

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, November 23, 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, Jonathan Vanderhoof (6:48pm), Dennis Golding, Matt Mannarino, Tiffany Cloutier-Cabral (6:50pm), Jim Kofalt, and Charlie Post*

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

I. CALL TO ORDER

Chairman LoVerme called the meeting to order at 6:36pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. 6:30PM JOINT BOARD & BUDGET COMMITTEE SESSION

Present: *Jeff Jones, Leslie Browne, Caitlin Maki, Bill Ryan, Christine Tiedemann, Lisa Post (online), Darlene Anzalone (online)*

a. FY 2022-2023 Budget

i. Revenue, Grants, Facilities, CIP, and Warrants

Ms. LaPlante reviewed draft 4, which shows about an \$80,000 reduction, health rates came in at zero increase. She did not create separate budgets for grants, revenue or the CIP. She reports, the grants are a work in progress. There has been an issue with finding a Title I Tutor and we have ESSER money available. She expressed it didn't seem appropriate to come forward with the grant information as it is still with so much in limbo. The revenue is hard to predict at this point. Planning for FY22-23 is tough because it does not give a good impression of funds coming in through state grants. When the Facilities Committee met in the fall, we realized the plan (CIP) as it exists still carries forward items from the past. She is working with Mr. Erb looking at projects and are actively tearing it apart to build it back up. There has not been time to dedicate to this. She had sent out a revised facilities budget, no changes affected the full budget and they now mirror each other. She spoke of one item of concern being the energy contract, which expires in 2022. She estimated a 5% increase based on the current CPI in the region. She does not know the impact of the lighting project at WLC and 5% was used as a placeholder until there is a better idea of where we will be. It was noted there is a connection to air quality regarding the boiler and ESSER. A question was raised, that it is understood that it is allowable, but are we are certain this won't change at a later date. Ms. LaPlante responded she has not seen where it would not be allowed; she believes it will be a qualified expense and not kicked back. A question was raised if there has been any thought to putting money into repairs for the cafeteria. Ms. LaPlante responded anything over \$10,000 meets the criteria for the CIP. We currently have \$4,600 set aside for kitchen repairs and maintenance. Chairman LoVerme suggests adding some funds for equipment. Ms. LaPlante asked for a figure, as there has not been one prior. A brief discussion was had regarding the kitchen equipment. Mr. Erb confirmed the walk-in is about 6 years old and the condenser is new. The walk-in freezer, cooler is all brand new. Chairman LoVerme suggested anything that is 7 years or older has seen its life expectancy. It was noted Ms. Smith, Food Service Director spoke at a meeting regarding the equipment. A question was raised if these things were added into the budget. Ms. LaPlante responded no asset specific funding was added. Ms. Browne suggested having a maintenance plan on the equipment and figure out what is needed on an annual basis. It was noted giving a figure may be difficult without additional information. It was suggested to have Ms. Smith back to discuss; no objection was heard. Superintendent notes they will work on a maintenance plan. Ms. LaPlante noted the technology budget was reduced due to some additional questions from the Budget Committee. An adjustment was made to the number of computers going to the 3rd and 6th grade and teacher laptops were reduced by \$500 each, as there were items originally included that are not needed. The 2017 Tech Plan is now expired and was used as a template. We dropped down to 50 Chromebooks to be shared with the classrooms. That plan did not included 1:1 in the lower grades. A question was raised, what are they utilizing. Mr. Bouley confirmed they are sharing 2 iPads carts, with 45 between the two for 1st and 2nd grade as the applications are more geared to that age group. It was noted members had heard there was not a lot of utilization in those grades. It was questioned if teachers are onboard from that standpoint. A question was raised if there is a program for the teachers in the lower grades to teach computers. Mr. Bouley reviewed what is currently is being used, Google Classroom and several other applications such as RAZ Kids, reading and testing, things like that. Principal Chenette added they have weekly technology instruction. It was noted instruction is in the classroom. Mr. Post expressed he is struggling with the overall increase in the budget. Mr. Kofalt added we are moving in the right direction, currently at 4.6%. It was noted there are not any warrant articles for CBA's. Ms. LaPlante questioned the procedure for deciding the warrant articles and spoke that we will need to determine what you would like to do for warrant articles. Chairman LoVerme confirmed the Board works with the Budget Committee. A brief discussion was had regarding this. It was noted we have been very conservative on the CIP in past

