

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE**  
**SCHOOL BOARD MEETING**  
**Tuesday, October 11, 2022**  
**Wilton-Lyndeborough Cooperative M/H School**  
**6:30 p.m.**

Videoconferencing: [meet.google.com/vvr-ikxq-oe](https://meet.google.com/vvr-ikxq-oe)

Audio: [+1 507-690-2121](tel:+15076902121) PIN: 668 354 301#

All videoconferencing options may be subject to modifications. Please check [www.sau63.org](http://www.sau63.org) for the latest information.

- I. CALL TO ORDER-Jim Kofalt-Chair**
- II. PLEDGE OF ALLEGIANCE**
- III. ADJUSTMENTS TO THE AGENDA**
- IV. BOARD CORRESPONDENCE**
  - a. Budget Liaison & Committee Assignments**
  - b. Reports**
    - i. WLC PTO Report
    - ii. FRES PTO Report
    - iii. WLCTA Report
    - iv. Superintendent's Report
    - v. Principals' Reports
    - vi. Curriculum Coordinator's Report
- V. 7:00 JOINT SESSION WITH BUDGET COMMITTEE**
  - i. Budget FY 24 SAU & WLC
- VI. 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.
- VII. POLICIES**
  - a. 4<sup>th</sup> Read**
    - i. GDB-Employment of Non-certified Personnel
  - b. 3<sup>rd</sup> Read**
    - i. ADC-Prohibitions Regarding Use and Possession of Tobacco Products, E-cigarettes and E-liquids In and On School Facilities and Grounds
  - c. Withdrawals**
    - i. GBED-Tobacco Products Ban Use/Possession In/On School Facilities and Grounds
    - ii. JICG-Tobacco Products Ban Use/Possession In/On School Facilities and Grounds
- VIII. ACTION ITEMS**
  - a. Approve Minutes of Previous Meeting**
- IX. COMMITTEE REPORTS**
  - i. Budget Liaison
  - ii. Facilities Committee
  - iii. Negotiations Committee

- X. RESIGNATIONS/APPOINTMENTS/LEAVES**
  - a. FYI New Hire-Danyel Chapman**
  - b. Resignation-Dennis Pelletier Athletic Director**
- XI. BOARD BUDGET DISCUSSION**
- XII. PUBLIC COMMENTS**
- XIII. SCHOOL BOARD MEMBER COMMENTS**
- XIV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**
  - i. Personnel Matters
  - ii. Review the nonpublic minutes
  - iii. Negotiations
- XV. ADJOURNMENT**

**INFORMATION: Next School Board Meeting-October 25, 6:30 PM at WLC**

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

## WLCTA OCTOBER REPORT

- Band has started for 4th and 5th grade and 46 students signed up
- A lot of teachers have signed up for LETRS Training
- Techno-health has started at FRES - a hybrid special to cover technology and health curriculums simultaneously, taught by Fritz Shenk, Stephanie Loiselle, Morgan Kudlich, and Aimee Gelineau
- Apple-palooza in Ms. Graves class (Kindergarten)
- 1st grade went to an orchard and then had a very successful apple pie factory
- Data meeting during PD day - district data day! Iready is going well so far
- WLC has talked about how to implement data for future success
- LCS does a fall fest
- Open house on 9/15 at FRES, on 9/14 at LCS
- WIN team has started and finished benchmark testing



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

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

Peter Weaver  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Kristie LaPlante  
Business Administrator

**Superintendent Report  
October 11, 2022**

- We have been working hard as an administrative team to build a 2023-24 budget that fully supports our school needs while also understanding the context of our community and the larger economic conditions impacting all of us. We are looking forward to the work ahead with the budget committee and school board
- We have the current positions open at this time: (2) Title I, (3) para-educators, (1) WLC RISE teacher, and our instruction/interventionist at FRES. These openings are similar to other school districts in NH
- A.L.I.C.E. Training grant request has been approved. Training for (5) will occur on December 28 & 29, 2022 in Exeter, NH. We will meet in January to plan next steps, to include community communication, eLearning, staff professional development/training, and students. Our long-term goal is to plan and execute a simulated situation before the close of the school year that involves local law enforcement and emergency/rescue
- Homeland Security Audits have been completed for all three buildings. Reports will be available in approximately 30 days. No significant concerns that hasn't already been noted in prior reports. Several points including cameras, LCS intercom have been addressed via SAFE security grants (just waiting for funds to be made available)
- I will be attending the Bradley F. Kidder Law Conference on October 12<sup>th</sup>. Some focused topics include collective bargaining, employee speech, privacy, and personnel
- I have taken on the responsibility of overseeing our Title I, II, and IV grants for this school year. While it has initially consumed a large portion of time, to include meeting with High Mowing and NH DOE grant administrators, I believe it has been productive and worthwhile

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



Dr. Sarah Edmunds, Principal  
Kathryn Gosselin, Assistant Principal

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

**WLC Principal's Report**  
October 2022

**i-Ready Testing and Moving Forward**

Students in grades 6-12 took the i-Ready Diagnostic on September 7th and 8th in ELA and Math. This test is designed to help teachers support each student and create a path of personalized instruction for every learner. It is an adaptive test that adjusts questions to suit each student. In response to these scores, WLC held data meetings to analyze results 6-12, created groupings for Title I as well as additional reading and math groupings. Our faculty SLOs (Student Learning Objectives) this year are focused on data driven instruction and using the i-Ready test as one data point to assess students. Our groupings of high school students into PSAT and SAT tutoring groups has begun and the first try at the PSAT this year will happen on October 12.

**Career and Construction Day Field Trip**

Career and Construction Day took place in New Boston where there were over 96 vendors and 30 pieces of heavy equipment. Students were able to meet with trade schools, employers, universities, and various CTE programs offered throughout the state. For example, *Girls at Work*, which specializes in women in the construction field. Students were able to operate heavy equipment. The equipment included bulldozers, cranes, and loaders. WLC students had a great time and made a lot of connections, some even getting job offers.

**Seniors Applying to College**

For the past month, students of the class of 2024 have been working on applying to college! Students have been filling out their Common Application, researching colleges they want to apply to, asking their teachers to write recommendations, and writing their college essay. Students have been working one-on-one with Mrs. Kovaliv regarding the college process, financial aid, and finishing their high school career with a glowing transcript. The college essay through Common Application asks students to choose a prompt and write a personal narrative. The ultimate goal is for the students to have a completed college essay and Common Application by November 17, 2022 when the New Hampshire Higher Education Assistance Foundation holds "I am College Bound Day". This initiative allows students to apply, for free, to all New Hampshire colleges.

**New Clubs and More Interest!**

We have quite a few new clubs this year that are doing well including Volleyball club and the Outdoor Club. We are also seeing an upward trend in participation in our other clubs and in the music program. The band and chorus program is now approximately fifty members strong! Our dance team is growing by leaps and bounds, our D&D club has about 25 students which is a huge increase from last year, and both our middle school and high school robotics programs have increased their numbers. Thank you so much to our faculty that put in so many extra hours to provide a variety of activities for our students to share in.

# The WLC Reporter

SEPTEMBER 2022

IT IS SO GREAT TO BE BACK TOGETHER!



SENIOR CLASS MANADNOCK HIKE



The Senior class climbed Mt. Monadnock on September 16. They had a great time!



