory wages. She has been reviewing requests with the Superintendent to be sure we are maximizing the transparency with taxpayers and making sure what we are buying really fits in line with what was budgeted and not based on what we have left in line items. She is currently going through all the payroll accounts. Some of the payroll and/or benefits lines look over budget but there are offsets on other lines. It is going through and truing up where people should be correctly budgeted within the software program. She does not have any concerns within the wages and benefits portion but is hoping to have a more accurate synopsis to say where we are and provide the history moving forward. She has been working with Mr. Erb to do some walkthroughs in the buildings. We have a life-safety inspection next week. She has been working on projects and ideas to discuss with the Facilities Committee for inclusion in the CIP document, immediate and 5-10 year projects. We did have to have a plumbing company come in and clear significant clogs in the drainage. They "jetted the line" when they were in there but that comes with an unanticipated cost. With the significant power outages, the constant power on an off, caused problems with the heating control system at FRES. The FRES and WLC heating systems are connected digitally. We had \$19,000 budgeted and set aside for a replacement but with the cost of inflammation, it is now \$26,000-\$27,000. We have those projects in mind when looking at projects for YTD. She feels Mr. Erb has a good idea of where we are at and where we are going; he has a great list of vendors. A question was raised if there is any possibility of paying for that project fully or partially out of ESSER funds. Ms. LaPlante confirms no because it has already been programmed for replacement and because of the state of it, it is a subpar product and does not believe going through insurance would be a financial gain for us because of the age of it.

ii. Director of Student Support Services Report

Mr. Pratt gave an overview of his report, which included a break from having "model" students in preschool during COVID. We did an analysis with current 3-year-olds going into the 4-year-old program and we have good numbers in early intervention going into 3-year old program. He would like to offer 2 model spaces in the 3-year old program and 3 model spaces in the 4 year old. Based on current numbers that could change as early intervention keeps giving us students all through the year but based on current numbers if we added 2 models to 3 year old we would start with 8 students and 9 students in the 4 year old program. We would advertise in both towns through a variety of means including posting notices at libraries and towns, on the website and do outreach to parents. If we got more applications than spaces, we would hold a lottery taking place on Friday, May 20. We are excited with the Boards authorization to do so. He has also previously spoken about increasing tuition in preschool. Currently it is \$150 per month, they have researched other programs in area towns who offer model preschool with special education preschool, and the charge ranges from \$5 to \$6 per hour. He is recommending increasing our charge to \$5 per hour

(previously \$3.75) or about \$200 per month. A question was raised where the revenue goes. Ms. LaPlante responded it helps offset taxation in the general fund, it is classified as program specific but do not use it to net out the expenses. Mr. Pratt confirmed it is open to community members of Lyndeborough and Wilton. A question was raised what is the benefit of increasing the tuition. Mr. Pratt spoke we looked at private preschool which is a huge charge and given what other towns are charging he feels the \$5 per hour charge is very fair. He wanted to ensure the board if a parent came to us with a financial hardship we would work with them and certainly not have a child not attend because of financial hardships. A question was raised if raising the price would deter people from applying. Mr. Pratt responded that he could not answer that; what it costs compared to a private preschool down the street it is a pretty good deal even at the \$200 level/\$50 per week. A question was raised if we accept state reimbursement for families that need it. Mr. Pratt responded we have not in the past but certainly can look into it. It would be a process we would have to go through but can look at it. He clarified that he is recommending this fee schedule and has requested the Board to authorize it or not. A question was raised what would be the harm of not increasing the tuition. Mr. Pratt responded we would run the same program regardless of the pricing; he researched other programs to see where the fee schedules are. Mr. Vanderhoof commented he does not see the benefit. Ms. Anzalone questioned if there is a lottery would you look at 1 student from Lyndeborough and 1 from Wilton. Mr. Pratt responded he would look for guidance from the Superintendent or the Board but he would recommend just an open lottery that way it is fair for all.

