

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, July 13, 2021
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.**

Present: *Alex LoVerme, Brianne Lavallee (remote), Jonathan Vanderhoof, Matt Mannarino, Tiffany Cloutier-Cabral, Jim Kofalt, Charlie Post (6:47pm, remote) and Paul White*

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

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. ADJUSTMENTS TO THE AGENDA

The following adjustments to the agenda were requested; a nonpublic for personnel matters, replacement of a school board member and accounting firm.

A MOTION was made by Mr. Kofalt and SECONDED by Mr. White to accept the adjustments to the agenda.

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

IV. PUBLIC COMMENTS

The public comment section of the agenda was read. Public comment was asked for by those present and those online and on the telephone.

Ms. Heidi Kemmerer, Lyndeborough asked about lunchtime protocols at FRES. She saw a lot of food waste and had a 10am lunch duty. She noted the students were fed a lot, some took advantage of this. She questions if we will not have children socially distanced and not as much lunch duty come this school year. Chairman LoVerme responded that the administration team would be working on this.

Ms. Lavallee asked that those speaking move closer to the microphone.

V. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent gave an overview of his report which included his settling in and meeting with staff. He thanked Ms. Fowler for her assistance during the transition. He provided a list of new hires and vacant positions. He spoke of being concerned at filling the one teaching position, industrial technology. The position is difficult to fill; it is pre-engineering and CAD plus traditional woodworking. He is problem solving with Ms. Edmunds and Ms. Gosselin and they have a contingency plan if necessary to still provide classes but maybe not all of them.

The administrative team present introduced themselves and spoke a little about their background. They are all excited and enthusiastic about their new positions. They were welcomed by the Board. Superintendent noted he is confident we will fill the other vacant positions and confirmed there is a contingency plan for the industrial technology position if it is not filled.

VI. NHSBA MEMBERSHIP DUES

Superintendent reviewed back in April the Board discussed continuing membership with NHSBA. There was a motion to not continue membership and he believes it failed. The bill is in and cost is \$3,195.19 (includes

membership and policy subscription); it is budgeted for 21-22. He is questioning if we should move forward with paying the bill. Discussion was had the voters voted to pass the budget and they said this is how they wanted to spend the money. It was noted that we change things in the budget all the time. It was further noted that the public doesn't vote on the minutia, line by line but by a total budget with overarching concepts; we make changes to spending and not spending all the time. We did vote as a Board against this as Peter said. Ms. Lavallee recalls that the motion did not pass therefor we would move forward with paying the bill. She understands the point made but wants to add the towns people requested a line by line budget, the Budget Committee provided that and it was part of the budget at the time and there was no objection to the specifics. Discussion continued including if that is the practice we will follow, we can't change anything. Concern was noted about setting a precedent: the line by line was available but we didn't ask about this. Chairman LoVerme noted we had a motion and it did not pass and there is no need to bring it up again. Mr. Vanderhoof spoke, that the motion did not pass but there was further discussion after the vote and Mr. Vanderhoof reported he specifically requested memberships like this should be voted on an annually basis and he has never voted to be a member of NHSBA and it should be voted whether we continue the membership or not. It should be practice to review and take a vote. He adds, if we are going to pay the bill, he advises reaching out to the attorney to find out how to do this properly within in RSA 15:5 and make sure we do it properly because we are not currently and pretty much neither is any other SAU in the state he believes. He reviewed what the RSA essentially means. Any state grants, if we get any, those funds can't be used for an organization that lobbies. The funds need to be put in a separate account and not comingle. The funds need to come from the town and go into a separate account for those reasons and not be comingled with the general fund. A question was raised if it had to be done for all memberships. It was noted it could affect the Superintendent Association; all associations lobby. Response was, not necessarily. Mr. Vanderhoof spoke that he only knows of 3 we have that have lobbied. It was discussed how this might work. It has to come from the town to the account and not into the general fund. A question was raised if the town needs to send a separate check. Ms. LaPlante spoke she has reviewed the RSA and understands the situation of comingling funds. Mr. Vanderhoof spoke that the funds have to go directly in that account that we pay the NHSBA out of, you cannot cut a check from the general fund. Once they are mixed, we are not following the RSA. Ms. LaPlante spoke that she has not had the chance to review the practice of it with other communities and would like the opportunity to see how other communities are doing this and ask what the auditors recommend; is it a trust fund, and how is it set up. She is not dismissing the concept but would be in a better position to answer if she had additional information. Mr. Vanderhoof does not believe anyone else is doing it. Ms. LaPlante noted the DRA might be helpful. Mr. Kofalt noted he believes it is possibly on the DOE Commissioners radar. He is probably looking at how and if it will be enforced in the future. Mr. Kofalt is not sure he agrees funds have to go from towns to a segregated account. He knows you have to have a separate bank account. He adds you could ask the CPA but likely, they will say no one has asked this before. It was noted if we are going to do it, we need to do it "by the book" and do it right. Superintendent Weaver confirms we will hold off on paying the bill until we are clear about earmarking it concerning lobbying. Chairman LoVerme confirms this. We should come back with a resolution for Aug. 10 and in the meantime, we will talk to them about the drop dead due date. Mr. Vanderhoof spoke that he had made a suggestion with a policy that had to do with NHSBA membership and he asked for it to be amended. It was confirmed there was no amendment made. It was noted if it was done by warrant article that could be a slippery slope since it was in the budget. Because it is in the budget, it is assumed to be open for discussion annually. It should be voted on every year. It was confirmed there is no change to the policy.

