

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, September 28, 2021
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.

Videoconferencing: meet.google.com/tup-vhqc-kbx

Audio: [+1 413-338-0451](tel:+14133380451) PIN: 815 882 116#

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

- I. CALL TO ORDER-Brianne Lavallee, Vice Chair**
- II. PLEDGE OF ALLEGIANCE**
- III. ADJUSTMENTS TO THE AGENDA**
- IV. PRESENTATIONS**
 - i. Scholarship-The WHOP DJ Garcia
- V. 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.
- VI. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**
 - a. FY 2022-2023**
 - i. Overview, School Board Directives, Strategy
 - b. YTD Reports**
- VII. PUBLIC COMMENTS**
- VIII. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. Business Administrator's Report
 - Federal Fiscal Monitoring Report 2019-2020
 - ii. Director of Student Support Services Report
 - iii. Director of Technology's Report
- IX. ACTION ITEMS**
 - a. Approve Minutes of Previous Meetings**
- X. QUARTERLY REVIEW BACK TO SCHOOL PLAN**
- XI. COMMITTEE REPORTS**
 - i. Finance Committee
 - ii. Budget Liaison
 - iii. Policy Committee
- XII. BOARD BUDGET DISCUSSION**
- XIII. PUBLIC COMMENTS**
- XIV. SCHOOL BOARD MEMBER COMMENTS**
- XV. ADJOURNMENT**

INFORMATION: Next School Board Meeting-October 12, 6:30 PM at WLC MS/HS

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

Emily Stefanich
District Curriculum Coordinator

BUSINESS ADMINISTRATOR REPORT

September 28, 2021

I have spent the bulk of the last month thoroughly **reviewing FY 21 expenditures** with an eye towards identifying grant expenditures improperly expensed against the Operating Budget. This has been a top priority of mine for several reasons:

- Provide accurate expenditure data to the Department of Revenue and the Department of Education for tax rate purposes
- Provide accurate expenditure data for Department Heads and the Budget Committee to develop the FY23 budget based on accurate historical expenditures
- Categorize all grant expenditures to align those expenses with each funding source/project and identify funds remaining
- Ensure we are maximizing reimbursable expenses from our various grant programs

I identified over \$250,000 in COVID projects, SPED grants, and Title grant expenditures misclassified as General Fund expenses instead of Grant expenses. As I prepare this report, I am pleased to report that I have adjusted out the bulk of the misclassified expenses and will have the remainder of the misclassified expenses properly accounted for by the Board's September 28th meeting.

As discussed at the Board's September 14th meeting, I will have a **detailed document** available at the September 28th meeting that outlines all sources of COVID dollars, categorize expenditures, and establish a baseline of remaining COVID funds so that the School Board and their designees can coordinate projects and programs that best address the needs of the District.

I have met with Mr. Weaver, Building Principals, members of the Extended Leadership Team, and the Budget Committee to begin the **FY23 Budget** development process. The first draft of the Budget will be presented to the School Board and Budget Committee at the October 12, 2021, meeting.

On **September 21 and 22** I will be participating in the Best Practices in School Operations, Finance and Business Leadership program co-sponsored by the NH Association of School Business Officials and the NH Association of School Administrators. I am excited for the opportunity to meet partners throughout the State and develop a strong network for success as I grow with the Wilton-Lyndeborough Cooperative School District.

Finally, it is my intent to provide the Board with a completed report of the FY21 Budget as well as Year-to-Date expenditures for FY22 for the September 28th meeting. I am hopeful that once I reconcile FY21 and complete all delinquent grant reporting requirements that I can spend much needed time with Food Services and Facilities to better understand and support their programs and services.



New Hampshire

Department of Education

**Federal Fiscal Monitoring Final Report
Wilton-Lyndeborough School District
School Year 2019-2020**

Provided by the NHDOE, Bureau of Federal Compliance

September 9, 2021

Frank Edelblut
Commissioner



Christine M. Brennan
Deputy Commissioner

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301-3860
TEL. (603) 271-3494
FAX (603) 271-1953**

September 9, 2021

Peter Weaver, Superintendent SAU 63
Alexander LoVerme, School Board Chairman
192 Forest Road
Lyndeborough, NH 03082

Superintendent Weaver and School Board Chairman LoVerme:

Thank you for assisting the New Hampshire Department of Education, Bureau of Federal Compliance (NHDOE, BFC) in the Federal funds onsite monitoring procedure for the Wilton-Lyndeborough School District/SAU 63, conducted on June 17, 2021 by Jessica Lescarbeau.

The attached report summarizes the information gathered during our visit and identifies our concerns relative to Federal grant fiscal compliance. Required corrective actions and associated timelines to rectify compliance issues are also included in the report. Also attached is the Corrective Action Plan (CAP). The CAP is for you to respond to the findings within the monitoring report. The CAP needs to be completed and sent back to the BFC no later than 30 calendar days after receiving the initial report via email.

If you have any questions or comments about the monitoring process and/or the resulting report, you are encouraged to contact Lindsey Labonville at Lindsey.L.Labonville@doe.nh.gov or 603.271.3837, or Jessica Lescarbeau at Jessica.L.Lescarbeau@doe.nh.gov or 603.271.3808.

Sincerely,

Jessica Lescarbeau

cc:

Caitlin Davis, Director, NHDOE Division of Education Analytics and Resources (via email only)
Kristie LaPlante, Business Administrator, SAU 63 (via email only)
Brianne Lavallee, School Board Vice Chair, At-Large Member, SAU 63 (via email only)
Dennis Golding, School Board Member, SAU 63 (via email only)
Jonathan Vanderhoof, School Board Member, SAU 63 (via email only)
Tiffany Cloutier-Cabral, School Board Member, SAU 63 (via email only)
Paul White, School Board At-Large Member, SAU 63 (via email only)
Jim Kofalt, School Board Member, SAU 63 (via email only)
Charlie Post, School Board Member, SAU 63 (via email only)
Matt Mannarino, School Board Member, SAU 63 (via email only)

Federally Required Policies

Policy	In Accordance With	Compliant	Comments
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988	No	The current policy is from 2011 and requires an update as it does not include language from 34 CFR 84.200. As a member of the NHSBA, please reference their most recent example policy.
Procurement Policy	2 CFR 200.318-327	Yes	Policy was adopted by the Board on 8/24/21 after the monitoring visit.
Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)	Yes	None
Inventory Management Policy	2 CFR 200.313(d)	No	Current policies are outdated and do not include Federal requirements.
District Travel Policy	2 CFR 200.474(b)	Yes	None
Subrecipient Monitoring Policy/Procedure (if applicable)	2 CFR 200.331(d)	N/A	Not Applicable. The District does not have subrecipients, therefore this policy is not necessary.
Time and Effort Policy/Procedure	2 CFR 200.430	Yes	None
Records Retention Policy/Procedure	2 CFR 200.333	Yes	None
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA 8546	No	District does not have such policy. As a member of the NHSBA please see their example policy, GADA.
Allowable Cost Determination Policy/Procedure	2 CFR 200.302(b)(7)	Yes	None
Gun Free School Act	Gun Free School Act of 1994	Yes	None

NHDOE's review of the above policy/procedure documents is not intended to be all-inclusive. As such, there may be other federally non-compliance policies/procedures not addressed above. Ultimately, it is the District's/SAU's sole responsibility to meet any and all Federal compliance requirements as a recipient of Federal funds. Deficient policies identified above are notated below in 'Finding #01'.

District GMS Reimbursement Requests

In addition to reviewing District/SAU policies required by Federal law and rule, nine (9) reimbursement requests for grant activities from the NHDOE Grants Management System (GMS) were selected for review. The selected activities were from the 2019-2020 school year and included the following Federal programs;

<i>Request #</i>	<i>Program</i>	<i>Project #</i>	<i>Month & Year of Project</i>	<i>Activity #</i>	<i>Activity Cost</i>	<i>Activity Description</i>
1	IDEA	202584	Feb-20	81193	\$8,125.00	Professional Educational Services
2	IDEA	202584	Feb-20	80982	\$840.00	Professional Educational Services
3	IDEA	202584	Feb-20	80926	\$5,384.62	Salaries
4	IDEA Preschool	202584	Feb-20	80932	\$636.59	Books and Information Resources
5	Title I Part A	20200146	Aug-20	79643	\$59.95	General Supplies
6	Title I Part A	20200146	Aug-20	86945	\$3,891.27	Salaries and Benefits
7	Title II Part A	20200332	Dec-19	82599	\$505.47	Travel
8	Title II Part A	20200332	Dec-19	82598	\$927.72	Professional Development
9	Title IV Part A	20200462	Mar-20	80357	\$3,877.28	Professional Development

During our review, multiple instances of non-compliance were identified. The details of our findings are listed below.

Please note that our review of the District's/SAU's management of its Federally funded grant activities was limited to our analysis of the nine GMS selections and was not designed to identify all potential deficiencies in Federal compliance that might exist. As such, other instances of non-compliance may exist that was not identified during the review process.

Findings

Finding #01

Criteria or specific requirements: The non-Federal entity must (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

Condition: During our monitoring visit conducted on June 17, 2021, we noted four policies and procedures have not been updated to include the requirements of Federal rules and laws for those transactions or activities that include Federal grant funds. Although the School Board previously adopted DAF partially in February 2020, it was not adopted in full and some policies remain in noncompliance.

Questioned Costs: None.

Context: Of the eleven policies and procedures reviewed, four were found to be not compliant, one was not applicable, and the other six were found to be compliant with Federal requirements.

Effect: The District did not adequately establish and maintain effective internal controls. The lack of internal controls is non-compliant with 2 CFR 200.303, which could lead to additional compliance concerns and questioned costs.

Cause: The District and the School Board have not updated all policies pertaining to Federal grants, which could lead to additional enforcement action under 2 CFR 200.

Requirement(s): The NHDOE is requiring the Wilton-Lyndeborough School District to update their policies and procedures to include the requirements of Federal rules and laws for those transactions or activities that include Federal grant funds. At the District’s discretion, separate policies may be developed for activities that use Federal funds versus those activities that are strictly funded using local or State sources. At a minimum, the following policies need to be created, updated, and/or implemented by the District:

1. Drug Free Workplace Policy in accordance with 34 CFR 84.200 and the Drug-Free Workplace Act of 1988.
2. Inventory Management Policy in accordance with 2 CFR 200.313(d).
3. Prohibiting the Aiding and Abetting of Sexual Abuse Policy in accordance with ESEA 8546.

The NHDOE has prepared several Federal Fund Fact Sheets that you may find to be a useful resource when developing your policies and procedures. In addition, the NHDOE has been made aware that the New Hampshire School Board Association (NHSBA) has issued several model policies that are compliant with the requirements of 2 CFR 200 to its membership, which you have noted you are.

Finding #02

Criteria or specific requirements: As a recipient of Federal funds certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects is required. Time and effort reports shall; be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated, be incorporated into the official records of the District, reasonable reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities, encompass both Federally assisted and other activities compensated by the District on an integrated basis, comply with the District's established accounting policies and practices, and support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

Condition: During our monitoring visit conducted on June 17, 2021, a review of the IDEA program was conducted for Activity #80926 for the reimbursement request for February 2020, as well as a review of the Title I program for Activity #86945 for the reimbursement request for August 2020. During this review multiple instances of noncompliance surrounding time and effort documentation was found.

Questioned Costs: The total questioned cost between both activities is \$9,275.89.

Context: The timesheets provided to show the time spent relative to the Programs and Grants in question does not meet all of the Federal requirements for such documentation. The documentation should include the following information; Grant information, time spent on the Grant, period of performance, name of employee, signature of employee and/or supervisor, signature must be dated after the period of performance, and a certifying statement that the information stated is true. Currently, the documents being used do not have a certifying statement and are not consistently dated or filled out in entirety.

Effect: Any request(s) for reimbursement of personnel expenses must meet the requirements of 2 CFR 200.430.

Cause: A lack of controls surrounding the time and effort procedure has led to this compliance concern and questioned cost.

Requirement(s): The NHDOE is requiring that the Wilton-Lyndeborough School District update their time and effort documentation to ensure compliance. Additionally, we require not only that the District have the appropriate documentation in place, but also that the resulting documentation is prepared in accordance with policy and procedure. The District must have a time and effort procedure in accordance with 2 CFR that they use. The District must retroactively come into compliance and supply the NHDOE with the necessary time and effort documentation in these activities, otherwise repayment of the entire questioned cost may be required.

Finding #03

Criteria or specific requirements: The acquisition of property or services which is higher than the micro-purchase threshold (\$10,000 at the time of the grant in question), but does not exceed the simplified acquisition threshold (\$250,000 established in the FAR) must follow small purchase procedures. Small purchase procedures include price or rate quotations obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

Condition: During our monitoring visit conducted on June 17, 2021, a review of the Title II Part A Activity #82598 reimbursement for December 2019 and Title IV Part A Activity #80357 reimbursement for March 2020 was conducted. As indicated in GMS, a contract for at least \$4,804.56 was entered into (reimbursed through these activities during these months). Originally, a contract wasn't available for review. However, recently a contract for The Center for School Climate & Learning was located and sent to our office. After review of the contract it was discovered that the total contract amount was \$14,415. Further discussion via email was had about the contract and it was found that the procurement requirements of that over the micro-purchase threshold of \$10,000 (currently) was not followed.

Questioned Costs: Total cost for the activities in question \$14,415.00.