years and we want to keep the buildings up and avoid the situation from a few years ago. A question was raised if there are any other suggestions for warrant articles other than SPED and the CIP. SPED warrant should be around \$52,000. The goal is to have \$300,000 in that capital reserve account; the account currently has \$248,000. A question was raised what is the balance in the Building & Roadways capital reserve and what is the goal. Ms. LaPlante responded the balance is about \$275,000 and we do need to draw from that for the roof and lighting. She will have those figures for the next meeting. It was noted a lot of stuff has changed from the last version of the CIP, such as the tennis courts and lighting. A deep dive needs to be had by the Facilities Committee and brought back to the Board. Ms. Browne notes we can't come up with a figure for the warrant until that is done. A discussion was had regarding the tennis courts and the status. Discussion included, tearing them up, safety issues, fixing them, it is compromised underneath, and drainage is an issue and what past quotes were. Mr. Erb noted to really fix all 4 courts, done the right way; it would be roughly \$350,000 or more. He did have a quote previously with a guarantee of no cracking within 4 years. It was noted it will be such a large number that it almost needs to be its own warrant individually to allow public to make the decision regarding what to do. Ms. Browne agreed it would be a hard decision for this body to make; it is not an easy decision. Discussion was had regarding how much it is utilized. It is used for gym class and last year there was a tennis team plus public uses it. It was suggested if we are going to spend that money couldn't we use it for something else and transport students to use other courts. This was briefly discussed. Mr. Erb suggests to remove them and turn it into practice fields. It was discussed if they were removed what are the alternatives and cost. Ms. Post spoke that the Facilities Committee met at the beginning of the year, they spoke of turning it into practice fields, and that the Superintendent was kind of excited about that. She questions if we are going back to the tennis courts or turn it into practice fields. Chairman LoVerme responded we will look at having this as a warrant article and ask the towns to either replace them, put money aside in a warrant or look at tearing them up and put in practice fields. Ms. Cloutier-Cabral spoke that the Facilities Committee did discuss this and came up with a lot of great options. The committee will meet next week to discuss further. Ms. Post added we also spoke of improving the buildings out there as well. Ms. Cloutier-Cabral noted there is a lot facilities wise that we need to look at before we can bring it back. Mr. Kofalt spoke regarding the technology budget and that the Technology Committee has been dormant. Questions have come up around the Technology Plan, which is expired. He reviewed the names on the committee and notes Mr. Legere is no longer on the Board, and suggest the committee meets to delve into it a little more deeply; the timing is right. He proposes to ask for another volunteer Board member. Mr. Golding volunteers for the Technology Committee. Mr. Kofalt will set up a meeting and work with Mr. Bouley.

A draft of warrant articles 1-3 for elections was provided; there was no discussion.

ii. YTD Reporting

Ms. LaPlante reviewed there is some payroll misclassifications that give the impression that there are a lot of payroll accounts that are overspent and others that we are minimally paying people from. If we take out the payroll cost, we are in good shape there are very few accounts over. She and the Superintendent discussed having administrators going back through the encumbrances and if it is not needed release it and reevaluate from there. She notes there is serious legwork she has to do, and needs to correct grant classifications, some that are in here and should not be and some that are not should be; this is a snap shot of where we are. Keep in mind it includes encumbrances and may be something that is truly committed or funds left over from a purchase and that is why we will look through these. She reviewed payroll specific accounts; some give the impression that we overspent by \$40,000. She took payroll related account and all and utilized the accounts against each other and found we still have about \$479,000 left with all things being equal and placing people where they should be, we would still have \$479,000 left. Mr. Kofalt thanked Ms. LaPlante noting it took a lot of effort to get this to the point where it is clean and only a few loose ends to tie up. Mr. Vanderhoof questioned if the principal on debt for FRES was budgeted wrong or did something change. Ms. LaPlante responded it was budgeted wrong; there is a published report that programs out every payment for the life of the bond and it was not updated. It has been corrected for FY 23; it was caught and corrected. The other thing that was not budgeted correctly is the legal services for SPED; \$1,000 was budgeted and we currently spent \$6,800. That is a facet of prior budget anomalies. She spoke regarding new staff questioning if we do budget transfers, we do not. Questions such as can I pay for it out of this line as there is money left over; the answer is no. What she will do and it has happened once that someone needed to overspend a line, it had to be justified, and if there are funds available in another line, she will encumber the funds in that line, it appears as almost a double expenditure. We are reserving that so it is not an open line. This is extremely rare and in this one situation, she made sure we locked it up in another line so we don't think in April we have all this money left over.

IV. PUBLIC COMMENTS

The public comment section of the agenda was read.