VII. AUGUST BOARD WORKSHOP

Superintendent reviewed that there was discussion about having a workshop previously. He questions if the Board wants to continue with that for setting goals etc. In 2016, this was done with Dr. Ayers as the facilitator. The focus was on culture and climate etc. He questions if the Board wants the same format. Chairman LoVerme reported it was productive but doesn't remember the details. Mr. Vanderhoof was not there but has been involved with those that discussed goals and objectives. Superintendent spoke if we do have a workshop and focus on school goals, vision, and outcomes, plus measurement of success. He suggests including the administration to collaborate and discuss measuring the goals throughout the year. A question was raised, what was the follow up from the 2016 workshop; that should a critical piece if we have a workshop. Mr. Post likes that idea, we need more collaboration with the leadership team; if we come up with ideas and can't execute them; we need buy-in from both sides. He believes it would be helpful. He was at that workshop in 2016 and thought the workshop was productive; what direction do we want to go in, what could we do for staff and community and set objectives based on those. We stayed on that path of developing the curriculum; he believes it can be very productive. When we come back in the fall, it will be some sort of a reset pending COVID. A question was raised if the Board would like a facilitator, did you feel it helped to stay

on task and be productive to get things done. Mr. Vanderhoof responded, in those he was involved in there was not a facilitator. There were no long-term goals set but annually ones that went to the Strategic Planning Committee; that is where we set the agenda for that committee. It was noted it might be helpful to have a facilitator. Mr. Kofalt sees this as not a one and done scenario but the beginning of a deeper conversation of the vision of the district. He spoke with Mr. Weaver regarding his vision for the district as part of the process of hiring a superintendent. He used the phrase, “the vision of the graduate”. It focuses on why we are here and what we want students of this district to get when they reach graduation. Mr. Kofalt sees this as a first of series of gatherings and agrees there should be a facilitator. Without a facilitator, there can be a tendency to steer the conversation down a certain path and a facilitator is a neutral party who can look at it from a neutral perspective. There is consensus to have a facilitator. Superintendent will look for a facilitator for August 10. He suggests the time of the meeting be earlier in the day. There was no objection to start the board meeting earlier at 5:30pm. There will be a business meeting the first hour and then will adjourn for 2 hours to do the workshop with a facilitator. Facilitator suggestions can be sent to the Superintendent. Chairman LoVerme reported he might not be in attendance.

VIII. SUBSTITUTE RATE

Superintendent spoke of needing help to reset the substitute rate. He spoke of being fortunate and grateful to raise it to \$120 during the pandemic which helped to cover many teacher absences and we need to maintain our competitiveness. Sixty-five dollars a day is on the low end and \$150 is too high based on area rates last year. He is recommending \$100 per day and notes he does not want to go over the paraeducator rates. The average rate for a paraeducators is currently about \$16.74 per hour and rates range from \$12-\$19 per hour. Discussion was had that we need to be competitive and do not want to lose substitutes to surrounding districts. Superintendent notes when we can’t fill in with a substitute we can utilize class coverage, sometimes teachers are available and need to give up their planning time. Ms. Edmunds did a great job with this but there is no guarantee; teachers are paid \$20 for a 40-minute class. A suggestion was made to make it \$110. Discussion continued including the need to be aware of the paraeducators rates, the need to be competitive and keeping in mind the nurse rates as well which is \$130. It was noted on the low end of the paraeducators pay scale they would make \$70 per day and should not pay substitutes more than the paraeducators but we go through this year after year. It was expressed that companies typically pay per diem workers at a higher rate as you expect them to be ready when called. Superintendent spoke that at another district, there was a pool of substitutes that worked every day around the district and that helped as it seemed that there was always a need within the district. We have highly qualified paraeducators that do a great job and we do not want to lose them to be substitutes. A question was raised how many substitutes we have. Ms. Edmunds report she has 2 that she typically utilizes. A suggestion was made to follow the recommendation of the Superintendent and make it \$100.