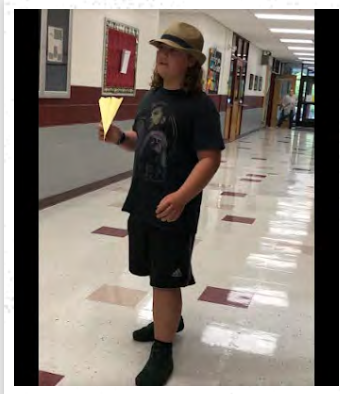
## MIDDLE SCHOOL ACADEMICS



## MS STEM ACTIVITY

by Hannah Trovich

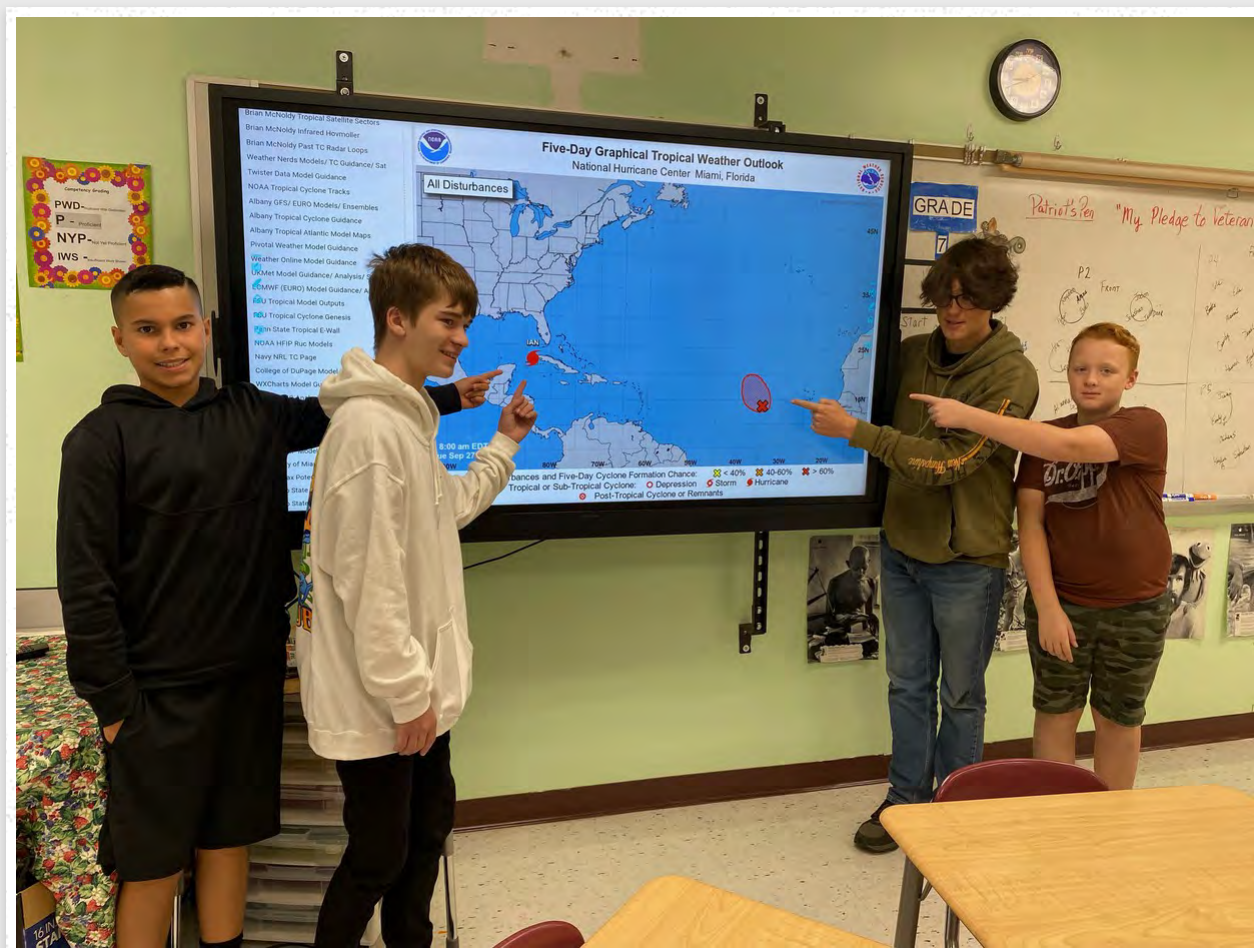
During the second week back to school, the middle school students participated in a STEM activity during math classes to see who could create the best paper airplane. Ms. Blondin's (6/8) and Ms. Trovich's (7/8) classes crafted, tested, and modified their planes during class time. Then the students flew their final products in the main hallway and measured the total distance. The MS Math Teachers were impressed with how successful the students' plans were for constructing their planes. The plane that flew the longest distance was 38ft, 9 ½ in and was created by 8th graders, Xander Collins, Jacob Gauthier and Joseph Hare. Everyone did a fantastic job and had a fun day!!



# NO NONSENSE NONFICTION

by Laura Bujak

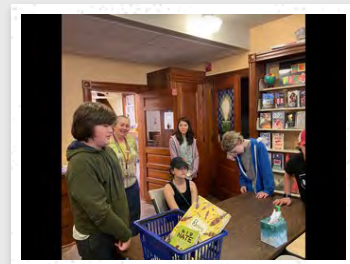
The seventh and eighth graders in the, "No Nonsense Nonfiction, " class are learning about natural disasters. They are reading and researching information which includes current events and informational texts. In the first month, students focused on the development of tropical systems including: tracking hurricanes and how and where they form.



Students Jonathan Herrera, Caleb Gammon, Kayden Graham, and Teddy Alley tracking and observing the current hurricanes in the Atlantic.

## LIBRARY SKILLS

The 6th and 7th grade Library Skills classes took field trips to the Wilton Public and Gregg Free Library! Students and chaperones walked down to the library, where Youth Services Librarian Bettielue Hill met the kids. She gave students a tour, and then led them on a scavenger hunt through the library! Students had fun exploring the library and checking out books. Special thanks to the library for letting our classes visit!



## HIGH SCHOOL ACADEMICS



# MATH

by Jessica Wentworth

This month Honors Algebra 1 students worked in groups to create posters to help "Sell that Property." They were tasked with one of the Properties of Real Numbers and had to write a slogan for the property along with giving the definition and examples.