Context: PO's, invoices, and a contract were provided to show payment of the allowable services rendered under the appropriate Programs. However, no other documentation was provided to show procurement requirements were followed in compliance with 2 CFR 200.317-330.

Effect: Any procurement is subject to the requirements and conditions set forth in 2 CFR 200.317-330 as applicable.

Cause: A lack of controls and implementation surrounding the procurement policy and a lack of a procurement procedure has led to this compliance concern and questioned cost.

Requirement(s): The NHDOE is requiring that the Wilton-Lyndeborough School District establish a procurement policy and procedure that is compliant and in accordance with 2 CFR. The District must not only have a procurement policy and procedure, but they must use them. The District will also be subject to random testing of procurement activities, which would require uploading of all appropriate documentation to show compliance before reimbursement will occur.

Timeline and Evidence for Findings

As the requirements of 2 CFR 200 went into effect approximately five years ago, it is imperative the District/SAU come into compliance with these regulations by April 1, 2022. As the pass-through entity for the Federal grant funds, it is the NHDOE's responsibility to assure compliance of its subrecipients. As such, the NHDOE is requiring the District/SAU to complete the above action by the required completion date.

Finding #01

Required Completion Date: April 1, 2022. The CAP is required to be returned to the NHDOE within 30 calendar days of the date of this report. Failure to meet this deadline may result in the NHDOE taking enforcement actions allowed under 2 CFR 200.

Evidence of Completion: Provide the NHDOE with copies of the completed policies and evidence that the School Board has adopted said policies (School Board minutes will be acceptable).

Finding #02

Required Completion Date: April 1, 2022. The CAP is required to be returned to the NHDOE within 30 calendar days of the date of this report. Failure to meet this deadline may result in the NHDOE taking enforcement actions allowed under 2 CFR 200.

Evidence of Completion: Provide the NHDOE with a copy of the time and effort procedure and compliant time and effort documentation to be used moving forward. Additionally, you will need to email the retroactive documentation signed by the appropriate employees from the activities mentioned in 'Finding #02' by the completion date.

Finding #03

Required Completion Date: April 1, 2022. The CAP is required to be returned to the NHDOE within 30 calendar days of the date of this report. Failure to meet this deadline may result in the NHDOE taking enforcement actions allowed under 2 CFR 200.

Evidence of Completion: Provide the NHDOE with a copy of the procurement procedure.

-END OF DOCUMENT-

**NHDOE Federal Funds Monitoring
Corrective Action Plan**
(Use a separate form for each Corrective Action Item)

Subrecipient contact:

Subrecipient:

Action Item:

Description:

Date:

Please check the box that most appropriately matches the District's status in implementing the Corrective Action Plan (CAP). Please also provide any documentation that supports the District's assertion that the CAP has been fully implemented.

- ☐ - (1) Partially implemented
- ☐ - (2) Revised CAP being implemented
- ☐ - (3) Fully implemented
- ☐ - (4) No further action required (provide detailed explanation below):

Name of person completing this form

Date

If options (1) or (2) are selected, please explain the implementation status &/or how the CAP was revised as well as the anticipated completion date in the space below:

Corrective Action Plan Update or other explanation as necessary, (status date: / /)

If option (3) is selected, please explain how this was implemented in the space below:

Please return to the Bureau of Federal Compliance within 30 days of receipt.

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.

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

**Student Support Services Report
September 2021**

The Office of Student Support Services welcomed the first days of school with many conversations, planning meetings, visitations to our schools and continued work on this year's special services budget and next year's budget proposal. This month's report bullets are:

- A recent request regarding the number of move-ins over the past three years and its effect on special education service program planning and delivery will be shared with the Board at a future meeting. Our department will be working to pull together all of the requested information as we begin the school year. We plan to share this information with the Board at the 2nd meeting in October.
- Daily visits with all building administrators to plan, problem solve, and discuss any aspects of general education/special education services as well as promoting a team approach to our work.
- I also make daily visits to all schools to make sure that all necessary resources are allocated to our students and staff as well as meet individually with case managers and related service staff. I have also been participating in IEP related meetings, as needed, when called upon by administration, staff and/or parents for my input.
- Meeting with all Student Support Services staff to discuss programming, individual student needs, budgeting and ongoing assistance throughout the district. A twice a month formal meeting schedule has been established for student support services staff in each building for the entire school year to augment the daily visits.
- Continued work on all financial aspects of the budget including finalizing the IDEA grants and coordinating with the business office to set up accounts for the grants, refining all related service and ABA contracts for accuracy and accounting and initial development of the FY'22 student support services budget.
- Lisa Boen, Our Board Certified Behavior Analyst (BCBA), continues to be our district trainer for our Crisis Prevention Institute (CPI) program. CPI provides training in de-escalation techniques for our staff in the RISE program as well as other district staff who would benefit from this training. The principals from both schools are using Lisa's expertise to benefit our staff and students. Beginning this year, Lisa will be offering a new module from CPI which will focus upon de-escalation for our classroom teachers.

September 2021 SAU63 Technology Report

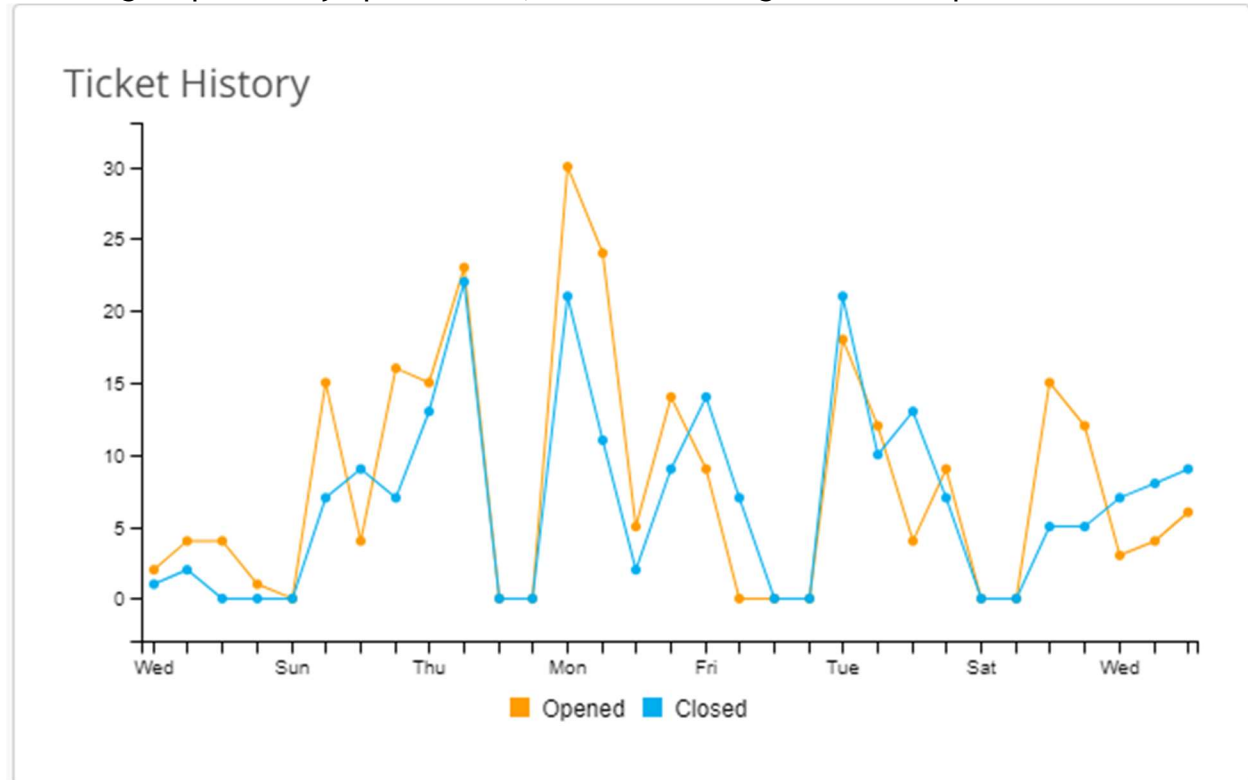
Jonathan Bouley

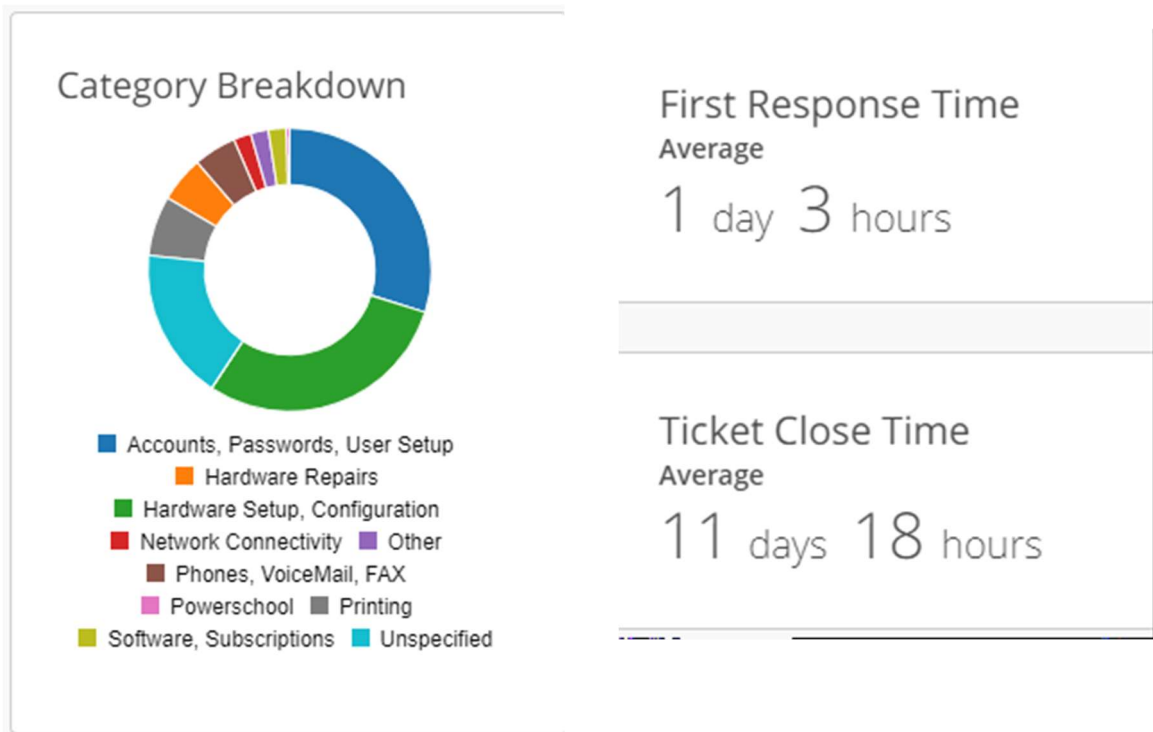
Director of Technology

Support:

In the last 30 days, we had 249 new tickets created as to be expected with the start of the school year with teachers and students returning to the building.

Including all previously open tickets, we are hovering around 80 open tickets.





I have provided a breakdown of the categories we currently track within our system. 60% of the tickets created were centered around password resets or new account creation requests along with deploying new hardware or helping set up a classroom when the teachers returned.

We have dropped our first response time from 30 days to 1-day average and the average ticket close time from 68 days to just 11 days. A lot of this was due to cleaning up really old tickets that were messing with the averages and consistently staying on top of new tickets promptly.

We have implemented a priority matrix and communicated to the staff these new expectations so we can triage tickets appropriately based on impact and need.

Critical: Problem causes complete loss of computing and/or complete loss of Business/Educational/Instructional use. Example: Payroll Server, Computer Labs, Things that affect multiple users or buildings or are safety issues.
High: Problem causes loss of services or incorrect behavior for Business/Educational/Instructional use. Example: User is unable to access Web2School, District Email, or normal materials for daily job functions.
Normal priority :Problem causes a minimal loss of service for Business/Educational/Instructional use. Example: Inability to connect to a printer, paperjams, inconsistent or erratic behavior.
Low priority : Problem causes no loss of service, but a minor inconvenience. Or is for personal use. Example: User is unable to access home email, loud fan noise.
Project: Long-term adjustments or upgrades required. Possibly causes disruption for large number of users. Saved for vacations and workshops Example: Network Topology Changes.

However, we are short-handed this month but for a good reason as our full-time Support Technician Dan LaSala and his family welcomed a new baby boy this month and is taking some well-deserved time off to be with his family. The district as a whole has been very understanding of the strain on our resources and has been working with us to make sure all issues are documented into our helpdesk system so we don't lose track of anything.

I am looking to implement a yearly customer survey to see how we are doing as a department and what we can improve to make sure we continue to meet our communities needs.

Projects:

We finished a previously started Computer backup project this month which now provides us backups of our internal servers onsite and an off-site location.

We are working with the Art department to upgrade some computers to fully support the new animation and digital design class as well as the video production class and would be suitable for use if we move forward with cad design/engineering classes.

We are working on next year's budget to make sure we can continue to support a 5-year cycle of technology replacement for a more consistent cost and easier to support process as we get rid of old unsupportable problematic equipment. We are including a network refresh in next year's budget as a lot of our gear is at the end of life/end of support from the vendors this coming year, almost all of it qualifies for e-rate discount.

and finally, Peter and I are looking to do some site visits to other schools to see what and how they are doing their hybrid board meetings to make sure that we don't run into any preventable pitfalls when spec'ing out and setting up our new systems here at WLCSD.