*A MOTION was made by Mr. Post and SECONDED by Mr. Mannarino to authorize school administration to offer 2 model student spots in the 3-year old preschool program and 3 model student spots in the 4 year old pre-kindergarten program and authorize school administration to charge \$200 per month tuition for the model students attending the 3 and 4 year old programs.**

Mr. Vanderhoof spoke that he does not feel it is necessary to increase the fee, but is fine with the program. Mr. Pratt was asked if he feels confident that he will fill the slots at \$200. Mr. Pratt responded we are already getting calls. Ms. Anzalone agrees with Mr. Vanderhoof, if there is not a need to increase it, leave it where it is.

**Voting: six ayes; three nays from Mr. Golding, Ms. Anzalone and Mr. Vanderhoof, motion carried.*

iii. Director of Technology's Report

Mr. Post thanked Mr. Bouley and his team for setting up the technology at district meeting it went very well. Mr. Bouley provided some help desk statistics. We are down to 46 open tickets, we have added about 60 monthly. Having a 3rd person has been helpful, the process is much faster. We are still seeing a backlog on purchases such as toner and other equipment; it took almost 4 months to get DVD drives for laptops. He is always concerned about getting things here on time. He did a lot of work for setting up district meeting, testing different iterations of set up repeatedly and it worked out but today there were some minor issues. He thought district meeting went well. Regarding the surveys, as of today we have 72 parent responses, 65 staff and 81 students; it closes on Sunday. Email blasts were sent out, notifications and it is posted on the website. We are trying to do a quick press release in the newspaper. We are finalizing our network replacement upgrade program, going through E-rate process through the federal government to get the funds. We received 6 bids from 6 different vendors for our RFP to replace the wireless network, switches and firewalls that will be 60% funded through the federal government and we will be responsible for the balance of 40%. Our current network is at its end of life as of next year and the particular vendor we are using now, does not support it after that, it will stop working and they won't sell you the licenses. He feels this is a bad model in his opinion; we are looking at non-subscription based vendors going forward. That closes the 22nd and we have an E-rate consultant we work with making sure we complete the paperwork and it is processed appropriately to ensure we receive the funds. We finished processing the ECF funds to purchase Chromebooks. We ordered them now as they tell us they are in stock. Some other districts are just getting their orders that they placed last summer. The ones we chose are available and waiting in a warehouse for us. We have been going through a lot of software making sure they meet the NH DPA Compliance requirements making sure they are using our data securely. NH is one of the toughest states protecting student and faculty information, which is a good thing. It makes it hard working with other vendors and we have a unique agreement that many vendors will not sign and cannot use them. We have been going through the process making sure we have a signed DPA, it is appropriate for our curriculum and is either free or we have a paid line item for it. He confirmed he received 81 student technology surveys; we pushed out another email today to staff and students reminding them of the deadline. A question was raised regarding E-rate and Mr. Bouley confirmed E-rate allows us to pay for anything that connects our students; Wi Fi, networks and routers

qualify. The existing system is a subscription model where we pay for the gear and pay for the subscription on top of that. He does not like this model. He confirms we have a subscription model that does not pay for new hardware.

b. Letters/Information

i. Update Board Member Contact List

Superintendent asked to let Ms. Fowler know by the end of the week if you have any changes. She will update the list and send it back out. It was noted board member stipend forms will come out in September, it is for FY 23.

• RESIGNATIONS

Superintendent reviewed the following resignations, HS social studies teacher Victoria Schauer, HS English teacher Margaret Dwyer, and Food Service Director Erin Smith. Ms. Schauer and Ms. Dwyer will stay until the end of the year and Ms. Smith will leave on April 1. We are in the process of trying to fill the food service position. We have it posted and have received 3 applicants, one who was scheduled for an interview and backed out, one who is coming in tomorrow and one we still need to schedule. Two have a school background and one has a nursing home background this is the one who has since backed out.