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

Mr. Jones questioned if you will walk through the ESSER memo. It was noted it is on the agenda later in the night. Ms. LaPlante notes she can speak to this if the Board would like her to. Chairman LoVerme noted it will be moved up on the agenda after adjustments.

V. ADJUSTMENTS TO THE AGENDA

Superintendent reported the following adjustments, we will move up the ESSER 3 discussion and there is an additional resignation.

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Mannarino to accept the adjustments to the agenda. Voting: six ayes; one abstention from Chairman LoVerme, motion carried.

• **ESSER FUNDS**

Superintendent spoke that last year we hired 3 long-term substitutes (LTS) and it is much like last year that there are not any available. Last year, these LTS were much like additional employees, deployed throughout the district and using them for tutoring. That is one our proposals, to hire LTS. We want to stop in January and look at the data to see if it is effective and if not we reevaluate and determine our needs.

The other proposal is extending the day essentially with an after school program at FRES and WLC. We will build in a break for elementary students and then have them back in the classroom. Also, work with students that are at home missing excessive days. We have a lot to do with students out of school. It seems school district s across the state are struggling with attendance and remediation. He notes except LCS as they are doing well.

The third item is one important to us, (additional technology person) Mr. Bouley will speak to this. He adds it is difficult for Mr. Bouley to be the Director of IT and be a building level desk technician. A majority of his day is fixing passwords and fixing projectors etc. Mr. Bouley spoke that he is requesting a temporary position from January to June of this year. He is looking for a full-time help desk person or generalist to work on the help desk tickets. There are 2 staff working on 4 buildings and are not making any traction. He wants to see some of these projects move forward but right now, they are just being reactive. He is requesting to use some of the ESSER funds so that we can get some of the projects going. He compares his staff to the custodian staff and notes they have more. He is hoping this would offset his time and allow him to get to the work that needs to be done such as the technology plan, a new onboarding process with teachers, cybersecurity, etc. He adds we are not doing any of it well. Obviously, we didn't anticipate this pandemic and the infusion of technology where every teacher has Google Classroom. We have a lot of those issues and it is good to get that position in place and get caught up with some of these pieces dangling in the air. It is short money, about \$30,000 if we can find someone. Superintendent adds if we were to find one, not only could we support buildings but free Mr. Bouley up to work on some other things as we just keep getting further and further behind. He confirms it would be a contracted hire. It was noted regarding in Mr. Bouley's report he referenced auditing the usage of subscription software and could identify some areas of savings and that having this position would free him up to move it up more progressively. He was questioned if there are other areas that could reduce in other savings. Mr. Bouley responded it is savings in people's time; we do not have any SOP's (standard operating procedures) and this creates rework for teachers and his staff. Other than audits of accounts that is the biggest bang that, we will get monetary results from. He adds we have systems that are not current with the current staffing. The Superintendent voiced we are trying to get an idea of what we have, in the last few years we had an influx of technology and a boat load of new computers and do not have a good accounting of it and don't have time to figure out what we have and don't need. It is difficult to move forward with purchasing new things if we don't know what we have. Mr. Bouley noted he has found we have laptops not assigned but he knows they are because people have them but it is not showing that they do. He thinks with COVID, a lot of things were not cataloged. Ms. Post questioned why we wouldn't do inventory classroom by classroom and take a few days to inventory. She is curious why this is such a big problem. Mr. Bouley responded that the student inventory is good; it is the staff that is the problem. Surveys were sent out to ask staff what they currently have. He confirms the list of inventory exists but is not complete. A brief discussion was had regarding what credentials a candidate should have. He confirms it would behoove us to advertise on Schoolspring or anywhere we can but Schoolspring is geared to the school sector and not IT centered. A question was raised if this is a contracted position, could we use someone like Robert Half. Mr. Bouley responded we could but not sure what kind of fees they charge. Mr. Kofalt voiced that he assumes there is a fixed requirement that this person has to be onsite the whole time. Mr. Bouley responded that he can be in the middle of working on a server and needs to stop to work on a broken projector. Mr. Kofalt asked if it is on an as needed basis would it allow them to operate from a call center. Mr. Bouley responded it depends on the response time, if we want it within 10 minutes they would have to be local. Mr. Bouley was asked where we are in terms of the intern. Mr. Bouley responded he works afterschool and does not meet the needs of things happening during the day. He hopes it will continue to be an asset we can use, we don't pay that much. Next year we are looking for a nonpaid intern during the day where we can support them better. A question was raised if this is a surge request, as it sounds like it is an ongoing thing. Mr. Bouley responded he doesn't know what is the normal for numbers; he just knows that they are treading water now. He is hoping this is a stopgap and will be able to put in a more meaningful budget if that is what we need. He spoke of the expired technology plan, which called for them to utilize a computer science teacher at FRES, and they didn't do that and there were a few other positions as well. He does not know if this is a long-term need, this seemed to be a good idea to do it now. Other schools our size like Hollis/Brookline has 4-5 IT staff now. We are smaller in staff compared to them but we chose some good technologies. He doesn't think we need the same staffing and if we get things set up right; they should work better and need less.