# COLLEGE COMPOSITION 101

by Katy Morshed

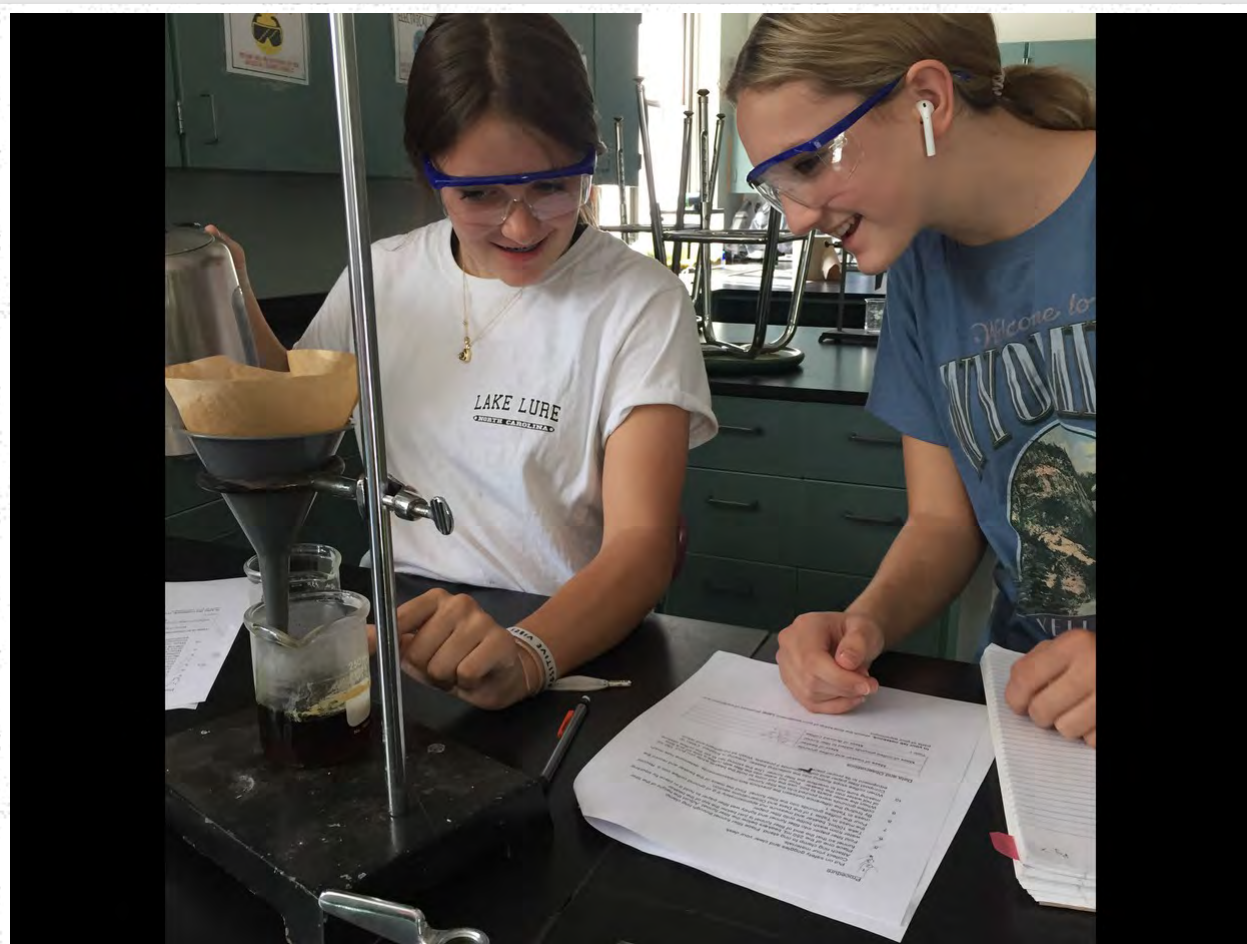
It is that time of the year! The Running Start class, College Composition 101, allows students to earn dual credit. Therefore they can earn an English credit for WLC and they can earn college credits through Nashua Community College. It is such a great opportunity for our students and many take advantage of it.

For the past month the Seniors have been working on applying to college! Students have been filling out their Common Application, researching colleges they want to apply to, asking their teachers to write recommendations, and writing their college essay. Students have been working one-on-one with Mrs. Kovaliv regarding the college process, financial aid, and finishing their high school course with a passing transcript.

The college essay through Common Application asks students to choose a prompt and write a personal narrative. The point of the essay is to show the admissions committee who the student is outside of their transcript. This is the students' opportunity to show who they are, what lessons they may have learned, important people to them that have made a difference, and/or an activity that has shaped them.

The ultimate goal is for the students to have a completed college essay and Common Application completed by November 17, 2022 when the New Hampshire Higher Education Assistance Foundation holds "I am College Bound Day". This initiative allows students to apply, for free, to all New Hampshire colleges.

The Seniors are well on their way to meeting this goal, and they also seem very excited about it!



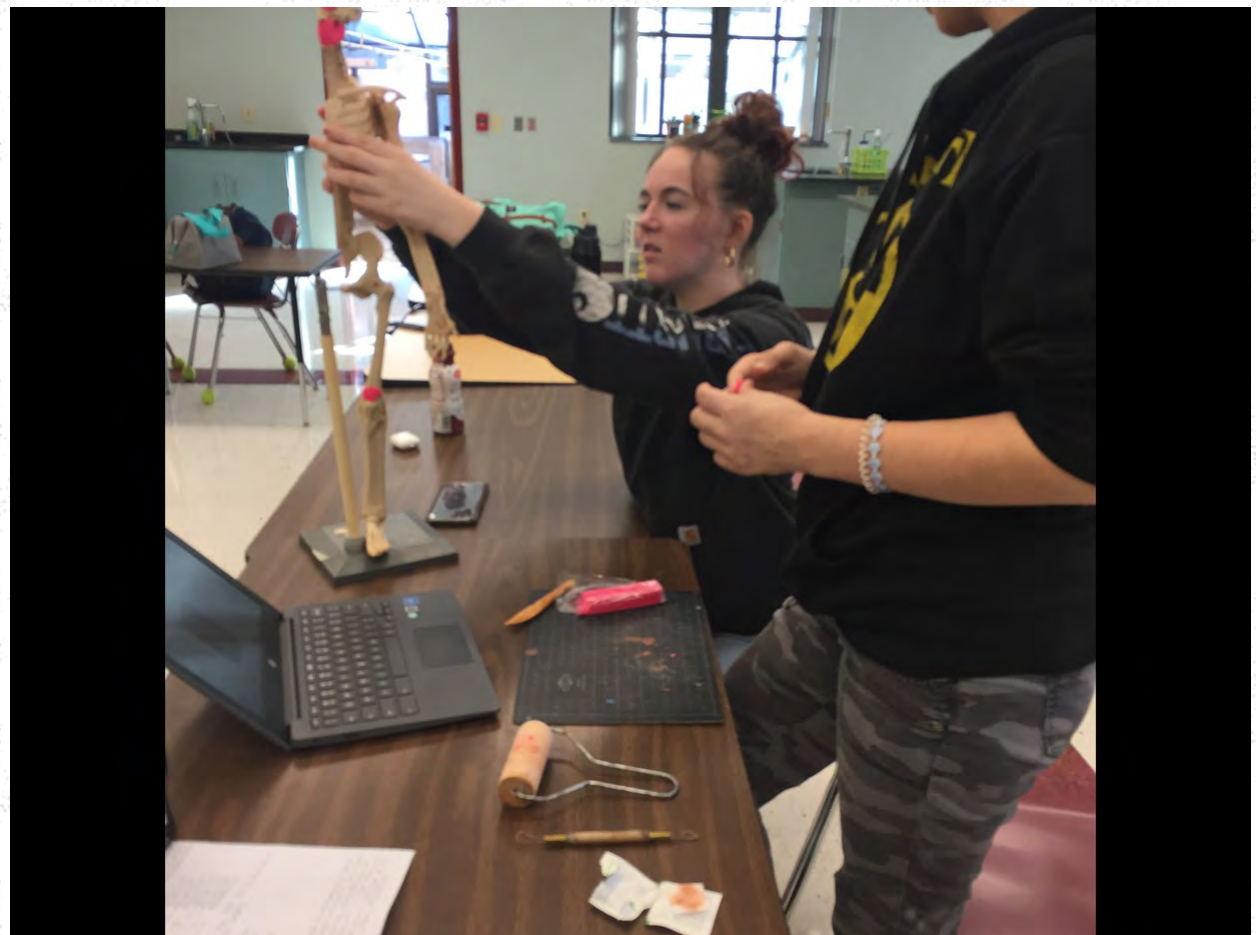
## SCIENCE CLASSES

by Stephanie Erickson

Ninth-grade Integrated Science classes began the year by practicing lab safety through brewing coffee using the drip method. Through the coffee brewing lab, students practiced measuring, learned the terms for lab and safety equipment, and practiced working with hot liquids. Ninth graders then moved into investigating the characteristics of life. Through their explorations of life, they questioned if a popcorn kernel was dormant or dead. They planted their popcorn kernels in the greenhouse to test their theory and are tracking and analyzing the

growth of their plants. Students then took a closer look at corn kernels under the stereoscope and microscopes and learned the science of what happens in a kernel when it is popped as popcorn. After investigating the specific 8 characteristics of life, they defined life and will complete a Claim Evidence Reasoning using the characteristics of life to determine if a specific organism is biotic or abiotic.