VIII. CONSENT AGENDA

i. Treasurer's Report

This agenda item was removed.

IX. YTD REPORTS

Ms. LaPlante spoke that she briefly went over the YTD reports during her Business Administrator Report and will gladly answer any questions.

X. REVIEW SAFE RETURN TO SCHOOLS PLAN

Superintendent provided a new draft with plan changes that follow guidelines of the Dept. of Public Health (DPH) Centers for Disease Control and Prevention (CDC). We are communicating to DPH any positive cases, tracking data and will update it on a weekly basis. We are no longer implementing targeted mask mandating. We will continue some of the mitigating measures, as they are common sense like cleaning, promoting good hygiene and communicating home. The data is showing we are moving from where we were. We have had zero outbreaks after February break. This is the first time since July that the data for positive cases is suppressed; he believes that number is 5 when the data gets suppressed. This is good news for the state and the district and we are walking it back as much as we can. There will be positive cases and will be protocols for that.

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lavallee to accept the Back to School Plan Update as written. ***

A question was raised what does the state require from us at this point. Superintendent responded isolation and quarantine is still in place, with masking for 5 days, that has not changed but there have been significant changes to clusters. At this point, masks are not an option unless DPH directs us to; I have not heard of a cluster in 2-4 weeks. What is written into the plan is what the state is requiring us to do. A question was raised, at what point could we just get rid of this entirely. Superintendent responded we don't need this in place but it is a good reminder in case something comes up, and mostly it is common sense. We could just leave isolation and quarantining in the plan and would still be consistent with DPH. We could actually remove that too, it is not required that we post it. Ms. LaPlante voiced we may want to make sure that it is not a condition of ESSER funding. Chairman Kofalt questioned if it is still a DOE requirement; he doesn't know if that means we develop a plan, maintain it or develop a plan and it is done. It was asked if the vote can wait until that information is received and anything else that may pertain to it. Mr. LoVerme will not be withdrawing his motion. Ms. Lavallee expressed we need to do away with the old plan that is no longer in compliant and if we need to make changes later we can do that. Mr. Vanderhoof commented he doesn't see the harm waiting until they have all the information to make any changes to it.

***Voting: eight ayes; one nay from Mr. Vanderhoof, motion carried.*

It was requested to put this on the agenda for the next meeting to review the information gathered.

XI. POLICIES-2ND READ

273 **i. EEAEA-Mandatory Drug and Alcohol Testing-School Bus Drivers and Contracted**
274 **Carriers**

275 **ii. EEAEA-R-Drug and Alcohol Testing for School Bus and Commercial Vehicle**
276 **Drivers**

277 Ms. Lavallee reported there have been no changes since the first reading.

278
279 *A MOTION was made by Mr. Post and SECONDED by Mr. Golding to accept policy EEAEA-Mandatory Drug and*
280 *Alcohol Testing-School Bus Drivers and Contracted Carriers and policy EEAEA-R- Drug and Alcohol Testing for*
281 *School Bus and Commercial Vehicle Drivers both as written.*

282 *Voting: all aye; motion carried unanimously.*
283

284 **XII. ACTION ITEMS**

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

286 *A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. Golding to approve the minutes of March 1,*
287 *2022 as written.*