Ms. LaPlante spoke of the last item, which is a boiler at WLC. She reviewed the proposal; the boiler had reached its end of life 8 years ago. It has been used more with the windows open for the fresh air concern (due to COVID). It is a simple correlation that could be a good investment in the district and good for our kids. Mr. Erb added the boiler goes back to 1984 and this boiler, boiler #1, is constantly running. Work was done a week and a half ago and it is running now but he sees signs of black soot, which tells him there is a gasket issue. He adds we were told back in 2013 that the boiler was pretty much done and we have

186 been nursing it along. This is the perfect opportunity to be able to get one boiler replaced now. He confirms a newer one would
187 be more efficient. This is an oil burner, he suggest the best thing to do is to replace it with an oil one. Ms. LaPlante confirms this
188 (ESSER) fund was originally for \$450,000 and then our amount was increased to \$684,000. We used the \$300,000 ESSER fund
189 but still have to tie out summer programming cost. She focused funding for these things to come from ESSER 3 because we
190 have not touched it yet. She confirms it expires in 2023. Ms. Maki asked about the life expectancy of the 2 other boilers. Mr. Erb
191 responded boiler 1 is the one that mainly runs all the time and gets the most use. The others have seen better days too but right
192 now, we have an opportunity to replace the one. If he could do all 3, he would but right now boiler 1 is his concern. It was noted
193 that of the \$684,000, \$136,000 needs to be allocated to learning loss. It is assumed items 2 and 3 (long-term substitutes and
194 extended day) would qualify; Ms. LaPlante responds 3 would but 2 long-term substitutes would not. We have to tie it back to
195 scientific data that says these are the deficiencies noticed in students and these are the measures we used to bring it up. Long-
196 term substitutes would not scientifically bring it up and meet the DOE criteria. She confirms that is the case even though it is
197 addressing absenteeism. If we are doing tutoring we could make an argument but not for the full amount. It was noted there are
198 times you need all three and other time you could use one for tutoring and keep track of it. Ms. Browne and Chairman LoVerme
199 agree these all sound like good ways to use the ESSER funds and improve the district. Ms. Browne also notes she doesn't think
200 we should be blind that we will increase technology staffing going forward, she thinks it is inevitable. Mr. Kofalt added that if
201 the Technology Committee meets to discuss what is in the budget and what we want to do long-term, we can come back with a
202 summary and plan. The rest of the Budget Committee members were asked to speak regarding these 4 uses of ESSER funds.
203 Several members agreed it was a good use of the funds. Ms. LaPlante spoke that anytime you talk about salaries, wages, and
204 grants, people may ask are they trying to pull the wool over our eyes, she tells the Boards with certainty this has been identified
205 as an issue and it is not our intent to add staff and roll into the budget. A question was raised what kind of numbers are you
206 expecting for the after school program. Superintendent responded he doesn't know. He spoke regarding transportation being a
207 barrier; Ms. Anzalone brought this up as well. He adds we are trying to line up one of the Title I Tutors to also help. We did not
208 do a survey; we just know there is a need to support kids. It depends on the population of the kids. We have a lot in the HS that
209 work and there is a tradeoff. We don't want to request twice as much and have low numbers. We want to stop and take a breath
210 and if we have low numbers, it does not make sense to continue. If you support it, we should have some data in December and
211 January and reevaluate again. After school program is proposed for \$12,000, and we are asking for it through January 31. A
212 question was raised if it is more a supply or demand issue. Superintendent responds it is both even though the Board increased
213 the daily substitute rate; we are still not getting substitutes. It is hard to compete with Dunkin Donuts paying \$15 per hour plus
214 college credits. It is a challenge on both sides. We hope this would be an incentive to help supply but also fill the demand. It is
215 not good for kids to have people in and out of the classroom. It is not anyone's fault it is just the nature of it and less people
216 wanting to do this kind of work. He keeps hearing of a surge in COVID and that may mean more teachers and staff will be out.
217 He is worried about having to go remote. He can't imagine what it would take for our district to go remote and we want to avoid
218 this. A brief discussion was had regarding who is covering for the teachers who are out now. Response, we have 2 substitutes
219 and are short 1, teachers are covering during prep times and the Principals are also covering. A brief discussion was had
220 regarding enhancing outside areas to create learning areas. It was noted it has been talked about but we want to be very careful
221 with ESSER money even though it sounds like a lot, it goes fast. It is a good idea to have one or two that are low maintenance
222 and that would be a good way to use ESSER funds. It was noted there is not a lot of room at FRES. A question was raised
223 regarding the timeline. Superintendent responded if approved we will post the positions tomorrow and ask families next week
224 about the after school programing. Superintendent also confirms we will reach out to confirm the boiler is an approved use of
225 funds. Ms. Cloutier-Cabral noted we should have a backup plan in the meantime. Mr. Kofalt suggested if it makes sense to vote
226 on the 4 items in the proposal with the contingency that we would authorize the withdrawal of up to \$85,000 for the boiler if it is
227 determined it does not qualify.