A MOTION was made by Mr. White and SECONDED by Ms. Cloutier-Cabral to increase the substitute daily rate to \$100.

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

IX. POLICIES-1ST READ

- i. ACAB Harassment and Sexual Harassment of School Employees**
- ii. ACAB-R Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures**
- iii. ACAA Harassment and Sexual Harassment of Students**
- iv. ACAA-R Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures**
- v. AC Nondiscrimination/Equal Opportunity**

Superintendent spoke regarding DAF policies that Superintendent Lane had sent to the Board. He would like to have those directed to the Policy Committee. He questions if they have an upcoming meeting. Mr. White who is on the committee responded that there is not an upcoming meeting scheduled. They did try to schedule one but had scheduling conflicts. It was also noted that there is now a vacancy on the committee.

Superintendent reviewed tonight's policies (listed above) have to do with harassment and asks a first read be done now and will be brought back for the Aug.10 meeting for a 2nd read and adoption. Ms. Fowler will transfer them into our format. Student handbooks will also need to be updated to reflect the new policies. The DAF policies will go to the Policy Committee first. Chairman LoVerme asked members if there was any concern with the language of any of them. Mr. Vanderhoof was concerned with the Human Rights Officer/Title IX Coordinator and questioned who this is and what additional duties will we be asking them to do by passing the policy. Superintendent responded Ms. Edmunds is currently the Title IX Coordinator and we will want to move that responsibility to another administrator. We will give it some thought and have plans for meeting/retreat soon. Mr. Vanderhoof noted if we were not adding anything additional to the person's plate then we should strike that portion that talks about that part of the policy. Ms. Edmunds noted we used to have one for each building. Superintendent agrees it would be best to have one for each building and make sure they have the proper training. A question was raised if there is a deadline to have the Title IX Coordinators. It was agreed it needs to be settled and training done before school starts. Superintendent will speak with Principal Chenette to see how it was handled in their last practice. There were no changes to the policies. This was an official 1st read and will move to a 2nd reading on Aug. 10.

X. ACTION ITEMS

a. Approve Minutes of Previous Meeting

Ms. Lavallee was having technical issues with connectivity.

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Kofalt to approve the minutes of June 22, 2021 as written.

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

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Kofalt to approve the nonpublic minutes of June 22, 2021 as written.

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

• REPLACEMENT OF SCHOOL BOARD MEMBER

Chairman LoVerme reported that Mr. Legere resigned effective July 1. He apologized as he thought it was sent to all members of the school board. We will need to find a replacement and normally we reach out to people to provide a letter of interest indicating why they should be appointed to the school board.

It was noted this leaves a vacancy on the Policy Committee. Ms. Cloutier-Cabral volunteered for the committee. Ms. Lavallee agreed to Chair the committee and they will schedule a time to meet. Policies will be sent to them once put into the district format.

• ACCOUNTING FIRM/CPA REPORT

Mr. Kofalt gave an update on the CPA report, which has to do with the engagement we authorized last month. He reported the accounting firm has completed their work looking at grants and bank reconciliation specifically. He provided a brief overview, as there are many details. There is no final report yet. They found there were some adjustments required to the general ledger, the beginning balance doesn't match last year's ending balance as there were adjustments made and not rolled forward. Bank adjustments were not done for a while, and were caught up by the previous business administrator; all was in order but they still don't match the general ledger. The CPA understands clearly, why that is and what adjustments need to be made. Quite a few transactions were misclassified and this is easily fixed. They have created a punch list. He notes Ms. LaPlante has a steep learning curve stepping into a new position. The punch list is of things that all need to be done. He adds this will be a much smoother process. Regarding grants, we wanted the firm to look at this as you hear stories of districts missing a deadline and leaving money on the table. There is a lot of grant submissions due at the end of Aug. and Sept. Because a lot of transactions are misclassified in the general ledger it will be challenging to get it all fixed. One thing he wants to state very clearly is nowhere in this process has there been any report of malfeasances or anything like that. There are things that need to be corrected and adjustments need to be made. The work they have done will be helpful to be sure we get those things done on time and accurately. The annual audit is done by the same CPA's and will have a head start on that. Mr. Kofalt spoke to the Superintendent yesterday, as he wanted to give them a few days to settle into their new roles. The Superintendent, Ms. LaPlante and Dr. Heon should sit down with the CPA to walk through their findings and compare it with your existing list, come up with a plan and let the Board know what is needed to