Anatomy and Physiology students tested their knowledge of anatomical directional terms by practicing locating features on the manikins before beginning their unit on the homeostasis of body systems and the Thailand Cave Rescue case study. AP Biology students are learning about biochemistry. They have learned about the chemistry of water and biologically important molecules as we look at the Chemistry of Life.



## VARSITY SOCCER

The varsity soccer teams are off to a great start! It has been a joy to watch our WLC students grow as people, students, and athletes! Keep it up, Warriors! Thank you to Coach Naso and Coach Nelson.

(Photos by Andrew Tyler)







## MIDDLE SCHOOL SOCCER

The middle school soccer team is out there and fighting hard at every game! Thank you to Coach Flanagan and Coach Lord!





**CLICK HERE TO WATCH BOYS VARSITY SOCCER  
TEAM ON WMUR!**



## THANK YOU!

Thank you so much to Nick Lord and Eddie Anzalone for being willing to step in and help as ball boys for the varsity soccer game on September 21th! We have a wonderful community looking out for our kids in so many ways!

## CROSS COUNTRY



## CROSS COUNTRY TEAM FIRST MEET!

The Cross Country Team has their first meet on September 21 in Henniker. There were 47 runners in the girls race. WLC did very well!

Emily Hazelton - 3rd with a time of 15:06

Lydia Vanderhoof - 21st with a time of 19:45

Natalia Faye - 25th with a time of 21:02

Congrats to all!



## CAREER AND CONSTRUCTION DAY FIELD TRIP

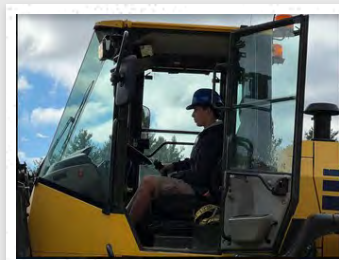


by Katie Gosselin

Career and Construction Day took place in New Boston where there were over 96 vendors and 30 pieces of heavy equipment. Students were able to meet with trade schools, employers, universities, and various CTE programs offered throughout the state. For example, Girls at Work, which specializes in woman in the construction field. Students were able to operate heavy equipment. The equipment included bulldozers, cranes, and loaders. WLC students had a great time and made a lot of connections, some even getting job offers.

Makenna Basile won a raffle from the National Guard and is now the proud owner of brand new drill set.







## THE WLC VOLLEYBALL CLUB



The Volleyball Club had a great first session on September 26th! Players are welcome to join every Monday from 2:45 PM- 3:45 PM in the gym. All playing levels and grade levels can participate! Please reach out to Ms. Finigan if you are interested or have any questions at [a.finigan@sau63.org](mailto:a.finigan@sau63.org)

## THE JUNIOR CLASS WILL HOST A HARVEST FESTIVAL ON OCTOBER 15!

Support the Junior class and have some fun!



## **PSAT -11TH GRADE**

**WHEN**

**WEDNESDAY, OCT. 12TH, 8AM**

**WHERE**

**57 SCHOOL ROAD**

**WILTON, NH**

## **PICTURE RETAKE DAY!**

**WHEN**

**THURSDAY, OCT. 20TH, 8AM**

**WHERE**

**57 SCHOOL ROAD**

**WILTON, NH**

# THE HOMECOMING DANCE

## WHEN

**FRIDAY, OCT. 14TH, 6-9PM**

## WHERE

**57 SCHOOL ROAD**

**WILTON, NH**

## MORE INFORMATION

This is a high school only event. If WLC students would like to bring people from other schools, they must fill out paperwork that can be obtained from Mrs. Wiley.



# SAU 63 School Board Report October 2022

## Lyndeborough Central School Florence Rideout Elementary School

We are in full swing at both LCS and FRES. Teachers have spent time developing routines and expectations, building a sense of community in their respective classrooms, and are fully into their grade level curriculum. There are so many great things happening in our schools. I encourage each of you to come visit one or both of our buildings if you have an opportunity.



### **iReady**

All students at FRES completed both the math and reading iReady benchmark assessments. Throughout the assessment window, students and staff worked very hard to ensure we were able to get good data. Students experienced a series of videos and practice opportunities to become familiar with the new assessment prior to testing. Most students took the assessment with a “can do” attitude and worked hard to do their best.

Grade level teams met with special education teachers, our WIN coordinator, our reading specialist, and myself to go through our Beginning of Year (BOY) **data meetings**. Using the driven dialogue, we identified instructional next steps for whole class instruction as well as small groups. Beyond the iReady benchmark assessment, instructional staff also administer a variety of additional diagnostic assessments when they are indicated. These assessments help to drill down to the discrete skill level and the information is used to plan for WIN (intervention) groups.

Throughout our meetings each grade level noted that the iReady assessment and our additional diagnostic assessments yielded similar patterns in strengths and challenges. The time spent in the data meetings was rich and action focused.

### **Budget**

Staff at FRES and LCS are working collaboratively to identify needs for the next budget cycle. Teachers are asked to identify the “must haves” which are necessary to teach their curriculum, outfit their classrooms, and/or support the diverse needs of students. These needs are

generally based on district, school, or grade level goals. Next, staff are asked to consider “nice to have’s”. These are the items that are not necessary, but teachers would find helpful as they work to meet all students’ needs. This is of course challenging as teachers are just getting to know their students for the current year.

Through our Leadership Team, all staff are enlisted to share their ideas and thinking relative to budgeting regardless of their role. Paraeducators, custodial staff, kitchen staff, tech staff...all are important members of our school community and are included in the budgeting process. The LCS/FRES Leadership Team will meet this week to finalize our budget priorities and then meet with the Budget Committee leaders as requested.

### **PLTW Training**

Project Lead the Way (PLTW) is a component of our science curriculum. Each year all new teaching staff must be trained by a certified trainer to be able to access the materials and the content of the program. Ms. Loiselle will be training our newest staff members early next week. The training is two full days and when completed teachers are able to begin teaching the STEM program.



### **Open Positions**

LCS is still looking for one classroom paraeducator. We have successfully found one para and a nurse. This has been very welcomed news to our LCS staff. We are so grateful to our LCS substitutes for lending a hand each day they are available.

FRES still has one opening for a special education paraeducator, an ESSER interventionist for grades 3 and 4, and a Title 1 interventionist. This has proven very challenging. Efforts are made each day to identify any new applicants.

Regular substitutes are another area we are in need. The small group (3) substitutes we have are both generous with their time and extremely helpful. With staff absences, training, and data meetings we have had to reschedule occasionally due to lack of coverage for staff absences, training, and data meetings.

### **Band Instrument Lessons**

Fourth and fifth grade students have started band instrument lessons! Ms. Kudlich, LCS and FRES, music educator, has partnered with a few instrument rental companies that families can contract with to rent an instrument. Ms. Kudlich is offering small group lessons during the

recess block. We have 45 students at FRES currently participating! This will help to promote increased music education and provide students with this opportunity prior to going to WLC.

### **October Traditions and Activities**

Plans are underway for our end of the month Halloween festivities. Students and staff will don their costumes for our annual Halloween parade and classroom parties at FRES while LCS

participates in their WLC trick or treating and classroom celebrations.



First Grade traveled to Washburn's Windy Hill Orchard and picked bags and bags of apples. Afterwards first graders were able to create delicious apple pies baked right here at FRES!

Evan Crotty, Sullivan Gray and Kayden Graham joined our Fifth graders to demonstrate and educate them about the American Flag.

The LCS/FRES PTO has already hosted a roller skating night at FRES! The house was packed and a great time was had by all.



### **Coming Soon**

Planning and preparation are underway for two of our after school programs. Both the Robotics Club and the Chess Club are expected to be up and running in the next few weeks. Students and parents are already asking about them both.