228
229 *A MOTION was made by Mr. Kofalt and SECONDED by Ms. Cloutier-Cabral to approve the 4 proposals in the document*
230 *provided to us as written and authorize up to \$85,000 to be withdrawn from the (Building/Equipment & Roadways) capital*
231 *reserve to pay for the boiler in the event it is determined it does not qualify for ESSER fund reimbursement.*
232 *Voting: six ayes; one abstention from Chairman LoVerme, motion carried.*

233
234 Superintendent will advertise the positions.

235
236 *A MOTION was made by Ms. Browne and SECONDED by Ms. Tiedemann reconvene the Budget Committee meeting across the*
237 *hall at 8:08pm.*
238 *Voting: all aye, motion carried unanimously.*

239
240 Mr. Vanderhoof exited to join the Budget Committee meeting.

241
242 Ms. LaPlante passed around the DOE 25 and MS 25 for signatures from the Board.

243 VI. BOARD CORRESPONDENCE

244 a. Reports

245 i. Business Administrator's Report

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Ms. LaPlante acknowledged the significant delay the completion of the DOE 25 and MS 25 has had on our constituents. She reports there is so much, when you touch one thing it unearths something else. The unaudited fund balance is \$1,156,746.48. She will email the breakdown to members. She notes we are owed \$316,000 in grant projects and are in process of submitting those requests. She notes it has been a process because of the accounting misclassifications. The average cost per pupil is \$17,832. She stressed the fund balance is unaudited and it is not known what the auditors will unearth. She completed the reporting for reimbursements for grants expiring in 20-21 and they are in process and locked in. She notes we left \$9,000 on the table for Title I A grant. That is due to the summer academy coming in at \$14,000-\$15,000 rather than the \$20,000 that was budgeted. In addition, Dr. Heon allocated \$5,000 in indirect cost as allowable through the grant. We didn't use all of that money; it is a combination of unspent summer academy funds and unspent indirect cost. There is also a little bit of lost time, as Dr. Heon did not come until the spring. She spoke regarding the tax rate and provided an explanation as she feels it is due. The general impression is we are giving back \$1,156,746 and taxes will go down significantly. In 2020, we gave back about \$850,000 in fund balance to the taxpayers; we have an increased the amount coming back. We are not taking \$1,156,746 off last year's amount because last year's amount was already affected by fund balance as well. Our district budget went up about \$290,000 between 2020 and 2021 as far as taxation purposes. Our fund balance increased by surplus and revenue by about \$275,000. What this essentially means (cutting through the weeds) is the taxable portion we are asking the taxpayers to cover increased only by \$17,000 between the two years. Unfortunately, we can't say this is what we paid last year and why aren't paying that the same year. We adjust for each year by the ADM and home valuations. Lyndeborough went through a revaluation, which increased property values nearly \$46,000, and it created a shift; now Lyndeborough is responsible for about 1.4% more, which does not sound like a lot but when you factor it out, it is about \$139,000 more and they are seeing an increase in taxes while we are reporting an increase back. She offered to sit down with anyone to go over this; she offered to meet with Selectman. She confirmed all her information as she gathered and verified data and accuracy and what it boils down to is the change from 20-21 apportionment ratios as defined by the Articles of Agreement. Mr. Kofalt is interested in mapping this out to show these are the things that went into your property taxes for this year and the next year etc. so when a fund balance is returned to taxpayers that shows up at a later date in the property tax rate. There was also a change in SWEPT because the state budget had a .50 per thousand reduction in the statewide education property tax, which would have reduced Lyndeborough's tax property bill for everyone this year potentially offsetting the increase. In Wilton, there was a concern that my valuation just skyrocketed; they are still responsible for a big piece of the pie. The .50 reduction on the SWEPT side was a partial offset to the increased valuation. There are so many factors that go into it that it can be confusing. He would have loved to see this \$1,156,746 in this year's property taxes. He is glad ultimately, we are able to return this much; it is a huge number. Having people understand this is beneficial.