288 *Voting: all aye; motion carried unanimously.*
289

290 **b. Sign MS-22**

291 The MS-22 has been signed.
292

293 **XIII. COMMITTEE REPORTS**

294 **i. Finance Committee**

295 Chairman Kofalt reported the committee met again and focused on purchasing procedures, it is more about what
296 practices are commonly used in the district for purchasing. He reported Ms. LaPlante spoke of it previously about
297 using blanket PO's to reserve a large portion of the annual budget up front and drawing on that over the course of the
298 year. That makes it a little harder to carefully control expenditures. Ms. LaPlante added when doing research in FY
299 20 the business administrator had directed the Principals and program administrators to do blanket orders to lock up
300 expenses so the school board would have a better idea of what the fund balance was and that never changed. When
301 she got here, she saw a bunch of PO's that are open and this does not necessarily follow the purchasing policy. She
302 discussed with the Finance Committee tightening that up. Purchase orders should have parameters and authorizations
303 based on actual need and not a forecasted need unless it is something large like heating elements that we have for
304 WLC and FRES. As soon as the contractual obligations are confirmed, we should enter the PO. It will require some
305 work at the building levels, it is a new process but she has been working with Principals and staff letting them know
306 this will be coming. We will see if we can get some collaboration amongst the schools to buy bulk supplies rather
307 than segregate for each school. Chairman Kofalt added part of that practice would be to leave blanket purchase
308 orders in place for immediate needs such as someone needing to pick up supplies at a hardware store. Ms. LaPlante
309 noted another piece she discussed with the committee was tightening up the accounts payable process. Currently all
310 invoices go to accounts payable and if we are tightening that up on the front end we need to make sure we close it on
311 the other end to make sure that invoice matches the need of what the district really needed instead of a deviation. It is
312 not with malice on anyone's part, sometimes you cannot get the produce you need and you get the next best thing.
313 We are looking to tighten up that process as well. Chairman Kofalt reported the committee also discussed financial
314 formats; the YTD Reports are very consistent and accurate this year. The month to month is probably a lot of work
315 and probably not the highest priority right now. We spoke briefly about the idea of pre-purchasing items that may be
316 difficult to get or rapidly increasing in price; Ms. LaPlante was going to explore that a bit. He spoke about the
317 manifests; the process is that we need 2 member signatures, one from each town and Ms. Blood sends out an email
318 letting you know they are ready for signature and often has to chase down board members because no one has come
319 yet. He would like the Board to develop a system to be more responsive to it so that it just gets done. The proposal is
320 to put forward a schedule and sign up in well in advance. He recommends orienting members that have not signed
321 manifests before. You are reviewing invoices checking to be sure that things are accurate. He frequently has
322 questions when he does it and wants to know more about what he is signing. There is a responsibility to look at what
323 you are signing and some orientation may be helpful. We will get a sign-up sheet; the need is about 2-3 times a
324 month and one person per town. He volunteers to do this Friday and Mr. Post volunteered to go to the SAU
325 tomorrow to sign. A question was raised how many district credit cards are there. Ms. LaPlante responded less than
326 five; they are very restricted there is one at WLC, one at the business office and one or two elsewhere. At the
327 building level, they typically call the business office to get the information. The card is signed out and tracked and
328 invoices are matched. She reviewed the process. Mr. LoVerme noted he would like to see more control on this Ms.

LaPlante added there is a log of who has cards but does not have all of that information tonight. Chairman Kofalt noted when we sign the manifests we have the opportunity to look at that.

XIV. PUBLIC COMMENTS

The public comment section of the agenda was read.

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

No public comment was heard.

XV. SCHOOL BOARD MEMBER COMMENTS

Chairman Kofalt welcomed Ms. Anzalone.

Ms. Anzalone thanked everyone and noted she will have many questions. She is interested in going into the schools and getting to know teachers, communicating and looking for guidance on the right way to do this, she doesn't want to overstep but wants to do it respectfully and understands there may be procedures for this. She thanked the student who spoke this evening and she is open to talking to students and addressing any concerns they or staff may have.

Mr. Mannarino thanked Mr. LoVerme for his service as Chairman, and congratulated Chairman Kofalt on his election and welcomed Ms. Anzalone. He thanked the student for speaking and voiced appreciation for the feedback. He added all board member emails are available and feel free to reach out.

Ms. Cloutier-Cabral welcomed Ms. Anzalone and let her know the Principals are good with helping you navigate at the schools; you can just reach out to them. Mr. Geoffrey Allen chatted in that there is a PTO meeting on the 21st at FRES. Ms. Cloutier-Cabral is looking forward to a new year.