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD EMERGENCY MEETING
Tuesday, September 7, 2021
Wilton-Lyndeborough Cooperative M/H School
7:15 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, Charlie Post and Paul White*

Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Principal Kathleen Chenette and Sarah Edmunds, Assistant Principal Katie Gosselin, Director of Student Support Services Ned Pratt, Technology Director Jonathan Bouley, and Clerk Kristina Fowler

I. CALL TO ORDER

Chairman LoVerme called the meeting to order at 7:15pm.

II. MASK PROTOCOL

Mr. Vanderhoof expressed that we should start to clarify why we are here. He does not know what the outline is for this meeting. Chairman LoVerme spoke that the emergency meeting is to go over the mask protocol as we had a few kids at FRES test positive, others are being tested and there are students that are quarantining; 13 students in total. He explained we want to get ahead of it. COVID is breaking out in clusters and we are looking to target the cluster areas. There is one class at FRES that has 3 positives and potentially a 4th. We would focus on that class; we also have 3 mothers in that class who are positive. It is “kind of” an outbreak in first grade and that is what we are primarily looking at. The reason I called this emergency meeting is for us to get ahead of it and not have to react to 30 students getting it at FRES or the MS. This is where I am coming from.

The Superintendent spoke that DPH (Department of Public Health) has a decision matrix; we didn’t consider this when we did our Back to School Plan. It is targeted (mask use). It’s not all or nothing. We have either level 1 or 2; the decision matrix tried to obtain a balance with having mask mandates for a period of time. We have 1 positive case at LCS, 3 with potentially a 4th at FRES and 1 at WLC. He noted he was just informed of an additional parent who has tested positive and the student will quarantine as a household contact. We have to find a balance; the argument and issue is important to people and it is important to us. He thinks the approach the DPH took is a good approach. If he was asked for a recommendation he would say we target those kids at FRES, trying to change those numbers; either they stay the same or start to go down. He does not want to say necessarily for the semester or the rest of the year. We are just trying to curb the increase. We have to move forward together and it seems like we should focus the conversation on that, can we come together in the middle.

Mr. Vanderhoof spoke that presenting it as mask or no mask isn’t what we are doing. Nobody said you can’t wear a mask; it is perfectly OK to wear a mask if that is where we are. The plan we set up talks about clusters. We have a plan going and it takes into account that there are clusters coming up. The reason we are here is the plan doesn’t work or to revise it. I don’t know what everyone was expecting. I am sure if you tested everyone in this room, you would end up with a positive. Zero COVID is not a realistic expectation.

Discussion was had that 13 in one week was more than we had all last year. It was noted you are assuming it is a consistent factor. We tried something last year and this year it is not working. It was questioned how you can tell it is not working, you didn’t give it a shot. It was noted everyone was told to do what they

53 want. Discussions continued that included, it is the nature of going back to school, we have to try what we
54 can to protect these kids from COVID and spreading it in the school, we don't know where they are getting
55 it and masking is to help cut down the number of cases in first grade as they have the most cases right now.

56
57 Ms. Lavallee spoke that the difference of mask option and no option is what you are trying to control.
58 Mask not being an option is source control. Mask optional means each person is controlling it entering their
59 own body. Ask what is our purpose on the school board; part of the mission statement is to provide a safe
60 environment, it's safety for all students, staff and community. Having a mask mandate for a period of time
61 is the right thing to do from a public health perspective and if we are doing it based on the entire
62 community and that's our job, to not make emotional decisions, make decisions based on the entire
63 community. We also want to give the Superintendent the authority to say if we have another cluster to go to
64 masks instead of having these emergency meetings. It was noted by Mr. Mannarino that although there is
65 appreciation for what the Superintendent is suggesting, it is reactionary; it is not getting ahead of it.

66
67 Mr. Golding voiced he thinks we need to have a mask mandate to eliminate the problem or to try to control
68 the issue and keep everyone safe, 13 is too many.

69
70 Mr. Post expressed that we have not given this program a chance. We had it set up, he didn't necessarily
71 agree with it but we are 6 days in. He questioned if we know if the transmission happened at school.
72 Superintendent responded we don't know; some are household contacts. Discussion was had regarding if
73 we are saying that if there are 4 positives we are masking, how do we logistically make that work, do you
74 make those kids stay in the classroom and be separate from the school. Members of the public in person
75 and online expressed themselves at times throughout the meeting. Each time, Chairman LoVerme let them
76 know that they will have a chance to speak during public comment.

77
78 Superintendent spoke that if we have masks he recommends we do it for FRES. Discussion was had
79 regarding how this would be implemented. Superintendent spoke that we have a cluster that puts us at
80 medium for level of school impact. In terms of overall impact, it is still low. The community transmission
81 is substantial and that is tricky data. The PCR test positivity rate, taking out Nashua and Manchester is 6%
82 and still puts us at medium to moderate. The idea for decision matrix for masks is that if we can target that
83 and change or mandate masks for a period of time it will improve. If we continue with level 1 and go to
84 level 2, we are mandating masks for everyone. We don't have any impact at the HS except 1 in quarantine
85 from a household contact. He notes he is trying to wrap his brain around what is reasonable. Chairman
86 spoke that he sees targeting clusters, seeing the Superintendent making the call on mask mandate and
87 probably for a certain amount of time. If you keep getting clusters for every 5 days, it will extend the
88 cluster. If you do it for 2 weeks from the last day of the cluster and not just an individual case. We
89 wouldn't target a student in a class; it would be for a cluster. Ms. Lavallee spoke of her concerns. It was
90 suggested to talk about the number of days. It was expressed that the number of days depends if you are
91 positive, have symptoms and if it is a household contact it is different. They discussed the number of days.
92 Principal Chenette noted the problem is it rolls, if you have one it is 10 days and if you another, it is
93 another 10 days. It was suggested that everyone wants to know the number of clusters and when you would
94 mask them. Superintendent spoke that it is arbitrary, the percentage is pretty high to get to the absentee
95 rate, 15% is pretty high. A cluster is 3 or more in a related group. He adds that Mr. Vanderhoof is right
96 when he says it is hard to implement masking one class like that and how do you manage it and not create
97 more problems for the students. He sees this as a whole school. It is the most reasonable way to help
98 mitigate it. He thinks we pick a date because we meet twice a month and should look at the data every time.
99 He doesn't know if we can keep having these emergency meetings. He spoke about one criteria being the
100 strain on staff, 80% are vaccinated but it doesn't mean they won't get it. We struggled last year with having
101 to move classes to the gym. We are not necessarily anticipating that. We can look at the state trending data,
102 which is going up. We need to look at it locally; we have 10 active cases in Wilton, 37 in Milford, none in
103 Lyndeborough. He notes we are not Nashua or Manchester, for us it is different. The discussion is a little
104 more nuance where we are a small school. He thinks masking them now and look at the data again. A

question was raised if he thinks we have enough students at FRES to mask. The Superintendent spoke about being concerned about a trend, if we meet again and the trend is going down we walk that back. He was at FRES this morning and didn't count but would say it was about 50/50 of those masked and those not. Parents masked their kids in that particular classroom, we opened windows and moved desks around and did everything we can. If we go to a target mask mandate, he thinks more parents will choose the option to wear masks. A question was raised how many faculty are masking. Principal Chenette noted today most were masked. Ms. Lavallee was in the schools today and noted many teachers said they didn't last week but are masking today. It was noted Nashua is big and we can't put us in the same category. We need to look at our local numbers. It was noted we do have parents that work outside the state and towns but it a parent responsibility to what they want and keep them home if they are sick. You can't send them and potentially make other kids sick. It was questioned what are we proposing. We have a policy in place now. Chairman LoVerme spoke the proposal is to give the Superintendent the authority to go to mask and unmasked when the numbers hit instead of doing emergency meetings. It was expressed we have a protocol in place now where the Superintendent does make the call but you want to change it and that is the purpose of the emergency meeting, right? Superintendent spoke that he does have the authority based on the matrix they decided but the thresholds are so high and even though it's below what the state recommends, he is concerned they are going up and up and do we do a short target period to try to rest it. Ms. Lavallee voiced that she will make a motion to adjust the plan we have in place but wants to hear from the public prior to voting on it. Under level 1, face coverings it should include targeted facemask use per the toolkit from the Dept. of Education and Dept. of Health. It was questioned how many cases or do you want the Superintendent to make the decision. Superintendent spoke if we use this single cluster and community spread; we are in substantial. He is looking to use the matrix. Ms. Lavallee spoke that in level 1 it would allow us to use targeted facemasks. Superintendent added if we pass this single cluster and have no more; we are looking to go to optional again according to the matrix. According to the matrix, he is recommending targeted mask use. It was questioned if he is recommending reassessing it at every school board meeting. He responds he would recommend doing that, looking at it every 2 weeks. If it is going up, we need to talk about it and if it is going down, we need to talk about it. This decision matrix wasn't included in the plan we have and if he could do it over, he wishes he brought it up. We learn from our mistakes and here we are talking about targeting. It was questioned, in this threshold what is the number and what is the duration. Ms. Lavallee spoke, if you look at the decision matrix, a single cluster that is 3 students. We have that now and minimal to moderate community transmission. If it goes to substantial, they recommend universal mask use. Our duration is we visit it every 2 weeks. It was noted, the thought was it for 10 days. Ms. Lavallee responded it depends on is happening with the data. It was asked for a show of hands who understands when it starts and stops. Is it 3 cases and the entire school gets masked. Superintendent responded 3 cases in a group, a cluster. We have a single cluster; community transmission is moderate according to this matrix. The other piece of the data for community is we are at 5.8%, we are kind of moderate, substantial with community and it puts us at targeted, not for the entire district. We do not have a cluster at LCS or WLC. According to this matrix, we would target FRES. He would like to say just in one grade but it is difficult to implement it in 1 class and 1 teacher. He believes it is easier to do it in the whole building and meet in 2 weeks. We could go substantial in the community and that puts us in level 2. At this point if we can get past the cluster, it is then optional and we have to make that decision as a group. He can make it alone but feels it is important we talk about it. We have 70 people online and a bunch here and he thinks we have to talk about it and express opinions on either side of the issue, not just about COVID but everything. In this case, it is targeted mask use. It was noted sometime you will have to make a decision at the drop of a hat. He understands this. If we have 4 kids in a 6th grade class she doesn't know how long we wait to make decision. At the HS, it is harder to segregate a grade if we have to. At the HS level it is difficult to start splitting that up. Ms. Cloutier-Cabral spoke, you are asking us to work together and make a choice. Superintendent responds we have 14, 8 in quarantine and 6 positive; he worries. Discussion continued including that a targeted mask approach for FRES sounds like it makes sense. If there is a cluster and we have to go to mandate masks in 5 days, and there is another, we will have to continue with masks. A question was raised what is the date of the last cluster to mask. Mr. White responded, from the last known cluster it is roughly 10 days, that is what they are suggesting. Ms. Cloutier-

Cabral questioned to clarify, so 10 days with no clusters is that right. Ms. Lavallee agreed we could do that. A question was raised, what is the scope, is it the building, or the team, the class, what is the scope of it. Superintendent responded my scope is the school. Discussion was had if a sports team gets it, is it the whole school. Superintendent responded it depends and gave examples. He noted just because there is a case in a class they may just be monitoring but if symptoms they will quarantine. A question was raised, the scope is the school, if you get a cluster, the entire school goes with masks for 10 days. Response was 10 days from the last case. It was questioned, a cluster is 3 and in contact with each other. Superintendent responded that in this case he doesn't know if that decision is so clear-cut. For a team it can be a cluster in a related group but does it have a relation to the class. This was discussed. Mr. Vanderhoof expressed you are chasing it forever. Optional works, you just said people are masking in the last few days they are making their own decision. You can mask FRES but I have a kid in this building and that building, they will play with each other and a lot of others are like this. He adds you need to trust the people have enough information and just because you think they will make the wrong decision for our family, you should let them make their own decision. Disagreement was noted.

VIII. PUBLIC COMMENTS

The public comment section of the agenda was read.

Kevin Boette thanked the Board for letting the public have the opportunity to speak. There is a lot of passion on both sides. It is all going to the health and mental health for kids. We had a plan in place; it is only 5 days and have not really tested the plan. We have this quick cluster that popped up. He wants us to think about testing the plan and see where it goes in the next few days. If we do need to have a limit, it needs to be 10 days. It's a minority of the community; people have the option for vaccination. He spoke of his own situation; he wears a mask when he sees his mom and the risk is high. You have the choice to get vaccinated. He asks the Board to please consider these things if you let kids out to recess and you leave, and say it's up to you if you wear it. He guarantees they won't wear it.

Kyle DuBreuil, Lyndeborough spoke. He has 2 students at FRES. Today they went for a COVID test, which was fun. His kids are too young they can't be vaccinated. Hopefully, his son is fine and all the kids are. We are up to 17 including parents in 5 days. How many in total last year he asks and now we are up to 17 directly connected to the school. He is asking, he thinks the idea of just isolating FRES; you have the matrix and the description. We are at the criteria, let's go out in 10 days and if another cluster, do it again until the numbers go down. Hopefully not till the end of school year and if you have a mask and my kid is wearing a mask, hopefully we won't have any. He thinks it is time for masks, his kids are masked, they don't mind. Let's just mask.