Ms. LaPlante reported in 2018, we returned \$145,000 in fund balance, in 2019, we returned \$6,700 and with COVID and projects not being completed, reductions, in SPED tuition, transportation and in 2020 \$841,000 and this year \$1,156,746. It will be mindful to look forward at what happens when COVID dollars go away; it will be a huge jump for taxpayers. She notes, we are not necessarily over budgeting, there are things not happening due to the pandemic and projects we can allocate to ESSER which is saving money. When that funding drops the taxes will go up significantly unless the state changes the way they are doing their aid or any phase out they attempt to support school districts in this process. Appreciation was noted for Ms. LaPlante explaining this to people and likes the idea of bringing it to district meeting so every year people can see what factors into it and understand it. Ms. LaPlante confirms the \$316,000 in grants receivable is an accrued number by the end of the year and does not factor in the numbers she provided. It was noted Ms. LaPlante has a unique skillset (experience in municipal financing and school financing) and probably one of the few people in the state that can explain this. She has been very transparent with the town of Lyndeborough. She has taken leadership but bears no responsibility on how we got here. Mr. Kofalt commented on the cost per student noting it can be confusing. He understands the DOE publishes 2 costs per student for every district; one includes transportation, tuition out of district and debt services and one that excludes all those. He notes just as we put that in writing, it is useful to explain it; it is \$17,000 and change based on numbers excluding those three categories. If we included those, it is a different number. Ms. LaPlante will be sure to include this.

ii. Director of Student Support Services Report

Mr. Pratt reported on preschool having a good year. He notes we are not doing models. We have 7 students in the 3-year-old program and will have 3 more after the holiday. Referrals are coming in from early intervention and or other preschools. The 4 year olds have 9 students, 1 teacher and an aid, an ABA in the room. Ms. Heinemann, preschool teacher, is new this year and came to us from Massachusetts where she was teaching in a preschool with 26 kids (2 sections of 13). She is doing a great job. We need to start to thinking about the current structure. There is no need for action tonight. In the past, there was a lottery, which was done in March. As much as he wants to give lead-time that is too early to do a lottery. Early intervention can notify us for a 3-year-old coming in at 2 years, 6 months of age, and we don't often know who is coming until May. We need to careful not to open up spaces too early. We will be researching other public preschool programs to see what they are doing around us. He will come with a recommendation. We cannot go over 13 students in the program. He had heard previously students were allowed to join and then if they had 12 or 13, the student would "unjoin". He doesn't want to do this. He spoke of tuition. We only charge for models at a cost of \$150. He believes it is an excellent rate but not in the range of others. He will do some research and doesn't feel it appropriate to charge a huge amount. He will report back on this. He notes it's great to have these students with us and having them in school. Discussion was had regarding modeling, and you don't know what the numbers are going to be and can fluctuate. It is a benefit to the district to have them. Mr. Pratt spoke of the lottery. Models being a very important part of the program and wanting to get them back. He spoke of an increase in tuition cost as a way to offset but it is also beneficial to have

models in the class. He does not want to get into things like a sliding scale. If someone came to us expressing that it was limiting he is sure we could discuss it with the Superintendent. Superintendent added, President Biden's social spending plan, if it did pass, with universal preschool we would have to move the SAU offices out of LCS.

iii. Director of Technology's Report

Mr. Bouley thanked the Board for supporting him; he is excited to start the Technology Plan. He looked at the state website this week with Ms. Stefanich and out all the districts, only 3 have current plans, 140 are 5 or more years old and 30 that need updating although he is not sure what that means.

Mr. Vanderhoof returned at 8:37pm.