execute that plan. Scott Egan at Plodzik and Sanderson can set this up and contact information will be provided. He adds that deadlines are approaching and time is short and we need to get it set up soon. As far as process is concern, someone from the Budget Committee had reached out asking if we had a report. The CPA firm has a process before it can be made public and they want a LOR (Letter of Representation) from the school board, which they prepare, and we sign and attest to the fact the information you provide is true to the best of our knowledge. They will prepare this and get it to us by Thursday. There has been a delay due to vacations in the CPA firm. We should have it on Thursday. In the interest of getting it out sooner than later, if the Board delegates a member to sign the LOR we can sign it and get it to them, finalize it and make it public so we don't have to wait until Aug. for anyone to see it. He requests the Board authorize the Chair and another member to sign. He volunteers to do it or Ms. Lavallee may be able to; we need 2 signatures. The LOR is common practice in situations like this.

*A MOTION was made by Mr. Kofalt and SECONDED by Ms. Cloutier-Cabral that the Board delegate authorization to sign the Letter of Representation (LOR) to Chairman LoVerme and Mr. Kofalt.**

A question was raised if all board members will get a copy of the LOR, Mr. Kofalt confirms they will. He adds the LOR is an attestation that to the best of our knowledge the information we provide to the CPA firm is true, correct and completed. Ms. Lavallee spoke that she supports Mr. Kofalt being the second person to sign it.

**Voting: via roll call vote, six ayes; two abstentions from Mr. Vanderhoof and Chairman LoVerme, motion carried.*

XI.RESIGNATIONS / APPOINTMENTS / LEAVES

- a. FYI New Hire-Christina Morrissey WLC SPED Paraprofessional**
- b. FYI New Hire-Yammilette Pizzaro-FRES ABA Therapist**
- c. FYI New-Hire Lindsey Lowery-FRES ABA Therapist**
- d. FYI New Hire-Eric Bouldin-FRES Custodian**

Superintendent reviewed the new hires. It was confirmed salaries are not needed for positions that the Board does not appoint. He confirmed we do have a custodian for LCS, Karen Nadeau and all custodian positions are now filled.

XII. PUBLIC COMMENTS

The public comment section of the agenda was read. Public comment was asked for by those present and those online and on the telephone. There was no public comment heard.

XIII. SCHOOL BOARD MEMBER COMMENTS

Mr. Post expressed it was nice to see Mr. Weaver here in the chair front and center; we are off to a good start with a short meeting.

Ms. Lavallee reiterates what Mr. Post said; she is excited with all the new people on board and looks forward to this school year.

Ms. Cloutier-Cabral expressed this was a great meeting, good job with the first meeting Mr. Weaver. She is excited about the new staff and new year and all those that are moving up. The Board has been very collaborative in this meeting, it is energetic, and she can feel the energy going on.

Mr. Vanderhoof thanked Mr. Legere for serving as long as he did on the Board. He is sorry to see him go and thanks him for his service.

Mr. Kofalt thanked everyone for showing up at tonight's meeting; he understands after a long day you don't want to come a meeting and luckily, this one is a short one. He feels positive about the new faces and new people in new positions. It is a good opportunity to leverage that energy and build a positive momentum in the district. He thanks you and looks forward to working with you all the next year and beyond.

Mr. White thanked everyone for coming out and looks forward to a normal year and hope it is more of a straightforward year.

Mr. Mannarino welcomed officially Mr. Weaver, Ms. Edmunds and Ms. Gosselin and thanks them for stepping up into their new roles and is looking forward to seeing what they will do. He welcomed the new faces and is looking forward to this year. He wishes everyone all the best and success in their new positions.

Chairman LoVerme thanked the Board for coming out and being online. He thanked all the new staff, he hopes they continue to come our meetings and have a two-way communication. It is nice to put a face with a name. It will be an interesting year coming off a COVID year and there will be some challenges. He looks forward to working with everyone here and wishes everyone good luck for the new year.

• NON-PUBLIC SESSION RSA 91-A: 3 II (A)

A MOTION was made by Mr. Mannarino and SECONDED by Mr. White to enter Non-Public Session to discuss personnel matters RSA 91-A: 3 II (A) at 7:47pm.

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

RETURN TO PUBLIC SESSION

The Board entered public session at 8:09pm.

XIV. ADJOURNMENT

A MOTION was made by Mr. White and SECONDED by Mr. Kofalt to adjourn the Board meeting at 8:10pm.

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

Respectfully submitted,

Kristina Fowler