This concludes the October SAU 63 School Board Report,  
Kathleen Chenette  
Principal



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

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

Samantha Dignan  
Curriculum Coordinator

**Curriculum Coordinator Report October 11, 2022**

**Professional Learning**

**First Professional Development Workshop**

The first professional development day took place on September 13th. Teachers had a self-paced Vector training to learn how to utilize our new professional development software. Staff were also provided time to watch the mandatory training videos (ex: Mandatory reporting, bullying etc.).

The administrative team, including the department heads at the high school, spent the morning with iReady personnel to learn more about the various reports iReady provides. The iReady trainer also supported the administrative team in learning how to use the data in reports to inform instruction.

The afternoon was spent with each building reviewing data protocols in preparation for the upcoming data meetings.

**Project Lead the Way (PLTW)**

We have several new teachers who are not trained in PLTW. The training is required in order to access the teaching materials. Ms. Loiselle is a trained PLTW trainer for the district and she is currently working to plan and develop the training for the teachers at FRES who are not trained. We are looking to get this training completed in the month of October.

**New Teacher Meeting**

The new teachers had their first after school meeting on September 26th. At this meeting we had an opportunity to reflect on the year so far. The new teachers spent time with building representatives to learn about parent/teacher conferences at each building. The teachers were given tips and tricks for how to structure their conferences, things to prepare, and how to maximize the time they have with families.

**Data/Assessments**

**iReady**

The iReady assessments have wrapped up in grades 1-12. Students took iReady assessments in both reading and math. Reports were sent home to families with information on how to read the

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reports. The Kindergarten students will be taking their first iReady diagnostic assessment in the middle of October.

Both FRES and WLC have spent time reviewing and analyzing the data from the iReady diagnostic assessment. After analyzing the data, teams have met to develop plans for individual learners in order to maximize their learning time. We would like to share more information regarding the data and plans at the next school board meeting.

### **NHSAS**

At the date this report was written, NHSAS scores have not been released.

### **Upcoming Events**

- Curriculum Committee Meeting 10/26/2022
- New Teacher Meeting 10/24/2022

## **GDB- EMPLOYMENT OF NON-CERTIFIED PERSONNEL**

*Category: Recommended*

*Related Policy: AC*

It is the policy of the School Board to recruit and select for employment the best-qualified applicant for each position within the school district. Hiring and other employment decisions shall be made in accordance with applicable law and Board policy AC Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan.

The District will employ, as necessary, non-certified personnel to work in non-instructional capacities. Non-Certified personnel are those people whose employment status does not require certification in accordance with rules and regulations of the State Board of Education. Non-certified staff includes, but is not limited to, the following types of positions: secretaries, technology coordinators, driver education instructors, speech therapists, maintenance staff, cafeteria workers, instructional assistance, transportation employees, etc.

### **Applications**

Written applications will be made at the SAU office for those persons seeking employment with the school district. The application will contain information concerning job experience, personal references, and other details as may be required. The superintendent will coordinate the hiring procedures for all job applicants. Hiring will be in accordance with Policy GDF, Hiring of Non-Certified Personnel.

### **Definitions**

**Salaried Employee:** personnel under written contract for a specified period of time, whose compensation is set and determined on a per-pay-period basis, and whose normal workday coincides with that of the regular school day.

**Hourly Wage Employee:** personnel not under written contract for any specified period, whose compensation is calculated according to time spent on the job, and whose workday may vary according to specific assignment.

### **Wages**

Compensation for salaried non-certified, non-collective bargaining employees will be determined on an individual basis, and will be recommended by the Superintendent to the Board each year.

Compensation for hourly employees will be according to a salary schedule approved annually by the Board.

### **Workday**

Each non-certified employee's supervisor will establish the employee's work schedule, including starting time, break time, lunchtime and ending time.

Non-certified employees working more than 20 hours per week will be provided no less than 2 paid fifteen-minute breaks during each regular workday.

### **Payroll Deductions**

Appropriate payroll deductions will be made from the compensation of all personnel. These will include federal income tax and social security. Other deductions may be made on a voluntary basis if permitted under rules of the Department of Labor.

### **Leave**

Requests for leave by non-certified personnel will be handled individually by the superintendent and may be allowed for reasons such as illness, death of a close relative, maternity, personal time and vacation.

### **Grievances**

All grievances should be settled with the employee's immediate superior. Appeal may be made to the Superintendent.

### **Annual Notice**

The Superintendent will notify all educational support staff and non-certified employees by no later than 5 days after the end of the current school year of the District's intent to continue or not continue their respective employment for the following school year. The notification will be in writing.

The notification may state that the intent to continue or not continue the employee's employment is contingent on special circumstances, including but not limited to fiscal considerations, staffing needs, staff re-organization, student enrollment, and others.

*Note: This policy may be affected if non-certified personnel are represented by a bargaining unit established under RSA 273-a.*

### **Legal References:**

*RSA 189:14-h, Notice to Education Support Personnel and Non-Certified School District Employees Required*

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

***First Reading: September 14, 2010, August 23, 2022***

***Second Reading: October 12, 2010, September 6, 2022***

***Final Adoption: October 12, 2010***

***Revision:***

## ADC- PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUNDS

*Category: Priority/Required by Law*

*Related policy: IHAMA*

### USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS

In accordance with State law, no person shall use any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the Wilton-Lyndeborough Cooperative School District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

**A. Definitions.** *These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.*

**"Tobacco product(s)"** means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

**"Device"** means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

**"E-cigarette"** means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that *may or may not contain* nicotine or *e-liquid*. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

**"E-liquid"** means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

**"Liquid nicotine"** means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

**"Facility"** is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

#### **B. Students**

No student shall purchase, attempt to purchase, possess or use any tobacco product, *device*, E-cigarette, *E-liquid*, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop regulations, which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

#### **C. Employees**

No employee shall use any tobacco product, *device*, E-cigarette, *E-liquid*, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action, which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

#### **D. All other persons**

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, *device*, E-cigarette, *E-liquid*, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for

possible criminal or other proceedings as provided under state law.

**E. Implementation and Notice - Administrative Rules and Procedures.**

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

**Legal References:**

*RSA 155:64 - 77, Indoor Smoking Act*

*RSA 126-K:2, Definitions*

*RSA 126-K:6, Possession and Use of Tobacco Products by Minors*

*RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited*

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

***First Reading: May 11, 2010, August 23, 2022***

***Second Reading: June 2, 2010, September 20, 2022***

***Final Adoption: June 13, 2010***

***Revised:***

## For Withdrawal

### **GBED - TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

#### *USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS*

No person shall use any tobacco product in any facility maintained by the Wilton-Lyndeborough Cooperative School District, nor on any of the grounds of the District.

“Tobacco products” means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

#### Students

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

#### Employees

No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

**Statutory References:**

*RSA 155:64 – 77, Indoor Smoking Act*

*RSA 126-K:6, Possession and Use of Tobacco Products by Minors*

*RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited*

***First Reading: July 13, 2010***

***Second Reading: July 13, 2010***

***Final Adoption: July 13, 2010***

## For Withdrawal

### **JICG - TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

#### *USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS*

No person shall use any tobacco product in any facility maintained by the Wilton-Lyndeborough Cooperative School District, nor on any of the grounds of the District.