Mr. LoVerme welcomed Ms. Anzalone. He asked the student present to come to meetings and bring her friends, the more students we can hear from the better we are.

Ms. Lavallee congratulated those who won elections, Ms. Anzalone, Ms. Cloutier-Cabral and Mr. Golding. She was impressed with the technology at district meeting and thanked Mr. Bouley who did an excellent job. She thanked Ms. Ryan who is district clerk and does all those behind the scenes things; she is an unsung hero. She congratulated Chairman Kofalt and thanked Mr. LoVerme for all his work as Chairman.

She thanked the public; it was nice to see more people online. It was great to hear public comments, thanked the student for coming, and asked her to email the board if she wants to add more specifics and it would be great to have more student input on a regular basis.

Mr. Post thanked Mr. LoVerme for his service as Chair. He noted they served together for the last 5 years and he was a steady hand in some tough times. He congratulated Ms. Anzalone, Ms. Cloutier-Cabral and Mr. Golding for their wins. He looks forward to a fresh start in the New Year.

Chairman Kofalt thanked Mr. LoVerme for his service to the district. He welcomed Ms. Anzalone and congratulated those who are returning. He spoke of the "reading day" (when they are asked to read to students) he did it last year and thanked those who arrange this. He believes it is coming up again on April 8, an email was sent out. He encourages others to participate. The local library will provide you with age appropriate materials. It is a fun thing and a great way to connect with schools.

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

A MOTION was made by Ms. Lavallee and SECONDED by Mr. Mannarino to enter Non-Public Session to discuss personnel matters RSA 91-A: 3 II (A) (B) (C) at 7:53pm.

Voting: via roll call vote, nine ayes, motion carried unanimously.

RETURN TO PUBLIC SESSION

The Board entered public session at 9:12pm.

A MOTION was made to accept the nomination list/slate as presented by Mr. LoVerme and SECONDED by Ms. Anzalone.

Voting: seven ayes; one nay from Mr. Vanderhoof, one abstention from Mr. Mannarino, motion carried.

A brief discussion was had regarding the presentation scheduled for this evening by Mr. Bill Preble; it was suggested to provide additional materials other than what has been received. It was noted Mr. Preble has done work with staff regarding culture and climate, which is a WLC goal outlined in the previous NEASC visit. He has provided staff professional development and the student leadership team is working on culture and climate.

A MOTION was made to seal the non-public session minutes by Mr. LoVerme and SECONDED by Mr. Mannarino. Voting: eight ayes; one abstention from Ms. Anzalone, motion carried.

XVII. ADJOURNMENT

A MOTION was made by Mr. LoVerme and SECONDED by Mr. Mannarino to adjourn the Board meeting at 9:16pm.

Voting: all ayes; motion carried unanimously.

*Respectfully submitted,
Kristina Fowler*

DRAFT

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

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

Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

ESSER USE OF FUNDS PROPOSAL

April 5, 2022

Since January 2021, the School District has been awarded three phases of Elementary and Secondary Emergency Relief Funds (“ESSER”). The first two phases of funds totaling \$374,041 have been spent or committed. The NH Department of Education has increased the District’s allotment for the final phase (“ESSER III”) to \$684,010. Of the \$684,010 funded in ESSER III, the District is required to commit at least \$136,800 to address learning loss.

At the School Board’s September 28, 2021, meeting, the Board directed all ESSER expenditures in excess of \$500 to come before the Board for approval.