Jamie Morris, Wilton voiced, we like numbers right. How many kids have died in the whole entire US? He gave some statistics. It was noted, we don't want one here. Mr. Morris spoke you are asking them to wear a mask and they are about 10% effective. You have kids when wearing it; it affects their development as they are learning to speak. They are not seeing the mouth move and it will hurt them later in life while in school. Learning how to read, they go off the face of the teacher and if they can't see. Ninety percent of masks are not effective. To be effective it has to be medical grade. He travels all over NE. He expressed he can be standing here fine with no symptoms but has it, you can't track that. If you want to wear it, it is up to the parents. That is the way it should be. His kid is vaccinated and doesn't think she should have to wear it at all.

Shane Meltzer, Lyndeborough spoke of having a daughter in 3rd grade and son in 5th. He has every intention of masking his kids because of what has cropped up recently but notes who am I to say others have to mask their children. He has friends here who don't agree with him. He is asking his kids to because he thinks it is the best opportunity to protect them from the Coronavirus. He put masks on his kids because he doesn't want them to get it. He is not relying on it for anyone else to mask them. He doesn't want to hear the political jargon. If you are wearing it to protect from things coming and if you are wearing it to protect yourself, if we are asking for a mandate, what are we saying we don't trust our friends and neighbors to do what is best for their children.

207

208 Caitlin Maki, Wilton spoke. She is not for or against it. She doesn't know if they work or not. She didn't have her kid
209 in a mask last week but did today. She asked and he said it's fine. Does he wear it outside of school, no. We have a
210 responsibility today to keep our schools safe. She likes the addition of targeted mask wearing within the guidelines.
211 We can't help what people are doing outside of the school. If they want to gather with friends. She works in Nashua
212 and is socially distanced because of the size of it. She knows she can bring something home to them. It will prevent
213 the kids from spreading it to one another. It makes her nervous knowing her kid is in there. She knows there is talk
214 they don't wear it, right, most kids are doing the same thing. They model after the adults and if the adults tell them
215 the reason is important they will do the same thing.

216

217 Lisa Post, Lyndeborough, wanted to ask 2 things. She asked if we can have a microphone that gets the information to
218 the back of the room as they are not hearing you. She questioned what the plan is for the kids that are out of school,
219 quarantining for 10 days and perhaps another 10 days. What plans are in place for their education from day 1. What
220 are they getting for an education? She wants to know and families want to know. Are they out with any help now? It
221 would make people feel more comfortable about the decisions that are being made tonight.

222

223 Eric Abasciano spoke of having a daughter in the 4th grade. They recently moved here and are in their 2nd year. He
224 thanked all the teachers and all who are here. He came from Worcester, MA where they make you do everything. He
225 thanked them for last year having school in general. Now that we know more about how the effectiveness of masks,
226 we don't know the long-term affect and the effect of wearing them. You will make a decision one way or another and
227 he will live with it but thinks it is up to the parents to make decisions about everything. It should be decided by the
228 parents to make the right decision for their child. He appreciates the schools being open and believes you are doing a
229 good job. He questions if the COVID tests are being followed up on by the schools. He had 2 false positives and
230 questions if anyone follows up on that to see if it is a false positive. He knows many who have positives. Does the
231 parent give a note or a note from the pharmacy? It was noted that the documentation varies depending on where they
232 are tested. She adds we follow guidelines of the Department of Public Health (DPH) and are required to report to
233 them if we have a positive case and they follow up. If a child is symptomatic, we do testing, the child gets tested and
234 we ask for the result positive or negative. The school doesn't do any testing and nor is there a requirement to follow
235 up. The parent can do that but DPH doesn't require it. She believes it is more likely to give a false negative than a
236 false positive but notes it does happen. It is not our job at the school level.

237

238 Darlene Anzalone, Lyndeborough asked for clarification regarding the number of cases. How many positive and in
239 what grades, she noted quarantines were also mentioned. She questions if you are trying to tie this to the first week of
240 school. Superintendent reviewed the numbers and grades. There are 6 positive, 8 quarantining for total of 14. Ms.
241 Anzalone spoke as a parent, what is the number and how do you make the decision. Where is the cluster? If you
242 know it's a certain grade, maybe they should wear a mask for a set number of days. As a parent, I would like to know
243 what is a cluster and if it's 3, shouldn't it be for that grade or class. She questions if it was a soccer team it sounds
244 like it would be looked at differently, more closely. She agrees with Mr. Vanderhoof, if our kids are sick, we won't
245 send them to school. She will not be an irresponsible parent and trusts other parents to make the best decision for
246 their kids.

247

248 Jon Lavoie, Lyndeborough questioned if any of the positive cases are siblings. Superintendent responded he does not
249 want to go into that level of detail with families etc. It is for privacy and the deeper we go into it identifying the
250 kids... He was interrupted by a member of the public and did not finish his sentence. Mr. Lavoie questioned if you
251 are going to put masks on the kids you will expect them to wear them, right. You can't expect a 1st or 3rd grader to do
252 anything without being on top of them. It won't work. He spoke of his personal experience "back in the day" when I
253 went to school if you got the flu you stayed home. We didn't quarantine them or call it a cluster we just send them
254 home. He reported some statistics on flu deaths and COVID statistics noting no children died of COVID. He
255 questions if he came to the Board in 2016-17 and said we need to mask kids because they are dying of flu and

pneumonia... I am telling you it's zero percent and you would call me crazy because I want to keep it optional. Zero percent and I am told I need to mask my kids, they are in danger. What statistics Mr. Weaver are you using to say they are in danger? They were in danger more in 2017 and no one said it then. He thanked the parents who said it was the parents who should make the choice. Don't tell other people what they have to do with their own lives.

Ben Hostettler spoke of having children at FRES and LCS. He questioned how many flu cases we had this year. He asked if anyone has that data. Response, flu season has not started yet. He spoke of one or two people having masks on and we are debating masking 300-400 kids. It was clarified that it would be FRES only. Mr. Hostettler continued acknowledging that it is about 200 kids then. He spoke of his personal work conditions. He expressed that it is proven and documented that having children masked for any level of time drops that oxygen below 100 parts per million.

Alex Rand, Wilton spoke and has a 5 year old child at LCS. He spoke of getting students to listen on any day is difficult. He questioned what the protocol is if his child is crying, do we have to pick him up; does he go to the nurse's office? Chairman LoVerme responded teachers do the best they can to work with the children. It was noted it went well last year for the most part. Chairman LoVerme noted we are not going to send him home; we would keep working with him. Mr. Rand questioned what the overall plan is if it is not being enforced. Ms. Lavallee does not recall our Superintendent bringing up a related issue to this. Mr. Rand asked what if his child has a bad day. Chairman LoVerme responded the teacher will work with him and we understand the masks will be taken on and off, he is 5 years old.

A member of the public expressed to the Chairman that he had had his mask down 10 times since he has been here. Chairman voiced that it is to allow those to hear him when he is speaking.

Brian Fey spoke noting he is new to town and doesn't know any of you. He doesn't know if this is the first emergency meeting had or first ever. He expressed that it seems odd that you sit here in your comfortable chairs and you make others come up here to speak instead of making them feel comfortable to speak from their seats. Chairman responded that it is allow those online to hear them. Mr. Fey asked who made the matrix. Ms. Lavallee responded it is from the Department of Health and it for schools and daycares to use. Mr. Fey questioned if we have any members of the Board that are doctors. No, OK are these meetings recorded. Mr. Post acknowledged they are. Mr. Fey expressed when Mr. Weaver was talking you went to moderate and substantial and he feels people are all over the place and that was why he was asking about the recording. He notes he is not a teacher or a doctor, just a parent. He adds "you guys" are using terms like targeting and then you say ask your principal when the masks should end. He questions if she is a doctor, he doesn't believe so. You are throwing percentages around, PCR tests and a young lady said 13 cases and 8 positives. We are all over the place. Go back to the decision matrix. He heard a couple of people say the decision matrix and he would have to review it to make it out. We have to start thinking about this state and country that is built on freedom. He spoke about this and quoted a patriotic speech. He is not saying throw out medical advice. He equated it to using chicken wire to stop mesquites. You are only stopping people from breathing. He knows of a lot of people have not worn masks and they didn't get it. If we forget what this state is built on...there were a lot braver men than me and they believed in freedom. He feels they have to find their NH accessory roots and believe in freedom.

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

Misty Gauthier, Lyndeborough spoke that she has two boys in 1st grade. Last year they went to kindergarten and didn't require masks. She asked them to wear them as needed. Teachers and staff were wearing them. She drove up and dropped the kids off, it is optional. Not one staff member had a mask on so of course they won't wear it. Moving forward today, they are wearing them. We are required to teach them, they are not upset about masks. They don't have a choice to get vaccinated. We don't have issues at WLC and doesn't know how many are vaccinated but they

305 have a choice. We have a responsibility as parents and community to watch over our kids. Now today, when I drop
306 my kids off, teachers had masks and I was OK with it. She spoke of her child being sent home and was negative;
307 every child with a cough will have to go home. This is not a popularity contest; they don't have a choice right now.
308 She spoke of chicken pox and vaccinating her children but she doesn't have a choice now. She thinks it should be a
309 choice but the responsible thing to do now is better safe than sorry.

310
311 Geoff Allen, Lyndeborough spoke about having a child in 5th grade and he wanted to speak to a person who
312 commented earlier. He notes he is not a doctor or a chemist or knows what goes through the mask or not. He is just a
313 dad trying to do the best for his kids. He hears the passion and he appreciate that. He reiterates to the Board that it is
314 his job as a father to look after his kids. He doesn't know if the kids were masked or unmasked but all have the
315 option to wear it. He thanked the Board for their attention and consideration. It doesn't matter what side you are on,
316 you will hear about it from someone. He thinks Mr. Weaver is a breath of fresh air in this climate. He is so tempered
317 and passionate. He cares about what the community wants and what is best for kids. I thank you for the job that you
318 do.

319
320 Chris Gordon spoke of having a child in 3rd and 1st grade. This is the first school board meeting he has attended, it
321 seemed important. Overall, it sounds like the plan is to mask if you feel that is what will protect kids, and quarantine
322 if you are in contact with a positive case. He questioned if he is wrong about that. Ms. Lavallee spoke that at this
323 point, you quarantine if you have a household contact. Mr. Gordon asked if a household contact and a kid at the
324 school is the same thing. Ms. Lavallee responded no. Mr. Gordon questioned so if they come in direct contact they
325 don't need to quarantine. Ms. Lavallee spoke that at this time it is the household contacts the Dept. of Health is
326 monitoring. Mr. Gordon questioned if that is the CDC. Ms. Lavallee responded it is the Department of Public Health.
327 Mr. Gordon questioned if it is not the requirement of the CDC, he agrees it should be the parent's decision to mask or
328 not. He spoke of needing to get a hold of these cases but it is also the parent's responsibility to protect those kids and
329 schools. It should be left up to the parents to decide if they want to mask or not.

330
331 Jeff Jones commented he thinks the Board is right. We need to use common sense and can't overthink it. We can
332 continue to debate the efficacy of masks and what is a reasonable thing to do. Masking at FRES is very reasonable.
333 He asks parents who say it is their right to make the decision. If he had COVID and coughed in your face, 3 feet
334 apart, he thinks they would say no. He respects it's their right but it is also our right to protect all the kids. He spoke
335 of his neighbor getting COVID, the whole family, and his neighbor was 59 years old and passed away. He doesn't
336 want that to happen to anyone. He questions what is the best for the community. He loves the passion and outreach;
337 let's continue that and come to a school budget, board or PTO meeting. Let's extend it for something good. Let's
338 keep it rolling.

339
340 Robert Maciorowski, Lyndeborough spoke and has one student at LCS. He spoke of having a senior last year who
341 spent the whole year remote. They stayed healthy but it took one meeting with a family member and we all got
342 COVID and thankfully got over it. He shares the concern about the learning quality and students wearing masks. He
343 has children with learning disabilities with speech and it is helpful to visualize the speech. Parents should make the
344 decision for their children. If they mask for 2 weeks and it becomes a standing thing, it can affect their learning long-
345 term. He thinks parents should make the best decision for their children.

346
347 Melodie Jones, Wilton spoke that she does not have any children in the school but has a grandson. She expressed she
348 is talking to the parents who got up here and said there are no deaths in Wilton here and there is flu but only one
349 person in so many years... When you are the one parent who has to bury your child because of the virus, it is not easy
350 to deal with. She prays no one has to do this in this district ever again. Keep that in mind when "you guys" get up
351 and start talking. Thank you.

352
353 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to adjourn.**

A member of the public asked if you are going to make a decision.

**Voting: two ayes; five nays from Mr. White, Ms. Lavallee, Mr. Golding, Mr. Mannarino, and Ms. Cloutier-Cabral and one abstention from Chairman LoVerme, motion did not pass.*

*A MOTION was made by Ms. Lavallee and SECONDED by Mr. Mannarino to edit the plan in place and add to level 1, under face coverings, targeted mask use in line with the State of NH mask decision matrix.***

Mr. Post expressed concern that he does not see where that delineates the decision, it's too big. Chairman asked if there is a timeline in there. Ms. Lavallee responded if you do it using that matrix then if the cluster is over, it stops so it would be 10 days. Mr. Vanderhoof commented that a couple of years ago we had an emergency meeting for roughly \$200,000 and the Board sat up there and listened to everyone say nope, you need to try and get through this and work through what you asked for. You totally ignored what people said, and you took the money from taxpayers and they cut our budget by \$400,000 and we could have easily gotten through. We can ignore this and the overwhelming majority to not do this. Ms. Lavallee spoke that she wanted to go on record of hearing from 13 community members who spoke to have it in place and a number specifically stated they didn't want to get up and speak because they felt intimidated by the crowd. Members of the public voiced their disagreement commenting they should be here. Mr. Post spoke that Mr. Vanderhoof makes a good point, if we ignore, we can talk about the mystery 13 people who didn't show up. The first 2 meetings they wanted masks optional. The survey was overwhelming optional. We heard from both sides but the majority here and online want masks optional. If you make the decision to do it, you are going against the public. Mr. Mannarino also received 2 emails from community members who want their voices heard but didn't want the backlash. Jon Lavoie commented that he didn't insult anybody.