Mr. Bouley reports they are starting to work on the 2021 framework; everyone is building their plans off the old 2017 information, which is outdated. He is excited to start working with the Technology Committee and get that rolling. His report shows helpdesk tickets; the current numbers and is seeing a downward trend for tickets. There are 6 from August still waiting on equipment. Tickets are hovering around 50-60. People are good waiting a few weeks or a few days but they want their issue fixed. He spoke regarding the toner shortage and we are experiencing this a little bit. There are 2 copiers at FRES we are unable to get toner for and WLC has some coming in now; other districts are in the same situation. We worried that we may have to do some printer rationing. As much as we were impacted, we have had workarounds. There is starting to be a run on HP toner. He just wanted the Board to be aware. One of the big things is account audits; he worked with HR to get a master list of employees with who is active and who is not. It is a big undertaking; we are finding possible security issues. He is attempting to get a cybersecurity audit completed so that we can get an assessment report. It appears we did one 3-4 years ago. It is not complete and we did not follow through with many of the recommendations from what he can tell. It would be helpful for us to have this done and compare where we were and go through a checklist to mediate the issues, as there are several. We are trying to go through Tyler Technology for a portal that allows us to go digital with time off requests. A lot of time and effort is going into that. When we start that, we only have 48 days to complete it and when we do start it, part of the process is shut off. He has been working with HR to see what that will look like within the 48 days with training etc. A question was raised regarding what were some of the recommendations from the cybersecurity audit. Mr. Bouley responded it was around segmentation of our network he believes. We operate on a flat network, everything lives in one giant virtualized land and it is not best practice as you rely on firewalls to protect you. He is making plans to start the segmentation but want to be sure we have an outside reputable source and start using other guidelines for best practice not just because someone thinks this is the best way. There are guidelines on how to build and manage a network and we have not been following it from what he can tell.

VII. ACTION ITEMS

a. Approve Minutes of Previous Meetings

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Golding approve the minutes of October 26, 2021 as written. Voting: four ayes; three abstentions from Mr. Mannarino, Ms. Cloutier-Cabral and Chairman LoVerme, motion carried.

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Mannarino to approve the minutes of November 9, 2021 as written.

Voting: five ayes; two abstentions from Ms. Cloutier-Cabral and Chairman LoVerme, motion carried.

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Golding to approve the nonpublic minutes of November 9, 2021 as written.

Voting: five ayes; two abstentions from Ms. Cloutier-Cabral and Chairman LoVerme, motion carried.

b. Transportation

Superintendent met with Mr. Brown and is waiting for Board direction if we want to grant an extension and the other side of things is Mr. Brown is trying to determine if he will have enough staff. He has a concern regarding staffing for next year. Hopefully, next week he will know, if not Superintendent will report back and we will need to send bid out ASAP. Discussion was had regarding last year, we had offered the extension, it was accepted and then the cost was increased. Ms. LaPlante noted she has built in a 3.5% increase, which also accounted for the short fall. Concern was raised regarding the issue from last year. It was suggested to send it out to bid. Superintendent voiced that although he doesn't know the history, we have 5 buses and it is hard to find bidders for a low number of buses. Discussion was had regarding possible bidders. Concern was raised for sending it out to bid. It was suggested to offer Mr. Brown the one-year extension. If Mr. Brown agrees, it will need to be in writing, (a contract) and the price locked in. Superintendent notes, it has been a good relationship with Mr. Brown and with Tina (coordinator); they have been more than accommodating. A brief discussion was had regarding Lyndeborough being very rural and difficult for busing. If it were possible to bus some students by van, it may be beneficial. Superintendent notes, Tina and Mr. Brown know the families and know the routes if the Board wants to go in the direction of offering a one-year extension he supports this. By consensus, the Board agrees to offer Steve's School Bus Service a one-year extension. No objection heard.

VIII. ESSER FUNDS

See above, this was moved up on the agenda.

371 **IX. POLICIES**

372 **i. DAF-Procurement Additional Provisions Pertinent to Food Service Programs**

373 **ii. CBI-Evaluation of the Superintendent**

374 **iii. CBI-R- Evaluation of the Superintendent (Form)**

375 This is the 3rd reading for these policies.

376
377 *A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. Mannarino to accept policies DAF-4-Procurement-*
378 *Additional Provisions Pertinent to Food Service Program, CBI-Evaluation of the Superintendent, CBI-R-Evaluation of the*
379 *Superintendent (form) as presented.*

380 *Voting: six ayes; one abstention from Chairman LoVerme, motion carried.*

381
382 **X. RESIGNATIONS / APPOINTMENTS / LEAVES**

383 **i. Resignation-Jayma Walker-SPED Paraprofessional-WLC**

384 **ii. FYI-New Hire-Debbie Nita-SPED Paraprofessional-WLC**

385 **• Resignation-Adam Rickenbach-HS Science Teacher-WLC**

386 Superintendent reviewed the resignations and one new hire for WLC. Superintendent thanked Ms. Walker for her 13 years of
387 service to our students. Chairman LoVerme noted Ms. Walker changed her resignation to retirement. Superintendent noted Mr.
388 Rickenbach will stay on until we find a highly qualified candidate. He will reach out to the schools to see if there are any
389 students finishing in December that may qualify for the position.