Since September 28th, the Board has authorized the following expenditures totaling \$233,000:

- \$10,000 for the purchase of an enhanced sound set up for Board meetings
- \$3,000 for nurse stipends (additional \$2,000 approved on February 1st was not needed and has been removed)
- \$30,000 for IT Help Desk Support
- \$83,000 for long-term substitutes
- \$22,000 for Extended School Day / After School Academy programs at FRES and WLC
- \$85,000 to replace the boiler at WLC

We are requesting the Board’s consideration and approval of two additional projects:

1. Expanding the usable playground space at LCS – not to exceed \$2,500
 - Expand the fencing along the parking lot side of the playground approximately 30 to include the climbing structure and additional play space.
 - Would allow for increased distancing between students and more activities during recess
2. Purchase of storage container for LCS – not to exceed \$6,000
 - To accommodate greater social distancing in the classrooms, some furniture was removed from the classrooms and the District needed to purchase other furniture to delineate these spaces.
 - There is no storage space at LCS or other buildings in the District to accommodate these new storage needs.
 - The intent is to purchase one storage container for LCS at a cost of \$5,700 plus delivery of \$145.

If these two projects are approved there will be approximately \$451,010 remaining in ESSER III.

Wilton-Lyndeborough Cooperative School District
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192 Forest Road Lyndeborough, NH 03082
603-732-9227

Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

To: Melanie Drew
FROM: Peter Weaver
DATE: 4/5/22
RE: Retirement

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.

I am in receipt of your letter dated October 26, 2022 that you intend to resign your position as third grade teacher at FRES effective the last teacher day of this school year. Thank you for your many years of service and we wish you well in the future.

CC: WLC School Board
Personnel Folder

Wilton-Lyndeborough Cooperative School District provides a safe and educational environment that promotes student exploration, critical thinking and responsible citizenship.

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

***Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63***

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

Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

To: Jamie Skinner
FROM: Peter Weaver
DATE: April 5, 2022
RE: Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.

I am in receipt of your email dated March 24 that you intend to resign your position in Food Services effective April 22, 2022. Thank you for your service and we wish you well in the future.

CC: WLC School Board
Personnel Folder

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192 Forest Road Lyndeborough, NH 03082
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Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

Emily Stefanich
District Curriculum Coordinator

TO: The WLC School Board
FROM: Peter Weaver
DATE: April 5, 2022
RE: New Hire Food Services Director

Please accept this as the nomination of Eric Mercier as the Food Services Director. Mr. Mercier has been working in the food service industry for more than 20 years. He has a certificate in Culinary Foundations from Bentley College. He has experience working at Sodexo at BAE Systems as a general manager and chef, at Joseph's Hospital as a round chef and the culinary director at Whiston's Culinary Group at Wellesley Public School.

There were three applicants for this position. The interview committee consisted of Ms. LaPlante and Mr. Weaver. The budgeted salary for this position is \$50,000; the salary will be prorated for the remainder of the year at the same rate.

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Eric J. Mercier
603-320-1279 | Ericmercier1230@gmail.com

GENERAL MANAGER

Experience in support overall strategic goals by prompting healthy food choices that will enhance learning, contribute healthy growth and development, and cultivates lifelong eating behaviors. An experienced Food Service Manager with strong business and operation skills with more than 20 years in the food service industry. Works under pressure while maintaining a calm attitude. Proficient in costumer service, food handling, preparation and point of sale (POS) transaction and possesses strong communication and time management skills. Opened two stores within a year. Brought sales up from \$45,000.00 to \$95,000.00 monthly in a short amount of time which made us to be the number one store.

QUALIFICATIONS SKILLS

- ✓
- ✓ ServSafe Certified
- ✓ Allergen Certified
- ✓ Choke Safe Certified
- ✓ Proper knife skills
- ✓ Security Clearance
- ✓ HACCP Regulations
- ✓ Scheduling/Meal Discussion
- ✓ School lunch/Nutri-Kids Systems
- ✓ POS system
- ✓ Microsoft excel/word/internet
- ✓ Large distribution vendor management
- ✓ Monthly inventory control
- ✓ Exceptional customer service
- ✓ Excellent communication skills
- ✓