Mr. Mannarino spoke regarding a couple observations. First targeted masks are consistent with the matrix. He supports this. Second, every student at FRES is not old enough to get vaccinated. Just because some won't doesn't mean we shouldn't mandate it. Someone on Facebook said more children die in auto accidents; we don't expect seatbelts to save every child. He would like them to cite their sources as he has one from the CDC that says masks do help in prevention; he read a portion. The American Academy of Pediatrics also has an article regarding how it relates to kids with masks.

A member of the public expressed he wants board members individually to declare how they are voting. The members did so including towns they live in.

***Voting: five ayes; two nays from Mr. Vanderhoof and Mr. Post, one abstention from Chairman LoVerme, motion carried.*

IX. ADJOURNMENT

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to adjourn the Board meeting at 9:05pm.

Voting: all aye; motion carried unanimously.

*Respectfully submitted,
Kristina Fowler*

2. Promote vaccination against COVID-19

- ☐ Promote vaccination and help communicate about the safety and effectiveness of the COVID-19 vaccines in preventing infection, preventing spread of COVID-19 between people, and limiting the seriousness and duration of illness for people who develop COVID-19
- ☐ Highlight your town-level COVID-19 vaccination rates when communicating with staff, students, and families about the importance of achieving the highest levels of vaccination possible (see town-level data on the NH [Vaccination Data Dashboard](#))
- ☐ Work with your local Regional Public Health Network (see [contact list](#)) and/or with a local healthcare partner to set up school-specific clinics to offer vaccination to your community

3. Use face masks wisely

- ☐ Communicate with your community about the two different important purposes of face masks, including to
 1. Protect the person wearing the face mask, and
 2. Prevent spread of COVID-19 from the person wearing a face mask to others (i.e., “source control”)
- ☐ Schools and childcare programs can recommend or require facemasks. Decide with your community how to implement face masks to prevent introduction and spread of COVID-19 based on:
 1. [Level of NH community transmission](#) (reported at the County level with the cities of Manchester and Nashua separated out)
 2. Number of cases of COVID-19 occurring within your school or childcare facility, and the presence of [clusters/outbreaks](#)
 3. Your ability to implement other prevention strategies (e.g., physical distancing, cohorting, etc.). For example if you can separate children who are indoors by 6 feet, or activities are outdoors, masks may not be as important
 4. Level of COVID-19 vaccination within your school population, or within the surrounding town/city (see [Vaccination Data Dashboard](#)) – we recommend a goal of *at least* 80% of the population fully vaccinated
- ☐ Face masks are not recommended in most outdoor locations, but can be considered for high-risk situations or activities (e.g., close/physical contact sports)
- ☐ Recommended face masks for anybody who desires maximal protection for themselves or others, including people who:
 1. Have not been fully vaccinated
 2. Have a weakened immune system that makes them more susceptible to COVID-19, even after vaccination
 3. Wants to protect a household member who may be medically vulnerable or unvaccinated (i.e., to prevent the person wearing the face mask from picking up COVID-19 and bringing it home)
- ☐ Face masks are required to be worn on school buses and other forms of public transportation under the federal [CDC Order](#)

- ☐ NH public health recommends the following as one approach to implementing face masks. Face masks are recommended for everybody (universally) when any of the following criteria are met (see also the **Decision Matrix** table below):
1. Level of NH community transmission reaches “substantial” in the region where the school or childcare program is operating
 2. Facility transmission is identified leading to a cluster of infections and multiple potential exposures within a classroom – face masks can be targeted and time limited if the cluster/outbreak is small and confined, but facilities should work with public health to investigate and control any cluster or outbreak
 3. Multiple clusters occur, or there is a larger facility outbreak

Decision Matrix: Recommendations for use of facemasks indoors based on the level of community transmission and COVID-19 transmission within a facility

		Level of Community Transmission		
		Minimal	Moderate	Substantial
Cases Within Facility	Sporadic cases without evidence of facility transmission	Optional*	Optional*	Universal [†]
	Single Cluster	Targeted	Targeted	Universal [†]
	Multiple clusters or a larger outbreak	Universal [†]	Universal [†]	Universal [†]

* Face masks still recommended for people who want maximal protection for themselves or others (e.g., a household member who is unvaccinated or medically vulnerable)

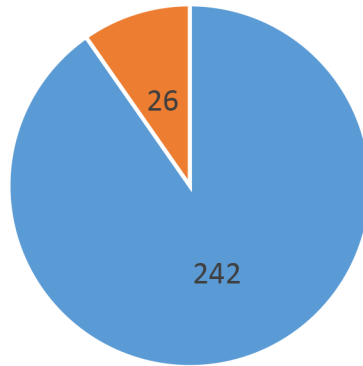
† Exceptions can be made for classrooms/schools that have achieved a high vaccination rate (e.g., high-school), or where other prevention measures can be strictly implemented (e.g., 6 feet of physical distancing)

4. Maximize Physical distancing

- ☐ Maximize physical distance between students, children, and staff – the goal is at least 3 feet of separation, although more is better, especially if face masks are not used
- ☐ Maximize physical distance between students and children during lunch time – physical barriers such as Plexiglas in place of physical distancing are no longer recommended by CDC as a prevention strategy
- ☐ Increase physical distance between people in situations where there may be increased risk of respiratory aerosol production; 8-10 feet of physical separation between people is suggested during group activities that involve forced and heavy breathing indoors (e.g., indoor group fitness classes), singing (chorus/choir), or wind instrument playing (band performances); alternatively consider face mask use for people engaged in higher risk activities indoors if physical distancing is not possible

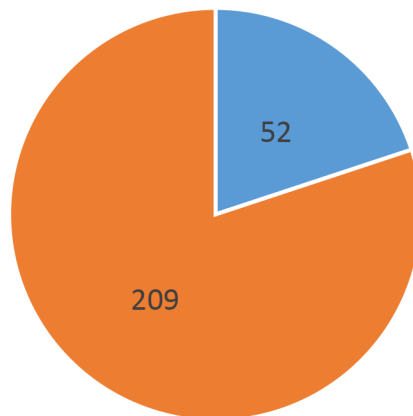
RESPONSES FOR QUESTIONS #2 and #4

2. If facemasks are optional at the start of the school year, will your student(s) attend as in-person learners?



■ YES ■ NO

4. If facemasks are mandatory at the start of the school year, will your student(s) remain at home to learn?



■ YES ■ NO

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, September 14, 2021
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 (6:42pm), Brianne Lavallee, Jonathan Vanderhoof, Dennis Golding, Matt Mannarino, Tiffany Cloutier-Cabral, Jim Kofalt, and Charlie Post*

Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Principals Sarah Edmunds and Kathleen Chenette, Assistant Principal Katie Gosselin, Director of Student Support Services Ned Pratt, Technology Director Jonathan Bouley, Curriculum Coordinator Emily Stefanich, and Clerk Kristina Fowler

I. CALL TO ORDER

Vice Chair Ms. Lavallee called the meeting to order at 6:32pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. ADJUSTMENTS TO THE AGENDA

Superintendent reported the following adjustments, addition of 2nd public comment as it was overlooked, a nonpublic session for a personnel matter, an appointment of a social studies teacher, an additional resignation and additional approval of minutes for September 7, 2021. Mr. Post requested to add a discussion of purchasing a media/meeting system.

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

Voting: all aye; motion carried unanimously.

IV. PUBLIC COMMENTS

The public comment section of the agenda was read.

Ms. Andrea Petrone, Co-President of the WLCTA was present and voiced that the school year is off to a great start. Teachers are working on building communities. They met with the HS and MS. She informed the Board that the teachers took a survey regarding mask mandates. Twenty-eight teachers that are in the association took the survey. Fifty-seven percent, who took it would prefer mandatory masks at all times. Sixty-four percent agreed with the Back to School Plan and optional mask use however if there was an increase of cases and clusters they would be ok having masks on. Fifty-four percent are comfortable with a 3-foot distance no matter what at all times. She thanked the Board for all they do. She invited the members to come into the classrooms, just contact her to make arrangements. She expressed they would love to work together as a team.

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

Mr. Adam Lavallee spoke about the meeting minutes that are up for approval tonight. Reading the minutes it has become clear that certain Board members, specifically Mr. Post and Mr. Vanderhoof are putting personal politics ahead of their duty. Both are on record opposing our COVID plan but both also confirmed they had not prepared ahead by reviewing the Dept. of Health guidelines. How can an unbiased board member make an important decision without preparation unless their opinion is based on political belief? There was no alternative plan proposed I can only assume your desire was to have no plan. He listened to you waste time debating the use of certain vocabulary written by an attorney. It would be nice if the board would do what they are elected to do, address each issue based on facts and not a political agenda. He expressed his serious disappointment in the aggressive and condescending way you speak to other board members. You are setting an example for the community and you really need to do a better job the way you treat other people does not invite open discussion.

V. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent gave an overview of his report, which included expressing appreciation for Jessica Searles and Melissa Bronson of "Frost This", for donating cupcakes and cookies to all the schools for staff. It was very thoughtful and generous and he wanted to recognize them in a formal way. He has a certificate of appreciation, which will be dropped off to their bakery in

Wilton. He will be hosting a community meeting next Monday for those interested in helping to liven up and repair the LCS playground. Things on the “to do list” are moving the fence and incorporating the climbing wall inside the fence. Fresh wood chips will be delivered and need to be spread. The playground has a couple of play sinks, which need to be sanded and stained. The bottom of LCS building and the side need to be scraped and painted. He plans to have the work completed on Saturday October 9. If it turns out this is a bad day for folks, the Saturday can be changed. The meeting on Monday is to see who is interested in helping and put a plan together. He hopes the community will turn out and give back to LCS. He spoke of having terrific meetings with the 2 town administrators, Paul Branscombe in Wilton and Russ Boland in Lyndeborough. The things they focused on is the idea of a partnership. We need to build an intentional effort on both sides. We made a commitment to each other that we would pursue that anytime our paths will cross. In the Lyndeborough Town Hall, there is an amazing upstairs, like a tiny gym, which holds civil war artifacts. He is hoping the Board retreat can be held there. It’s a great way to connect to Lyndeborough and a different space to hold a retreat. We also spoke of voting and the steep stairs at the Lyndeborough old town hall, which was built in probably the 18th century. He is questioning if we could access LCS for voting, there is a different entrance to go in and out of, it is a good space with bathrooms. He hopes we can move forward with the things he spoke of. He informed the Board of a piping issue at WLC in the old part of the building, which is made of cast iron. The plumber has come out twice to unclog the pipes and there is real concern if there is a leak or we need to do more serious flushing of the system. He is giving a heads up that we may need to talk about it down the road and may be obtain an estimate if needed. He confirmed the meeting on Monday for LCS is open to everyone and it was suggested he let the community know not just parents. Ms. Lavallee thanked all the volunteers, it was great “Frost This” came in and the wall that was built for the Hall of Fame is beautiful. Good job everyone. Ms. Cloutier-Cabral spoke that the Facilities Committee is meeting tomorrow night and can discuss the WLC pipe issue.

ii. Principals’ Reports

Ms. Chenette spoke of being the proud principal of FRES. She has submitted 2 reports thus far and questions if they contain the content the Board is looking for. She can adjust as needed. She questioned how much of the report the Board wants her to talk about or should she just give any new information. It was suggested that generally it is better to not hear a repeat of what they read. She spoke of the importance being in the classroom providing positive feedback to the students and teachers. She is leaving notes for the teachers about things she noticed and things she wonders about to push their thinking a little bit about something they are doing in the classroom. Spending time in the classroom is one of her greatest joys of her job. They have finished the “Heggerty Assessments” which assesses the chronological awareness of young children and which has a direct correlation to how well they read in 3rd grade. STAR assessments window is open and will be finished by the end of next Friday. Staff will meet every 6 weeks to review the data and treatment plans for students who need intervention or enrichment to mediate gaps. Staff is spending a tremendous amount of building community. It is an overarching theme for adults and children; working on what are their hopes and dreams for children to set academic goals for themselves, they will be tracking this. In grade 1, they are developing social emotional skills, being a good friend and understanding expectations. In 3rd grade they are rocking and rolling following expectations and working to be respectful and mindful of others while in the hall; being respectful of others learning. We are building communities and kids see others in their grade as if they are all in their class. Students are coming to the library to browse or check out books. There have been over 530 books checked out since the start of school. The art teacher is working on community projects. They are learning how to do art projects together and everyone has a part in their development. The 5th grade students are in Google Classrooms already. She shared some pictures. The 4th grade is focused on kindness and different ways to pay it forward. Finally, we have worked out a plan to support kids who are out for extended times due to isolation or quarantine. There are 5 people who are not assigned to classrooms who will work with students. We have a live link and we are available to support anyone who jumps on and support students with assignments or any issue accessing what they are doing. The participating staff is Ms. Valarie Bemis, Ms. Bridgette Fuller, Amy Gelineau (school counselor) and Principal Chenette. Mr. Post thanked Principal Chenette for sharing the photos and voiced if feels like we are getting off to a positive reset at FRES and he is happy to hear the great report. Principal Chenette expressed FRES is a place I would want my child at, it’s a great place. Mr. Post asked if there was anything, the Board could do for support. She commented, an afterschool chess club! Ms. Lavallee spoke that she loves the direction of FRES and all the positivity; it’s great for the kids. Excellent job working on obtaining more resources for remote students. She feels it is an area the Board overlooked and appreciates Principal Chenette taking the initiative to help the children. Principal Chenette responded she appreciates the accolades but it’s the staff and parents who are doing the work.