390
391 *A MOTION was made by Mr. Post and SECONDED by Ms. Cloutier-Cabral to accept the resignation of Mr. Adam Rickenbach,*
392 *science/biology teacher.*

393 *Voting: five ayes; two abstentions from Mr. Vanderhoof and Chairman LoVerme, motion carried.*

394
395 **XI. BOARD BUDGET DISCUSSION**

396 Mr. Post questioned if we will have 2 warrants, SPED capital reserve and one for the tennis courts. Concern was raised having
397 the tennis courts as a warrant article; it is almost as if we are asking for something we do not need. A discussion was had
398 regarding this, which included the safety of the area, it was supposed to be locked, the fence is pulling out from the ground, and
399 should/could it be repaired. Ms. LaPlante spoke of a nonbinding referendum to poll the decision makers in the community.
400 Superintendent spoke to the field maintenance person about tearing up the tennis courts and he would want to keep the fence he
401 believes. He would provide a number that balances it out, a trade off. He will try to get that number from him and have the court
402 ground up, leveled and take the fence down. We could think about what to do with it down the road. Support was voiced for
403 polling the towns. Mr. Golding voiced taking a deep dive into the budget once the transportation contract comes back as the
404 budget is a little high right now. A brief discussion was had regarding printers/paper. Mr. Golding believes there are ways to
405 save money. Mr. Kofalt spoke of looking closely at line items in the budget. We all were waiting for some of the numbers to
406 come to us like the health insurance numbers. He spoke of looking in the past at what is up for maintenance because it was on
407 someone's list that every 5 years we replace "this" item. He has not seen that in this year's budget. He is not sure where to go
408 with it and thinks we need to start looking at those and separate the nice to have from the must have. It is going to be tough,
409 being at 4.5%, it is a stretch. Although everything is going up, people are hurting. Mr. Kofalt spoke of an email he received a
410 few years ago from a resident who was struggling paying her property taxes. He notes we need to look harder. Mr. Vanderhoof
411 voiced he thinks the Budget Committee, from the sounds of it is leaning toward Mr. Kofalt's thinking; most of us have gone
412 through this process and know we are still gathering information and the next meeting is when things start to change when the
413 Budget Committee meets on their own. He thinks we are in a good spot and doesn't think this is the final number. He has been
414 looking at it but at the final meeting, that is when most will start to delve deeply into it. So far, he feels we are better off number
415 wise than we have been in a lot of years. Mr. Mannarino notes it is a good start; we need all the information. Ms. Cloutier-Cabral
416 agrees with Mr. Vanderhoof and feels there is more communication this year and looks forward to the next meeting. Chairman
417 LoVerme voiced that one thing a Budget Committee member told him a long time ago was to not worry about the \$25-\$50 items
418 but look at your \$10,000 items. That is where we want to focus on. It was suggested not bring paper copies for members to the
419 meetings. Chairman LoVerme spoke that we have fewer printers than ever before. Everything is going up, 4% salary increase for
420 some and 2.5% for others. Fuel is going up and who knows where that is going.

421
422 **XII. PUBLIC COMMENTS**

423 The public comment section of the agenda was read.

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

425 There was no public comment.

426
427 **XIII. SCHOOL BOARD MEMBER COMMENTS**

428 Ms. Cloutier-Cabral commented she was at the fall music presentation at WLC and it was great. There is a lot of talent here and
429 is looking forward to the spring show.

430
431 Mr. Golding voiced he knows it probably is said at every meeting but Ms. LaPlante is phenomenal. He doesn't know where we
432 would be without her explanations and willingness to do the work that should have been done.

Mr. Post thanked the Superintendent and the whole staff for putting together the ESSER proposal. It was reasonable and well defined, easy to understand. It was not a big number we had to knock down, it was realistic and fair. Thank you.

Chairman LoVerme thanked the Superintendent and staff in all the buildings and wishes everyone a happy Thanksgiving. He asked the Superintendent to pass along that message to the staff and he thanked the school board for all the work done this year. Happy Thanksgiving.

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

A MOTION was made by Mr. Kofalt and SECONDED by Mr. Mannarino to enter Non-Public Session to discuss personnel matters RSA 91-A: 3 II (A) (C) at 9:13pm.

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

RETURN TO PUBLIC SESSION

The Board entered public session at 9:34pm.

XV. ADJOURNMENT

A MOTION was made by Mr. Golding and SECONDED by Mr. Mannarino to adjourn the Board meeting at 9:34pm.

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

*Respectfully submitted,
Kristina Fowler*