WORK HISTORY

Sodexo at BAE Systems

General Manager/Chef Manager

August

2017-Present

- Managed up to 30 employees and within multiple shifts
- Daily reconciliation of cash handling with sales/daily deposit
- Managed weekly food orders of \$10,00 to \$12,000 twice a week.
- Directed all contract management services operations at a multi-unit account.
- Followed HACCP regulations in sanitation, preparation, serving and set up food items
- Maintained cash control and payroll records, hired and trained unit personnel, maintained customer satisfaction and good public relations.
- Performed inventory reconciliation and compared invoices, updated old with new information into data base.
- Managed warehouse and equipment stock rooms.
- Managed the daily operations including production planning and control.
- Developed menus and managed inventory, manage food control and compliances.
- Adhered to all Sodexo policies, guidelines and procedures always.
- Participated with monthly round table meetings to make our programs the best.
- Proposed numerous upgrades to the service lines, kitchen and POS systems to streamline service.
- Spoke with upper management to captured inventory result if needed.
- High energy and good sense of urgency.

**Whiston's Culinary Group at Wellesley Public
Schools**

2015-2016

Culinary Director

- Schools breakfast and lunch program management and catering operations, cash control, inventory, labor management and menu planning.
- Communicated with Whiston's and the school district business managers, school committee members, staff, students and parents.
- Hired, managed and trained staff and employees in a district of 9 schools.
- Responsible for all menu planning and development.
- Developed and maintained effective client and customer rapport for mutually beneficial relationships.

- Oversaw proper equipment operations and maintenance.
- Responsible for delivering food and labor target.
- Adhered to all Whiston's policies, guidelines and procedures always.
- Followed HACCP, SERV Safe, and safety procedures and guidelines.

Aramark at Lowell Public Schools

Culinary Director

2014-2016

- Responsible for hiring, managing and training a staff of 150 employees in a district of 28 schools.
- Motivated, trained and supported hourly employees located at multiple sites.
- Maintained systems and procedures for ordering, receiving, storing, preparing and serving all food related products.
- Planned and developed all menus following required guidelines and regulations.
- Sourced locally grown, fresh produce to sample and incorporate into the menu cycle.
- Launched d made-to-order stations as part of Lowell High Schools Renovation.
- Conducted monthly meeting with cook's managers to discuss opportunities for growth, menu changes and food safety with the Registered Dietician.
- Conducted unannounced site audits to ensure high quality food preparation, sanitation and HACCP standards.
- Interpreted and ensured compliance with Aramark policies, procedures and guidelines.
- Developed and implemented food safety training.
- Coordinated with local agencies to host famers markets and food bank for families of the school district.
- Ensured conformance with Aramark, government and accrediting agency standards, regulations and codes regarding food storage, preparation, sanitation and record keeping.

Panera Bread LLC

Manager

2012-2015

- Managed daily operations including openings and closing of the store.
- Proven increase in sales because of outstanding customer service.
- Received Excellent Trainer of the month award.
- Hired, scheduled and managed personnel.

- Managed delivery of time-critical food products.
- Responsible for managing all the restaurant operations in areas of customer relations, staff management, budgets, vendor relations, inventory control, purchasing of food etc.

St. Joseph's Hospital, Nashua, NH

Round Chef

2001-2011

- Responsible for patient breakfast, lunch and dinner meals per day.
- Supported and facilitated food service to two different retail operations.
- Facilitate fine dining menu program to Celebrate the newborn babies delivered at SJH.
- Helped support all aspects of catered events.
- Exhibition cooking for Hospital employees.
- Closing Chef responsible to ensure that the production equipment is properly closed and cleaned.
- Kitchen leader and "go to" person on the production team.

EDUCATION/TRANING

- Graduated, Nashua High School 1999- College Prep Curriculum.
- Certified Culinary Foundations graduate- Bentley College

AWARD AND ACHIEVEMENTS

- Award of Excellence for the month of August of 2007 FNS @ SJH
- Sodexo CARES award recipient 2008