Tobacco products means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

#### **Students**

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

#### **Employees**

No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

**All other persons**

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all school District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

**Legal References:**

*RSA 155:64 – 76, Indoor Smoking Act*

*RSA 126-K:6, Possession and Use of Tobacco Products by Minors*

*RSA 126 – K:7, Use of Tobacco Products on Public Educational Facility Grounds Prohibited*

***First Reading: June 2, 2010***

***Second Reading: July 13, 2010***

***Final Adoption: August 10, 2010***

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, September 20, 2022  
Wilton-Lyndeborough Cooperative M/H School  
6:30 p.m.**

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

Present: *Jim Kofalt, Brianne Lavalley (7:20pm), Alex LoVerme (online 8:16pm), Jonathan Vanderhoof, Dennis Golding (exited to budget committee mtg.), Matt Mannarino (6:34pm), Charlie Post and Darlene Anzalone (6:42pm online)*

*Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Principals Sarah Edmunds and Kathleen Chenette, Director of Student Support Services Ned Pratt, Technology Director Nicholas Buroker, Curriculum Coordinator Samantha Dignan, and Clerk Kristina Fowler*

**I. CALL TO ORDER**

Chairman Jones from the Budget Committee called the meeting to order at 6:32pm.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

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

**a. FY 2023-2024**

Present: *Jeff Jones, Leslie Browne, Caitlin Maki, Lisa Post (6:34pm), Bill Ryan, Adam Lavalley, Dick Rockwood, and Jennifer Bernet (7pm)*

Ms. LaPlante reviewed the budget timeline; this evening we are looking for goals and targets regarding the budget. She confirmed the WLCSSA CBA is being negotiated and we are on track for the due date. Regarding the timeline, we are willing to make adjustments to the top portion; the dates below have been verified as accurate. Chairman Jones asked for feedback or comments, none heard. He reported the Budget Committee met a few times during the summer and are requesting to have some departments heads come in and present their budgets including the Athletic Director so that they may ask direct questions and feel it will add value to the process. He spoke of looking back and there being a surplus of funds, which is great news for us, a fairly substantial one. The committee had spoken about getting together before the end of the year to look at overages and things underspent to ask questions and help plan the budget going forward. They would like to know if things were not spent, why is that. They suggest this meeting happen in March or April. Ms. Browne commented we did end up with a surplus last year, have we drilled down to where that was and why. We had talked about it a little but wondered if there was more detail. Ms. LaPlante reviewed that about 60% of it was in wages and benefits. Health insurance was over budget and all other benefits were under budget. It is hard to say how much of this is due to staffing changes without documentation to say if it was over budgeted or what percent of that is due to cost savings. The nonwage and benefits was about 40% about 272,000 and of that the curriculum coordinator was budgeted as a contracted service (but was an employee) so that comes out as a nonwage and benefit. There was \$7,000 funded in travel for conferences and PD for administrators that that they were not able to take. \$98,800 in unspent technology, which a lot had to do with a shift in the copiers and change in vendors and \$61,000 due to a shift in the phone service. There was \$25,000 in software that came out of ESSER funds and \$10,000 from the CTE classes not taken. These are the 4 main drivers and make up the bulk of the money not spent. Chairman Jones asked for the document she had prepared for the Board to be sent to the Budget Committee regarding this. He spoke of what we are doing in our buildings, and our investment here. There had been discussion regarding the tennis courts last year and discussion about funding the CIP ahead of time as opposed to funding exactly what is needed to get done. We should think about putting ourselves ahead as opposed to catching up. Mr. Vanderhoof commented the CIP is its own thing but as far as maintenance things like stair treads etc., he spoke of needing be clear as a Board and Budget Committee about what we want spent. We put money in there for things to be fixed and there is no reason, especially if it is spelled out that we want to do the projects. Ms. LaPlante responded it is a great point that historically that had been done but this year we only left \$2,700, half a percent. We listened in the spring to the discussions from the Budget Committee and Facilities Committee. Mr. Lavalley commented that we don't always have to ask for the funds in a warrant article. Ms. Browne expressed in the beginning we say this is what we need and we get to the end and see what the budget is and what percent of increase and we always seem to whittle away at the CIP. We have to stay committed to making an investment in our facilities. It is hard, as we want to keep the taxpayers in mind as well. Chairman Kofalt spoke the budget always has to be designed to allow for some unexpected circumstances. In other words, he thinks any budget is going to come up with; this is what we think we need and perhaps a little extra. He doesn't say that to encourage padding the budget but there is a certain degree of latitude. Talking about returning money to the taxpayers that should be an annual event. It was noted there are some deferred maintenance items that need addressing and have been brought up. With ESSER money this year, there were a number of things we may have spent out of the budget but were able to justify with ESSER funds. ESSER is for things not budgeted. He suggests not using the last 2 years as indicators of the budget or returning funds. He thinks we spent prudently. It

was noted in a highly inflationary environment, potentially, there is a need for the existence of some wiggle room and expectation of giving back if we don't need it. Ms. Post spoke of wanting to get some documents for the CIP to start looking at in advance. We have tried to do that with facilities and it is important to look at that and consider it when we make our judgements and take care of areas in the schools that need attention. We have a Facilities Committee meeting coming up in October. If we can get those documents ahead of time, we can think about it and study it. A question was raised if we have a number for the CIP. Mr. Vanderhoof responded he doesn't know what has been done recently but it was expressed last year it would \$130,000 requested to pay for everything. It depends on how they added it and if they are trying to fund it for 3 or 5 years. If you stick to that format it should all be paid for. Mr. Rockwood spoke of not being able to look into the numbers yet and apologized. He thinks the School Board and Budget Committee should be commended for what they have done over the past few years. He spoke of only hearing about the taxpayers and no mention of the students in these conversations tonight. He commented, "ladies and gentleman that is what we are here for". It is time we bite the bullet and ask the taxpayers to support the students. He spoke of not knowing if we will fix the tennis courts but we need to forget about the taxpayers for a minute and give our students a shot to get through life. It is tough enough without our help. We need to start with some basic management, where are we with the roof and the buildings. He is not saying money spent on those things will make a better student but you need to stop and ask the people who are supporting you to start doing it or close the doors. It is the School Board's responsibility mostly to respond and stand up to the taxpayers and say we cant educate the students for the type of money you want us to do it for. Mr. Post responded encouraging Mr. Rockwood to come to a school board meeting where we talk about the students for hours. The taxpayers are a stakeholder. He questioned what the perceived need is that we are not funding. Mr. Rockwood responded, how about the track. Mr. Post informed him there has not been a proposal for that brought forward. There was a brief discussion regarding Mr. Rockwood's comments including regarding the tennis courts, which the Board voted to close due to the money it would cost, and there were only 3 players. Mr. Post expressed he appreciates Mr. Rockwood's perspective and encourages him to attend a meeting before he says we need spend more money. Mr. Rockwood responded the mindset is to satisfy the taxpayers before the students and for you to say what the students need. Mr. Vanderhoof voiced that brand new tennis courts will cost about \$300,000-\$400,000 and as far as funding the school, the requests come from administration and we hear them and rarely say no to those. We give money back every year, there are big items like track and tennis but you need to come and listen when these topics are on the table. He does not believe we are vastly underfunded in the least and believes the taxpayers have been very supportive. He doesn't know what the huge ask is that we are not paying for. The roof is on the CIP, being funded for 9 years, he assumes it will be on it again. If there are areas that need to be approved and if we need to spend some money that's fine but doesn't agree with throwing the taxpayers aside. Mr. Lavallee spoke of hearing conversations from students that our school is a poor school, the students are convinced this is a poor school. That is the perception accurate or not. Ms. Post spoke of having a Facilities Committee if Mr. Rockwood is interested in attending. She notes we are here tonight as a Budget Committee and we have to consider everything. We look at the whole picture. We always have the students on our mind; it is not that they are forgotten. She believes everyone here wants to do the best for our students and families. If you dig into the minutes and participate in the school board meetings, she thinks some of those things will help him understand, it will help you see the whole picture. Mr. Rockwood expressed he does understand the whole picture and the School Board and Budget Committee have a function and it all has to balance out. He notes he started out by saying he thought the School Board and Budget Committee had done a great job over the years; the funding aspect of it, he thought you might be afraid of the taxpayers that's all. Chairman Kofalt spoke regarding the way NH DOE calculates cost per pupil, there are 2 ways, on the lower end it is \$18,000 cost per pupil with excluding tuition and transportation and if you include those items, we are at \$23,000-\$24,000 ballpark number. He adds he thinks the School Board has been very clear that we want to spend taxpayer money wisely and where it has value. People on this Board are probably perceived as "budget hawks" but they have been advocating for long-term substitutes and funding for the robotics team so they can compete. He spoke yesterday with the Superintendent regarding Lego Robotics at FRES and there has been some discussion of having a gifted program for students who may need more of a challenge. Student performance and benefits are very much on our minds and any suggestion to the contrary is ill informed. He spoke of receiving a letter from a community member a couple of years ago who was having to cut her medication in half due to the cost of her property taxes being so high. The price of everything is going through the roof; he thinks it is not appropriate to say taxpayers cough it up. We try hard to strike a balance to serve students and families with the reality that we have limited funds and are not a wealthy district. It is important to know how we spend money and get specifics if you feel we are not making the right decisions along the way. Ms. Anzalone spoke about being on the school board and having been on the Budget Committee; she is still seeing how the whole process works. She spoke of one of the first meetings hearing a proposal to cut \$400,000 from the budget by a community member. She sees both sides of it and we want to be sensitive to the taxpayers as ultimately whatever we proposed we have to get by the taxpayers especially with the cost of everything going up right now. Chairman Jones commented that we have spirited conversations and always discuss and consider everything. If there are things the public want us to consider lets have a conversation about it, we are always open to doing that. Mr. Lavallee spoke that people don't often come to these meetings. This is his 4<sup>th</sup> year and doesn't recall someone coming to the Budget Committee meeting saying something wasn't funded. If masks are on the agenda, 400 people show up, maybe we could just add that word to the agenda so we can know what they want.