Principal Edmunds publically thanked Ms. Linda Draper who cooked the entire breakfast for a teachers meeting and opening day. She gave a tour to the new teachers of the community and without her knowledge; it would not have been as good. She is the best administrative assistant! Principal Edmunds thanked “Frost This” for the donated snacks. She spoke of the beautiful Athletic Hall of Fame, which was an idea of the Superintendent, and Mark Bausha ran with it. With the help of Dan Holt of Eastern Wood Products and Arthur Deschenes they completed the work. Mr. Bausha is such an asset to the WLC community. She spoke of leaving one day and found him painting something that he wasn’t asked to do, he just did it because he wanted it to look nicer. He also helped to paint the new and improved weight room. He was awarded a certificate of appreciation and a round of applause. Students had Friday Fun day after the first week of school with outside activities. They are planning for homecoming for October 1, planning pep rallies splitting up the MS and HS for distancing. They are planning a home coming dance; fun stuff is being planned which has not happened in a year and a half. She spoke of Mr. Andrew Tyler who is a semifinalist for NH Teacher of the Year. Tomorrow is his next step in the process where he gives a speech to a panel; wish him good luck. She spoke of the “Warrior Block” which is done through project-based learning based on competencies. It is hands on

for the kids and they are really liking it. She notes seeing vast improvement and is pleased and thankful to the teachers who took that on in their coarse load. The mentors are working hard with the new teachers to be sure they are doing all they are supposed to and are feeling good about being at WLC. She added open campus at lunch to senior privileges; with a permission slip, they can leave grab lunch and come back as long as they are on time. It is going well. The robotics club is in full swing. It is bigger this year with 17 kids in the MS team alone. The homecoming pep rally will include the robotics team and dance team. Dungeons and Dragons club and sports are going well. The boys won 3 and tied 1 and the girls have lost 2 but are playing really hard. She thanked the lunchroom staff; a couple of times when they have been understaffed, they pull it together and are so pleasant to be around. In general, everyone in this building is pleasant and happy; it's a real positive start to the school year. Mr. Mannarino echoed the comments about Mr. Tyler. His son participates and is excited the most for this activity and is sure he would write a letter of recommendation for him as Teacher of the Year. Ms. Lavallee spoke a couple of years ago there was not enough funding for the dance team to go to a competition. Principal Edmunds expressed they are planning to do fund raising this year. Ms. Lavallee asked for the cost. Principal Edmunds noted it was the cost for the bus that is the biggest cost otherwise, they pay their way. She will get the details of the cost and provide that to Ms. Lavallee. Chairman commented he is hearing good things about the start to this school year. It is great the students can go out for lunch but he is not in favor of the junior privileges but the kids are happy.

iii. Curriculum Coordinator's Report

Ms. Stefanich spoke about the mentor and teacher workshop days. It was flawless and full of energy and they are inspired to create a curriculum guide. A clear document will be put together in terms of assessment with no differences across the areas. We have been selected for NEAP (National Assessment of Educational Progress) testing through the DOE. It will be February 10 for the 8th graders. We submit a roster of students and they pick some students to take either US History or Civics. We don't get the data back, it goes to the federal level and we get it through the National Report Card. Students do have the opportunity to opt in or out and will get the forms when we meet with the representatives in December. A question was raised if it is percentage of students selected. Ms. Stefanich responded it doesn't say specifically it is when they reach their roster for that group. We will find out more in October who has been selected. They bring everything to us including the iPads. It is a 2-hour test and once we determine how many students we will make adjustments to schedules accordingly.

b. Letters/Information

i. Board Stipend Form

Stipend forms were given to Board members to fill out and return to Ms. LaPlante by October 1. A brief discussion was had regarding donating it back to the district. Ms. Cloutier-Cabral, Ms. Lavallee and Chairman LoVerme asked theirs to be donated to the dance team. Superintendent Weaver commented that is terrific, it will pay for a trip to a competition.

ii. Enrollment

Superintendent reviewed the first day enrollment which was 574, just one less than last year at opening day. He noted we are 15 below the end of last year. There is nothing spectacular to point out, we have a bubble in the 3rd grade but otherwise it is pretty well distributed. Kindergarten is down 17 students from last year. He wonders if that typically changes throughout the year. That is where we want to increase enrollment as it allows to shape the learning throughout the system. It was noted 9th grade is down. Superintendent spoke that he has spoken to some parents who transferred to ConVal, one was for the football program. We are looking for reasons to motivate kids, that was the best path for them, and he supports it. There are some things we cannot offer as a small district. He spoke of the art teacher Emily Hall at WLC who is working with digital animation and has a green screen. He has not heard of this in our region and if we get it up and running, he questions why we could not tuition students to the program. It will take years to develop it but it would be great; Ms. Hall is already an expert at it and has kids working with it. To extend that he is hoping they will do an animated children's book and present it to the kindergarten students. There are many connections there and he is excited we can support teachers like Ms. Hall to be innovated and creative with kids. If we get a football program, he wants to be the first to coach it. Mr. Post commented in terms of enrollment, we are one district that is level, most are declining.

VIII. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Ms. Lavallee and SECONDED by Mr. Mannarino to approve the minutes of August 24, 2021 as written.

Voting: six ayes; two abstentions from Mr. Golding and Chairman LoVerme, motion carried.

A MOTION was made by Ms. Lavallee and SECONDED by Mr. Mannarino to approve the nonpublic minutes of August 24, 2021 as written.

Voting: six ayes; two abstentions from Mr. Golding and Chairman LoVerme, motion carried.

A MOTION was made by Ms. Lavallee and SECONDED by Mr. Golding to approve the workshop minutes of September 7, 2021 as written.

Voting: six ayes; two abstentions from Mr. Kofalt and Chairman LoVerme, motion carried.

Amendments to the emergency meeting of Sept. 7, 2021 were noted and will be corrected in the draft.

183 *A MOTION was made by Ms. Lavallee and SECONDED by Mr. Mannarino to approve the emergency/special meeting minutes*
184 *of September 7, 2021 as amended.*

185
186 Mr. Vanderhoof asked for clarification on the application of the vote. He wondered why FRES had the entire school masked and
187 LCS did not and both had clusters. He reviewed various lines of the minutes where the Superintendent indicated it would be a
188 full school. He notes it says there was ample discussion about it being a full school. Superintendent spoke that when we
189 discussed targeted mask use he thought he had the approval to do a classroom or a full school. With FRES we were hit with 4
190 positives all at once, had the emergency meeting that Tuesday. He didn't believe we could apply it to one class or one grade at
191 the time. It was so sudden it took us by surprise. With LCS (the team) had been able to talk through it. Could we just mask the
192 first grade if it occurred again, are we able to physically do it and what changes would we have to make. He prefers to start at a
193 low level and work up. At LCS, we have 3 kindergarten classes and a small preschool class, all spread out. He met with the team
194 and we thought we could rearrange lunches and without compromising the other kindergarten classes and preschool. We decided
195 to mask one class and the SAU. He worried about the SAU, all of us potentially becoming positive and what would we do. We
196 have one of those students back from the masked classroom and the dynamic is already changing. He could have interpreted that
197 the intent was for the whole school, (all schools); he asks to be able to work our way up to that if needed. He can understand the
198 misunderstanding as it was asked when does it begin when does it end etc. Some direction would be good for him to clear it up.
199 Chairman LoVerme commented if it is a cluster in the class, start with the class. They are all together all day long but the 1st
200 grade is not near the 4th grade etc. They are somewhat separate and don't eat lunch together. He does not see a need to mask the
201 whole school at once. If there is a cluster on each floor that may be different. He thinks the SAU is far enough away from the
202 classrooms that they don't have to mask. He wants to see us focus on one targeted area. If we do the whole group down there we
203 have to do the whole group up here. Superintendent spoke that we have had some good experiences as an administrative team
204 and conversations on what to do if it happens next. He does not recall any clusters last year. Professionally, if we can limit to the
205 classroom and keep kids safe and in the classroom that is the approach he would like to take, if it is not possible for safety
206 reasons then that is different. There is a higher vaccination rate at the HS than the elementary school and that changes the
207 dynamic. Ms. Cloutier-Cabral wants to empower the Superintendent to make decisions like he described and did with LCS just
208 keep the Board notified and ask for help if needed. It seems like he is working through it to see that things happen in a safe way.
209 She wants him to make those calls as he sees fit and keep the Board informed. Mr. Vanderhoof feels the approach was
210 inconsistent; it was clear in the minutes that targeted meant the whole building, not a class. He doesn't advocate anyone to be
211 forced to wear a mask if they don't want to but he wants it consistent. Superintendent spoke that he needs to ask more clarifying
212 questions to be sure he is confident of what to do and be sure what he is hearing is what is wanted. This is a good example, as his
213 understanding was different. We want the same thing but how the decision was applied was different, there was a lot of energy
214 and it could have been spent on something else. He wants direction whether it's a vote or however you want to go about it, he
215 wants to be sure he is applying the matrix in the right way. It sounds like from Chairman and Ms. Cloutier-Cabral, you want him
216 to look at the lowest level first with keeping kids safe and in person learning; work up to most restrictive, (the most permissive to
217 most restrictive). Ms. Lavallee agrees and spoke that she supports the decision the Superintendent made, that was her
218 interpretation. There is a lot of conversation and it is important for us to consider all those factors so we are not masking when
219 we don't need to but do when we do need to. She thought the Superintendent would apply matrix based on the information at
220 hand as in what the cluster looks like in the school and what the physical set up is in the school and the possibility of treating it.
221 Mr. Mannarino noted agreement with Ms. Lavallee as it was his understanding as well and supports it. Mr. Kofalt spoke that if
222 you polled the members on what was voted on at the August 24th meeting, he believes you may get different answers. He is not
223 trying to rehash the vote but there is a need for us to have some precision on what we are voting on. It is important for us to be
224 acting based on an actual written draft of what we are voting on. Mr. Golding spoke as the newest member noting we have a vote
225 to accept the minutes of Sept. 7, while he agrees with Mr. Vanderhoof he thought it was the entire school, it has nothing to do
226 with the minutes. As it concerns the minutes, he does not believe it is the appropriate time to have the discussion. Mr.
227 Vanderhoof noted he has an email from the Chair saying we would address it when we approved the minutes. Mr. Post expressed
228 in most meetings we get advance minutes and prior to attending that meeting, he had nothing. Normally we would get some
229 documents. He spoke that Ms. Lavallee had held up several charts the board could not see and he wants those included in the
230 minutes because it was the basis of what was said. One was results and pie graphs of the survey taken, another was a chart from
231 the Dept. of Health and they need to be included in the minutes. He also thinks we fumbled around for hour and the best we
232 could come up with was a poorly written motion and it is clear we all have different opinions of what it says. He read the motion
233 from Sept. 7. He questions what does it mean, we accept some it, a line of it, it is not clear. Referring to a 3rd party document that
234 was not part of the minutes nor was it available to the members of the public. The meeting was held too soon, if it's withheld or
235 not available it was not appropriate and leads to problems down the road. We were ill prepared. Ms. Lavallee spoke that the
236 toolkit was put out in August 2021. It gave the Board an entire month to read it that is our job in her opinion to provide ourselves
237 with information. Not only is it online but a community member requested all board members take the time to read it. She
238 assumed all members did their due diligence in reviewing the toolkit; it was referenced many times at board meetings. Mr. Post
239 feels it should have been sent out. This discussion continued. Mr. Post voiced disappointment and asked what information did
240 the Chair and Vice Chair have. Ms. Lavallee knew there was an emergency meeting regarding a cluster. Chairman knew there
241 was a cluster in first grade and possibly a parent and because the cluster was so quick before it got out of hand, he felt we should
242 meet as a Board; we went from 3-10 in a week and needed to be prepared on how to manage the clusters. Mr. Post expressed the
243 Vice Chair is criticizing us for not reviewing a toolkit for what was being talked about at a meeting. Discussion continued on the
244 matter. Ms. Lavallee will send Ms. Fowler pages from the toolkit that were referred to (page 5 and 6) to attach to the minutes.