#### IV. PUBLIC COMMENTS

Chairman Jones called out all the phone numbers and names joined in the meeting asking if they wanted to comment or anyone present wanting to comment. There were no public comments. Ms. LaPlante asked if the Budget Committee is in a position to give us direction tonight regarding the building the budget as we have not started without some direction. She asked if we should

do the same as last year. Chairman Jones responded he would take feedback from the Budget Committee on this. His personal feeling is to do the same as last year; we don't have a particular number in mind. Mr. Lavalley added now that you have original records we should see where everything has gone from the budget so we can look at what is a onetime expense and what is contracted so we can build the budget for what is actually needed. Ms. LaPlante noted she sent out year-end FY 22 so you can start digging into it and if there are specifics let her know. She already knows of some of those one-time costs such as the facilities vehicle. Mr. Lavalley clarified he was referring to using Ms. LaPlante's quality numbers, these can be used to paint a picture of what is needed from every group as last year we had to start from square one.

*A MOTION was made by Mr. Lavalley and SECONDED by Ms. Browne to recess the Budget Committee session at 7:12pm. Voting: via roll call vote, all aye; motion carried unanimously.*

• **PUBLIC COMMENTS**

The public comment section of the agenda was read. Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment. There was no public comment.

**V. ADJUSTMENTS TO THE AGENDA**

Superintendent requested to add a nomination for appointment to the agenda and Chairman Kofalt informed members that there would be no WLC PTO report; it will be moved to the next meeting.

*A MOTION was made by Mr. Golding and SECONDED by Mr. Vanderhoof to accept the adjustments to the agenda. Voting: via roll call vote, all aye; motion carried unanimously.*

Mr. Golding departed the meeting to join the Budget Committee as the school board liaison.

**VI. BOARD CORRESPONDENCE**

**a. Reports**

**i. WLC PTO Report**

This report has been moved to the first meeting in October.

**ii. Business Administrator's Report**

Ms. LaPlante apologized for not getting a written report out due to illness. She reports still working to close out FY 22 on the DOE and DRA reporting side. Looking forward to FY 24 and updating FY 23 to accurately reflect cost and encumbered balances. She is looking to do a quarterly reconciliation of purchase orders to make those changes more timely and efficient. The tennis court site work final quote will be shared with the Facilities Committee and on the Board at their next meeting. We have been able to lock in our heating oil cost at 3.849 as a maximum and propane 2.189 as a maximum. The vendor will rewrite the contract if it goes down. Looking at consumption, we had over last 2 years; we are \$30,000 over budget and the increase in heating and propane. We are working with Standard Power to renegotiate electric rates we are in contract until the end of October. She will provide an estimate once it is complete. There has been a change in how hydroelectric facilities work and part of the revenue can come back to school districts. We will get a little bit of revenue from this. The revenues for FY 23 are unknown. When the folks from the DOE came out, we talked about this new Accountability Plan SB420, a new needs based grant based on free and reduced and property assessed values. She attended a webinar on this and has met internally to discuss what the funds would look like. Currently the DOE is estimating the funds to be \$32,430 for FY 23 and another amount for FY 24, figures should be out in November. She notes the numbers are somewhat loose, these funds will automatically come through and counted as adequacy. We will tie our investment in how we will improve math and reading achievement. We will have some restraints but not like on Title I or II. Mr. Post commented that the price for propane is remarkable. Ms. LaPlante responded we are fortunate to use a vendor in Keene, Discount Oil and L & G Propane; they have been phenomenal with us. We are also very fortunate that if we lock in and overestimate gallons or under estimate we don't get penalized. A question was raised if we have any news on when we will receive the final audit. Ms. LaPlante responded no and will follow up with them. We have not scheduled the FY 22 audit either.

**iii. Director of Student Support Services Report**

Mr. Pratt reported we had a great opening. We have a para who has moved up to become a case manager, which is awesome; we have a new ABA and are looking for 3 para's. There is a short this year in para's, normally we would have filled this by now. We are in compliance but it can be tricky when someone is out sick. We have had a successful Medicaid reimbursement this year. We are looking at \$100,000, which is phenomenal given some of the challenges of Medicaid. Mary Jane Ryan has done a great job filling out our paperwork and being accurate. When we look at the budget and Medicaid reimbursement, he still won't be able to give you a good figure as they changed things again and he feels the hoops we are required to go through sometimes are not necessary. The form they changed meant we had to send out 37 letters to our parents. Given the situation, we did a great job with reimbursements this year. A question was raised regarding the funds that were allocated from ESSER to increase counseling services. Mr. Pratt confirmed we are in good shape with this, we have implemented planning and programs for a variety of counseling and it all looks good. The need for paras was briefly discussed and Mr. Pratt was asked what the plan is going forward. Mr. Pratt reports working with Ms. Fowler to continue to post the positions, we have 3 open. He may look at a different model and one may be to contract out for a para, which would be a little more expensive. We are trying to hire a para

for a student who is out of district but still needs services and couldn't find one. We are up against it but will flex and still continue to look at what our needs are. Chairman Kofalt thanked him for his report and Ms. Ryan for the work she has done on Medicaid reimbursement. Mr. Pratt commented the staff did a great job.