245
246 **Ms. Lavallee TABLES her motion and will be resubmitted to the Board, Mr. Mannarino SECONDS.*
247

248 Clarification was asked for regarding the matrix. The Superintendent was the one who first referenced the matrix (see line 31 in
249 minutes of 9/7/21), where did you first see the matrix for clarification he was asked. Superintendent spoke his wife told him to
250 review it and read it word for word. He did and read it when Ms. Lavoie compelled us to be sure we were familiar with it. He
251 thinks he apologized to the Board at the last meeting as he should have included it and didn't, he dropped it on everyone and felt
252 we needed to take action at that meeting. If he had printed it and handed it out it would have been a more informed discussion.
253 Mr. Post spoke that he brought it up because many parents. They expressed a lot of documents were not available to the public
254 and hoped they would have been. It was clarified by Ms. Lavallee we are tabling this so that we can include them.
255

256 **Voting: six ayes; one nay from Mr. Vanderhoof and one abstain from Chairman LoVerme, motion carried.*
257

258 Superintendent asked for clarification about the matrix; does he have the authority to make masking as less as possible and work
259 it up? Mr. Vanderhoof responded it needs to be consistent, if you will just do one building then they all have to be the same, they
260 would all have to be the building. Superintendent spoke that we will look at decisions individually. We will make the best
261 decision for the kids. We will be careful when making that.
262

263 • MEDIA SYSTEM

264 Mr. Post had requested to speak about purchasing a media system. At the last meeting where we discussed masks and at the
265 regular meetings prior and for the budget/town, people couldn't hear in the back. He wants an upgraded system and to empower
266 the Superintendent and Technology Director to purchase a system and use ESSER funds because so many online and present
267 can't hear. Better speakers, mics, and a screen so we can show documents and record it. It was noted there is a screen in the
268 cafeteria. It was noted a TV or screen can be used but not sure which is cheaper. Superintendent spoke that he did meet with Mr.
269 Bouley to see what kinds of systems we would need; it has been an ongoing issue. Mr. Bouley spoke that we are trying to
270 accomplish a hybrid system, the biggest cost is a specialized mixer that allows all to be plugged in, have mics, speakers etc. We
271 don't do that now because it would create a lot of feedback. An analog digital mixer is the biggest cost. He confirms it's a new
272 concept; this is a relatively new set up than he has seen. He believes based on what he has seen in other schools the cost is about
273 \$5,200. It was noted we need the ability to hook up the PA into it; we may have people in multiple rooms during town meeting
274 plus folks online. Mr. Bouley gave a few more details including it's a network system and you can add onto it, cameras, remote
275 speakers etc. Ms. LaPlante believes we can use ESSER funds for this. Mr. Bouley estimates the cost for a camera is about \$300-
276 \$500 for a conference like lens camera that we can plug in. Chairman expressed he does not want to piece it together; he wants it
277 done right and provide a total cost. Superintendent will meet with Mr. Bouley at a couple of schools to discuss and ask the Board
278 to unfreeze the ESSER funds, to get it to the state. It was noted it would be great to have this before district meeting and not have
279 to deal with feedback. A question was raised if there is a warranty or subscription cost. Mr. Bouley responds you can add on a
280 warranty but most come with a 1-year manufacturer warranty or a 3rd party can offer additional years. The product does not
281 require subscriptions we could use zoom or something like that. Chairman LoVerme asked that it can be returned if it doesn't
282 work for us. A discussion was had regarding the ESSER funds being frozen. Chairman LoVerme confirmed anything spent
283 needs Board approval, we have less money than thought. Some things were not properly accounted for last year. We want to get
284 a handle on spending before we move forward. Ms. LaPlante spoke to this noting we are in a good place now. Funds were spent
285 against the general fund; she has backtracked and removed them out of the general fund so they are now ESSER expenses. It
286 appears we had less money than thought. Expenses were not factored into the larger picture of what is available and were not
287 provided to the state. She had asked the Chairman and Mr. Kofalt (Chair of Finance Committee) if we could put the brakes on it
288 until she can be sure we are using the money to best serve students and taxpayers. She will have a full report on September 28
289 and tell you what we have and discuss some of the projects that had been discussed. It was noted to be sure the public gets the
290 same report, she agreed. It was asked that it be online and on the screen and have copies to hand out. A question was raised if
291 that is why we have not closed out our years books. She indicated it is one of the reasons. She spoke that only has ESSER 2 to
292 move out of the general fund and she needs to figure out the summer programs that were committed and make sure they are
293 appropriately calculated and anything additional is accounted for in FY2021. FY 2021 will be closed out in the coming weeks
294 and she wants to be sure we have accurate expenses reported; we are not overpaying and have an accurate fund balance. It is
295 doing the due diligence to be sure it is done accurately. It is just one of the things she had encountered. Mr. Post thanked her and
296 expressed he has complete confidence in her. A question was raised if it looks like we may come up short, haven't spent it all or
297 have to return some. She spoke about ESSER funds (there are 3 different pots of money) and confirmed no; each has a staggered
298 expiration date, it appears ESSER 1, and 2 are completely committed or spent. That leaves us \$450,000 in ESSER 3, which
299 sounds like a lot, it is but seeing how ESSER 1 and 2 went, we want to prevent that when you have all these projects to approve.
300 She adds it was not done in negligence. She confirms we spent money from the general fund that should have been spent from
301 ESSER funds. We are increasing the money that is going back to the town because we are drawing on the grant money. Between
302 all the grants that were required for reimbursement that had not been submitted along the way and with ESSER funds the district
303 will over the next 3-6 months will receive an influx of about \$400,000-\$500,000. She confirms we came into federal compliance
304 with the federal money and are coming into compliance on the FY19 grant audit that we were in jeopardy of having to return.
305 She is aware of everything that has to be submitted and will have it by Sept. 30; she has spoken to Mr. Pratt to be sure any
306 remaining will be recommitted. She spoke to directly with the reimbursement person at the DOE to get all the reimbursements

done. We will not be missing any of the deadlines with these projects. Mr. Kofalt echoed what Mr. Post said; adding she had a steep hill to climb, has been a star performer, and they appreciate what she has been doing, great job! Mr. Post asked Mr. Bouley to give a “good and better” proposal up to \$10,000 for the media center.

IX. POLICIES -1ST READ

- i. ACE Procedural Safeguards Nondiscrimination on the Basis of Handicap/Disability
- ii. AD Philosophy of the School District
- iii. BDE Committees and Delegates
- iv. KEC Policy on Reconsideration of Instructional Materials
- v. KEC-R Reconsideration of Instructional Materials

Superintendent reviewed the highlighted areas are additional language and cross outs are deletions. He provided an overview of the policy changes. Board discussed suggested changes to the drafts. Policies KEC and KEC-R should use the same terms of the first paragraph “book or instructional material”, add “other” to the column on the right (says textbook, hardcover paperback, etc.). A question was raised regarding what the curriculum committee is and who is on it. Superintendent briefly addressed this. He has been working with Ms. Stefanich on it; it needs to be inclusive with a student, a board member, and teachers but not have it too big. It was noted it is great if it is written down and what the committee is. It was noted the policies refer to making complaints about curriculum or instructional material. It includes an appeal to the Board but a request was made that the Board be informed earlier in the process. It is suggested to have something in the policies saying the Board will be notified, not necessarily involved that early but the Board should be aware of it. It was suggested to add “website” as an option in the first column of instructional material. Policy ACE-in first paragraph change word from “additional” to “addition”.

A MOTION was made by Ms. Lavalley and SECONDED by Ms. Cloutier-Cabral to accept this as the first reading on policies, ACE, AD, BDE, KEC, and KEC-R.

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

Policies to return with amendments for second reading.

X. COMMITTEE REPORTS

i. Facilities Committee

Ms. Cloutier-Cabral reported the first meeting went well; they will meet tomorrow and have a tour with Principal Edmunds and Mr. Erb. Discussion will be had about things that need to be removed from the CIP because they have either been spent or reprioritized. We will look at maps and looking hard at the furnace, there a few things we will look at to bring forward.

ii. Policy Committee

Ms. Lavalley reported the committee meeting last week was cancelled. They meet twice a month and have started to review policies such as the ones done tonight. Most of the policies have not been reviewed since 2010. The committee is taking the time to read them, a lot have no changes and will document the committee reviewed them. Any that require amending will be discussed and brought to the Board. She attended a webinar on legislative changes and has follow up documents from that. At the next meeting we will talk about all the C policies and noting any revisions and move forward with those. We will discuss all policies that need to be changed and some are just recommendations and may not apply to us, some may need changing. Last year because of COVID there was not a policy committee meeting. She will try to find last year’s legislative update and will address them by required changes first. She confirmed that last month they reviewed all of the A and B policies, the additional ones that came up, curriculum ones and now the C policies. They have reviewed the C policies but have not discussed them yet due to the meeting being rescheduled.

XI. RESIGNATIONS / APPOINTMENTS / LEAVES

- a. **Resignation-Shawn Boyce-WLC Paraprofessional**
 - **Resignation-Hannah Weber-WLC Paraprofessional**
 - **Appointment-Ken Garnham-WLC HS Social Studies**

Superintendent reviewed the resignations and recommendation for appointment. Mr. Garnham will fill-in for 9 weeks, through October 29, which will allow us time to find the right candidate to fill the position. He will work at .60 FTE; we do not anticipate this to go beyond the 9 weeks. If there is a need, Mr. Garnham said he would consider another 9 weeks; he does not want to overcommit. He is the type of educator who can step in and make a difference with kids.

A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. Post to appoint Mr. Ken Garnham, HS social studies teacher at .60 FTE for 9 weeks.

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

XII. BUDGET TIMELINE

Ms. LaPlante reported working with Superintendent Weaver and Ms. Fowler. She reviewed the timeline noting the first full draft will be completed for the 2nd joint meeting. Because there is no CBA this year, she replaced that with a full budget review with all the budget partners to make sure we are all on the same page before starting to present it to the public. Ms. Fowler compiled the dates and deadlines and Ms. LaPlante is requesting to move forward with this schedule. No objection heard. She

confirmed it includes the rough framework that she discussed with the Budget Committee. Mr. Kofalt spoke that his is aware the Budget Committee recommends a zero based budget although he likes that it can be difficult especially the first time around. He asked for Ms. LaPlante's thoughts on this. She spoke that it is a great goal to have but is it sustainable. We have a great group that understands education vs. the value of a dollar. It will give us what the district needs. She is keeping her fingers crossed that it is not fruitless at the end. She hopes we will see good numbers from building administration but doesn't think it will be a zero based budget but a responsible based budget. The great thing is we have so many new players we can say what do you think your school needs. Some may say we can decrease in one area and add to another. She believes it will be responsible based. Superintendent added that he recalls a discussion about improving the narrative so that there is more clarity. It is not zero based but some clarity of what we are allocating it to if approved.

XIII. PUBLIC COMMENTS

The public comment section of the agenda was read.

Ms. Caitlin Maki, Wilton questioned if there will be a remote option for the LCS renovation meeting on Monday if it is held before 5pm. She also spoke about addressing targeting mask mandate, and noted it mentions in the toolkit to contact DHHS. They have an investigation committee and you can reach out to them to help you apply it. She agrees it does not have to be the whole school if you can separate it.

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

XIV. SCHOOL BOARD MEMBER COMMENTS

Mr. Kofalt requested to email the Board information on the arrangements for the LCS renovation meeting and how they can be involved. He cannot make the meeting. He spoke about the robotics team competing and questioned why we are not funding that out of the budget. It seems that we are funding transport for the athletic competitions and wants to explore this so it is done in the coming years and students can fully participate and compete.

Mr. Mannarino thanked Superintendent Weaver for all the contributions and specifically Principals Chenette and Edmunds as well. They have been doing great work and he is encouraged and looking forward to the rest of the year. Thank you.

Mr. Golding thanked the Board for allowing him to join for the rest of the year. It is quite entertaining learning as he goes and is trying to get up to speed.

Ms. Cloutier-Cabral noted it is nice to have Mr. Golding here and feels like he has been here the whole time. The schools are doing a great job; she loves the reports, all the positivity and she is rooting for Mr. Tyler. She thanked Ms. Petrone and will take her up on the invitation to visit the classrooms. She loves this community and this is why she lives here and a lot of others too.

Mr. Vanderhoof requested to add an agenda item to vote on the proposed resolutions and determine who will be sent to cast the votes. Ms. Lavallee went last year. We are supposed to vote on each resolution and he doesn't know how many we have sent but we submitted a resolution and we should vote.

Ms. Lavallee agrees with Mr. Vanderhoof. We should go through the resolutions and decide whom to send. She like all reports today loved the positivity and community involvement we are seeing and loves the idea of community helping with hands on activities. She is looking forward to that and is attending a webinar on public comment tomorrow. After last week, she reached out to many community members. There was a lot of concern of how the meeting was run and confusion on how public comment works. She thinks it would be helpful to help the public on how public comment works and in particular to asking questions. She understand it can be frustrating when we don't answer and encourages all community to read the agenda ahead of time and if you have a question ask it in public comment. The Board may answer it in their deliberations and if it is still not answered, reach out to the Chair or Vice Chair. Tonight it was a good meeting.

Mr. Post agreed tonight was a good meeting. The last meeting we were not prepared, we should have waited a day. We notified the parents but not the community. It was an issue and people have an opinion on it. People were upset; he spoke to several upset people who felt they were not heard online or in person. They couldn't hear, board members argued with the public during public comment, we could have done a much better job. It was good to have the meeting but folks were frozen out and felt they were not heard. He thinks there will be push back on the Board and what we do; there is a lot of work to do and how we restore that. You may have your opinions but the last 5 years he has been on the Board, when controversial issue come up they will take action and they are in the position to do that now.

Chairman thanked the public and coming in and online. He spoke that if you don't want to speak in public, feel free to email him and he will read the questions or comments to put in the minutes and he has done this a few times. When we have 60 people online and no one comments you wonder why. He thanked the staff; it was a good meeting tonight, it was energetic. He thanked the Board and welcomed Mr. Golding. He informed members he will not be present for the next meeting.

430
431 **XV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

432 *A MOTION was made by Ms. Lavallee and SECONDED by Mr. Golding to enter Non-Public Session to discuss personnel*
433 *matters RSA 91-A: 3 II (A) (B) (C) at 8:33pm.*

434 *Voting: via roll call vote, seven ayes; one abstention from Chairman LoVerme, motion carried.*
435

436 **RETURN TO PUBLIC SESSION**

437 The Board entered public session at 8:45pm.
438

439 **XVI. ADJOURNMENT**

440 *A MOTION was made by Ms. Lavallee and SECONDED by Mr. Mannarino to adjourn the Board meeting at 8:45pm.*

441 *Voting: seven ayes; one abstention from Chairman LoVerme, motion carried.*
442

443 *Respectfully submitted,*

444 *Kristina Fowler*

**Nonpublic Session Minutes
Wilton-Lyndeborough Cooperative School District**

Date: 9/14/21 **Time:** 8:33pm

Members Present: Alex LoVerme, Jonathan Vanderhoof, Matt Mannarino, Tiffany Cloutier-Cabral
Dennis Golding, Brianne Lavallee, and Charlie Post

A MOTION was made by Ms. Lavallee and SECONDED by Mr. Golding to enter Non-Public Session to discuss personnel matters RSA 91-A: 3 II (A) (B) (C) at 8:33pm.

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

Specific Statutory Reason cited as foundation for the nonpublic session:

☒ RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

☐ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

☒ RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

☐ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

☐ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

☐ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

Roll Call vote to enter nonpublic session:	Alex LoVerme	Abstain
	Jonathan Vanderhoof	Aye
	Tiffany Cloutier-Cabral	Aye
	Charlie Post	Aye
	Dennis Golding	Aye
	Brianne Lavallee	Aye
	Matt Mannarino	Aye
	Jim Kofalt	Aye

Entered nonpublic session at 8:33p.m.

Other persons present during nonpublic session: Superintendent Peter Weaver, Principal Kathleen Chenette, and Clerk Kristina Fowler

Description of matters discussed and final decisions made: Personnel matters were discussed, no action taken.

Note: Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

A MOTION was made by Mr. Mannarino and SECONDED by Mr. Golding to exit Non-Public Session at 8:45pm.

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

Public session reconvened at 8:45p.m.

These minutes recorded by: Kristina Fowler

WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL DISTRICT
Plan on the Safe Return to In-Person Instruction and
Continuity of Services for 2021-22

The primary focus of the District’s back-to-school health and safety plan is to ensure that all of our students are back to in-person learning with the necessary academic, social/emotional supports in place and to ensure that the risk of COVID-19 transmission is minimized for our students and staff. With this in mind, the following plan is designed to promote a healthy and safe school environment, while also making every effort to “normalize” the school setting as much as possible. The plan is a working document intended to be flexible and responsive by adjusting mitigating strategies as local community conditions and school related factors change, and as new information about COVID-19 becomes available. Information from Federal and State sources, as well as available local and NH data will be reviewed regularly to help ensure that the most optimal decisions are being made for the benefit of our students and staff. Please note that we will develop and update weekly a data spreadsheet that tracks several data points, including relevant school data. It will be located on our SAU website.

The plan outlined below includes the following:

- A list of strategies and expectations to help mitigate the risk of COVID-19 in our schools.
- Three levels that reflect a progressively restrictive learning environment and the inclusion of remote learning at level III as conditions change
- Information that will be considered in making decisions about the instructional model and preventive strategies
- Links to the American Academy of Pediatrics, Center for Disease Control and Prevention, and the New Hampshire COVID -19 government site

LIST OF PREVENTIVE STRATEGIES AND EXPECTATIONS

Mitigation of Risk	Level I (L I)	Level II (L II)	Level III (L III)
Families/Community	It is important for our community to help protect our schools, students, and staff. Families should monitor daily for signs of illness, especially signs/symptoms of viral or respiratory illness (fever, chills, muscle/body aches, sinus congestion, sore throat, runny nose, cough) and keep students home (to include getting tested) as necessary. It’s critical to note that fully vaccinated individuals can still become ill with COVID-19 and transmit it to others.		
Instructional Model	Full in-person learning 5 days/week	Full in-person learning 5 days/week	Full remote instructional model as directed by NH executive order. Remain in place until further notice. All students are learning remote via Google classroom.

			In-person services for critical needs students as necessary
Face coverings	<p>Mandatory for all school buses. Optional for all staff and students at all schools</p> <p>Will use DPH face mask decision matrix for targeted face mask use as necessary</p>	<p>Mandatory for indoors & school buses & optional outdoors</p> <p>Mandatory face coverings will be determined based on school & local data/conditions and in consultation with DPH & NH DOE</p>	Mandatory for indoor/outdoor at all schools, school events while on school property or school buses
Physical Distancing	Minimum of three feet indoors whenever possible to include lunch room (except for WLC lunch room)	Minimum of three feet indoors at all schools, school events, school buses	N/A
Temperature Checks	N/A	Required for all students and staff	Required for anyone entering school buildings
School Visitors	Building Principals will work with families and individuals as necessary	Limited and isolated to the front foyer/office area	Limited and isolated to the front foyer/office area
Hand Washing & Respiratory Etiquette	Frequent hand washing and hand sanitization will be promoted, to include hand sanitizer available in every classroom and office space in the District. Covering coughs and sneezes will be taught and practiced		
Social/Emotional Needs of Students	Emphasis will be place on school culture and climate with a developmentally appropriate focus on students' social & emotional needs		
Academic Needs of Students	The District will assess the needs of students in the first 30 days of school to determine if additional programming/support is warranted and create a program/supports as necessary. Data such as STAR360 assessments will be continued to determine students with academic needs.		
Staff Wellness Needs	Staff will be informed of the "Wellness" program offered through School Care and how to access those programs. Building Principals will work closely with staff to ensure that staff wellness needs are identified and addressed as necessary		
Cleaning of Facilities	Cleaning schedules will be documented with the Facilities Director on a weekly basis		
Building Air Quality and Ventilation	Air purifiers have been placed into every space in the District and have the appropriate specifications to be effective in each space regardless of size. Windows will remain open when possible to help promote fresh outdoor air		
Contact Tracing	If there is a positive case in school, families of the close contacts will be notified. Families will need to monitor their student(s) for any symptoms of exposure and intervene accordingly.		

Isolate & Quarantine	The District will consult with the Division of Public Health and follow guidelines		
Monitor Students	Teachers will monitor students as they arrive to school and send any students to the school nurse as necessary	Teachers will monitor students as they arrive to school and send any students to the school nurse as necessary	N/A
School Board Review	The School Board will review the health and safety protocols at the minimum on September 28, December 14, and March 15		

INFORMATION TO CONSIDER: Below is the **NH Division of Public Health & NH Department of Education guidance** for public school districts when considering transitions between instructional models. Two areas of data to focus on:

1. Levels of Community COVID-19 Transmission
2. Level of School Impact

LEVEL OF COMMUNITY COVID-19 TRANSMISSION			
CRITERIA	MINIMAL	MODERATE	SUBSTANTIAL
Number of new cases per 100,000 over prior 14 days (rest of Hillsborough)	<50	50 – 100	>100
COVID-19 PCR test positivity as a 7 day average (rest of Hillsborough)	<5%	5 – 10 %	>10%

LEVEL OF SCHOOL IMPACT			
CRITERIA	LOW	MEDIUM	HIGH
Transmission w/in the school facility	Zero or sporadic cases with no evidence of transmission w/in the school setting	One cluster in the school (3 or more confirmed cases in related group, e.g., classroom)	Two or more unrelated clusters in the school with onset (based on source case symptom onset dates) w/in 14 days of each other
Student absenteeism due to illness	<15%	15 – 30%	>30%
Staff capacity to conduct classes and school operations	Normal	Strained	Critical

MAKING A DECISION: The matrix below will be used as guidance, while keeping in mind the goals of keeping our students & staff safe and providing in-person learning for all our students. The decision to move a school(s) and/or district to level II/III should remain in place for at least one quarter (9 weeks) to minimize disruption to the learning environment, while allowing time for review of community & statewide data trends and information.

		LEVEL OF COMMUNITY TRANSMISSION		
LEVEL OF SCHOOL IMPACT		MINIMAL	MODERATE	SUBSTANTIAL
	LOW	In-Person (LI)	In-Person (L I)	In-Person (L I)
	MEDIUM	In-Person (L I)	In-Person (L II)	<i>Remote (L III) see “instructional model” above</i>
	HIGH	In-Person (LII)	In-Person (LII)	<i>Remote (L III) see “instructional model” above</i>

RELEVANT LINKS:

<https://www.covid19.nh.gov/> The site is maintained by the NH DHHS and provides a wealth of current information, data, and resources

<https://www.cdc.gov/> The Center for Disease Control and Prevention

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/> The link in the American Academy of Pediatrics provides a COVID-19 Guidance for Safe Schools report

<https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/school-childcare-toolkit-2021-2022.pdf>
School & Childcare toolkit 2021-2022 School Year

2. Promote vaccination against COVID-19

- ☐ Promote vaccination and help communicate about the safety and effectiveness of the COVID-19 vaccines in preventing infection, preventing spread of COVID-19 between people, and limiting the seriousness and duration of illness for people who develop COVID-19
- ☐ Highlight your town-level COVID-19 vaccination rates when communicating with staff, students, and families about the importance of achieving the highest levels of vaccination possible (see town-level data on the NH [Vaccination Data Dashboard](#))
- ☐ Work with your local Regional Public Health Network (see [contact list](#)) and/or with a local healthcare partner to set up school-specific clinics to offer vaccination to your community

3. Use face masks wisely

- ☐ Communicate with your community about the two different important purposes of face masks, including to
 1. Protect the person wearing the face mask, and
 2. Prevent spread of COVID-19 from the person wearing a face mask to others (i.e., “source control”)
- ☐ Schools and childcare programs can recommend or require facemasks. Decide with your community how to implement face masks to prevent introduction and spread of COVID-19 based on:
 1. [Level of NH community transmission](#) (reported at the County level with the cities of Manchester and Nashua separated out)
 2. Number of cases of COVID-19 occurring within your school or childcare facility, and the presence of [clusters/outbreaks](#)
 3. Your ability to implement other prevention strategies (e.g., physical distancing, cohorting, etc.). For example if you can separate children who are indoors by 6 feet, or activities are outdoors, masks may not be as important
 4. Level of COVID-19 vaccination within your school population, or within the surrounding town/city (see [Vaccination Data Dashboard](#)) – we recommend a goal of *at least* 80% of the population fully vaccinated
- ☐ Face masks are not recommended in most outdoor locations, but can be considered for high-risk situations or activities (e.g., close/physical contact sports)
- ☐ Recommended face masks for anybody who desires maximal protection for themselves or others, including people who:
 1. Have not been fully vaccinated
 2. Have a weakened immune system that makes them more susceptible to COVID-19, even after vaccination
 3. Wants to protect a household member who may be medically vulnerable or unvaccinated (i.e., to prevent the person wearing the face mask from picking up COVID-19 and bringing it home)
- ☐ Face masks are required to be worn on school buses and other forms of public transportation under the federal [CDC Order](#)

- ☐ NH public health recommends the following as one approach to implementing face masks. Face masks are recommended for everybody (universally) when any of the following criteria are met (see also the **Decision Matrix** table below):
1. Level of NH community transmission reaches “substantial” in the region where the school or childcare program is operating
 2. Facility transmission is identified leading to a cluster of infections and multiple potential exposures within a classroom – face masks can be targeted and time limited if the cluster/outbreak is small and confined, but facilities should work with public health to investigate and control any cluster or outbreak
 3. Multiple clusters occur, or there is a larger facility outbreak

Decision Matrix: Recommendations for use of facemasks indoors based on the level of community transmission and COVID-19 transmission within a facility

		Level of Community Transmission		
		Minimal	Moderate	Substantial
Cases Within Facility	Sporadic cases without evidence of facility transmission	Optional*	Optional*	Universal [†]
	Single Cluster	Targeted	Targeted	Universal [†]
	Multiple clusters or a larger outbreak	Universal [†]	Universal [†]	Universal [†]

* Face masks still recommended for people who want maximal protection for themselves or others (e.g., a household member who is unvaccinated or medically vulnerable)

† Exceptions can be made for classrooms/schools that have achieved a high vaccination rate (e.g., high-school), or where other prevention measures can be strictly implemented (e.g., 6 feet of physical distancing)

4. Maximize Physical distancing

- ☐ Maximize physical distance between students, children, and staff – the goal is at least 3 feet of separation, although more is better, especially if face masks are not used
- ☐ Maximize physical distance between students and children during lunch time – physical barriers such as Plexiglas in place of physical distancing are no longer recommended by CDC as a prevention strategy
- ☐ Increase physical distance between people in situations where there may be increased risk of respiratory aerosol production; 8-10 feet of physical separation between people is suggested during group activities that involve forced and heavy breathing indoors (e.g., indoor group fitness classes), singing (chorus/choir), or wind instrument playing (band performances); alternatively consider face mask use for people engaged in higher risk activities indoors if physical distancing is not possible