#### **iv. Director of Technology's Report**

Mr. Buroker reported this represents the busiest part of his year, the first week when staff comes back and the second week when the students come back. He notes "gremlins" get in the equipment; we had 250 new problem tickets. That represents a 400% increase from the prior month. At the time, he was writing this we had 30 open tickets, which are now down to 15. We just crested the tip of that iceberg. He spoke of losing one of the IT technicians who put in a heroic level of effort and he wishes him all the best but his loss is concerning. We have posted the position and had our first interview today. He is hopeful to get this position filled. We have rolled out iReady and Clever Single Sign-on. Out of 400 students, we had a success rate of 98%, beyond that Vector training went off without a hitch except for a handful of password resets etc. He confirmed the posting for IT Technician has been up since September 9. He noted the interview today had been from the prior posting when we hired the last technician. The Superintendent reached out to him and he was able to come in on short notice. He confirmed the single sign-on is new; implemented in July. It was noted that as people settle in using it we could see a large decrease in password resets etc. Mr. Buroker responded that most come from staff as the students are incredibly tech savvy, they are intuitive. The single sign-on has improved things for the 1<sup>st</sup> and 2<sup>nd</sup> grade teachers and streamlining that process has saved them a lot of time. There was a brief discussion about the technology security audit that was previously done. It was noted the results were reviewed in nonpublic, as legally there was a basis for doing it as it could be used in a cyber-attack. Chairman Kofalt would like to get some updates on where we are with this. If it is high-level, it can be done in public but if specifics and remediation are discussed and there is potential for vulnerability, it may need to be done in non-public. Mr. Buroker noted some devices made to ameliorate this have just arrived. It was noted some issues have been cleared up. Mr. Buroker informed the group that yesterday we received 3 high-powered machines for Makerspace and will have Adobe Creative Suit for the photo class we are running and some flavor of CAD for the 3D printers we have. Superintendent added we have a teacher trained in the use of CAD and he wants to integrate that into geometry and apply it to a real world setting.

### **VII. WLC & FRES HANDBOOKS**

Superintendent reported we do not have a presentation; Principals Chenette and Edmunds are here to answer your questions. It was noted in the FRES handbook the school board members are not up to date. Principal Chenette responded that she has not redone the handbook or removed any content that was previously there, only staff names. The leadership team will work on this tomorrow and hopes to work together as an administrative team. It was noted on page 17, the immunizations exemption form does not need to be notarized any longer, that needs to be updated. It was suggested to add an acknowledgement form as there is in the WLC handbook, it seems to be a good idea to have it. Also adding something about surveillance to the FRES handbook as it is in the WLC handbook. The WLC handbook does not have the Board member list correct, the immunization form no longer requires notarization; that needs to be updated. A question was raised that there is a statement in there about visual and is dental something that needs to be added. Principal Edmunds confirms no. Chairman Kofalt noted they seem to be very thorough and he saw some things in one but not the other and they could benefit from borrowing from each other. Principal Edmunds noted it is a good idea to link policies. Mr. Vanderhoof noted a lot of the FRES handbook references 21-22 and has teachers listed who are not teaching anymore. It was confirmed the handbook on the FRES web page is the old handbook and the new one has not been posted as it is still being updated. The WLC web page has the latest handbook. Mr. Vanderhoof noted that on page 24 of the WLC handbook it indicates "class of 20-21". He questioned on page 10 under responsible citizenship regarding "value arts as form of expression" he thought this seemed weird but his main concern is the dress code. Reading through it is not a hard bar to get over. From what we are asking them to do there are violations 100% of the time and it is something that should be paid closer attention to. He spoke about the academic probation regarding sports and activities. He feels this needs to be reviewed and we should be more stringent on this. In the past, if you fail you fail, and you are done until next quarters grades come out. It is pretty steep but if we are going to make an effort to push academics, students should know we are serious. Principal Edmunds will look at this. Ms. Lavallee commented on the vaccination and status of screenings, we did discuss it and the handbooks had already been printed but it is on our radar to coordinate any policy things with administration.

### **VIII. POLICIES**

#### **a. 3<sup>RD</sup> Read**

##### **i. JIC-Student Conduct**

Ms. Lavallee reported this is the 3<sup>rd</sup> reading; no changes were made since the last reading.

*A MOTION was made by Ms. Lavallee and SECONDED by Mr. Mannarino to approve policy JIC-Student Conduct as written. Voting: via roll call vote, all aye; motion carried unanimously.*

##### **ii. IJOC-Volunteers**

Ms. Lavallee reported this is the 3<sup>rd</sup> reading; no changes were made since the last reading.

*A MOTION was made by Ms. Lavallee and SECONDED by Mr. Mannarino to approve policy IJOC-Volunteers as written. Voting: via roll call vote, all aye; motion carried unanimously.*

247  
248 **iii. GDB-Employment of Non-certified Personnel**

249 Ms. Lavallee reported the highlighted section is the part that is to be removed from the policy and the red part is what is being  
250 added. She reviewed the other change to the annual notice, which reflected the discussion at the last board meeting. It was  
251 confirmed the policy could be adopted as amended.

252  
253 *A MOTION was made by Ms. Lavallee to approve policy GDB-Employment of Non-certified Personnel as amended.*

254  
255 A question was raised if that section is in accordance with the bargaining agreement. It was noted the second paragraph in the  
256 Annual Notice section should be amended to say “5 days after” and strike the words “ten days prior to”. Chairman Kofalt  
257 reviewed the changes to be made, first sentence on page 1 will end at the word district and strike the rest of the sentence starting  
258 with “without regard...”, the red text after that will be added, and under the Annual Notice section in the second paragraph  
259 should be amended to say “5 days after” and strike the words “ten days prior to”. That is the totality of the changes from what  
260 we have here. Ms. Lavallee confirms this is correct. Mr. Vanderhoof suggest this come back amended prior to a vote. There was  
261 no objection to do this.

262  
263 *Ms. Lavallee WITHDRAWS her motion.*

264  
265 **iv. GBJ-Personnel Records**

266 Ms. Lavallee reported d this policy was brought back to the Policy Committee as they are working on a policy related to data  
267 governance and the other is related to finances and that incorporates this information regarding identifiable information. The  
268 Policy Committee feels confident that we can withdraw this policy all together and incorporate any legal requirements into the  
269 other policies. This policy is not required only recommended. The Board had brought up concerns of the validity of the wording  
270 during the other readings. She has followed up with Attorney Phillips while discussing the data governance policy. One of the  
271 things the Policy Committee is trying to do is streamline our policies so that if there are policies we do not need we want to  
272 incorporate any legally required language in the other policies we have in place.

273  
274 *A MOTION was made by Ms. Lavallee and SECONDED by Mr. Post to withdraw policy GBJ-Personnel Records as written.*  
275 *Voting: via roll call vote, all aye; motion carried unanimously.*

276  
277 **b. 2<sup>nd</sup> Read**

278 **i. ADC-Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes, and E-**  
279 **Liquids In and On School Facilities and Grounds**

280 Ms. Lavallee reported this is the second read. We took this policy back to do more significant edits. She had gone through the  
281 minutes were it had been discussed. The wording changes that Mr. Post and Chairman Kofalt requested were made. Mr.  
282 Vanderhoof requested it come back to the next meeting, as he didn’t receive it. It was noted it was emailed out to the Board on  
283 Friday. Ms. Lavallee noted she has 5 other policies to bring forward, this policy was not going to be voted on anyway as it is in  
284 the 2<sup>nd</sup> read. It was decided to bring this policy back to the next meeting for a third reading. Ms. Lavallee reported the language  
285 changes that were requested were made. We changed regulations to procedures to align with other wording and added the  
286 “and/or Superintendent. There had been concerns brought up because of the length of the policy. She noted it is lengthy as they  
287 took 3 separate policies and combined them into this 1, again trying to streamline and any time legislation or legally required  
288 language changes happen we would have had to revisit 3 policies instead of 1. There are 3 sections to this policy because they  
289 are treated differently. One reason is under students, it is considered illegal for them to possess them, under 18 years of age  
290 which most are. That is different for employees or all other persons such as vendors or contractors etc. She confirmed the 3  
291 sections have different regulations you have to operate under. It is hard because for all other person like at a sporting event for  
292 example there may not be a principal or the superintendent in attendance and it changes the responsibility of enforcement with  
293 the type of the event. The difference is what action needs to be taken. A question was raised if we have signage that says we are  
294 a tobacco free campus. Superintendent noted he doesn’t think we should apply a blanket policy to work in all situations such as  
295 if students are driving their parent’s vehicle and he sees cigarettes in the car, how do we handle it. He will look at the signage at  
296 the schools, as maybe we need more. Mr. Vanderhoof also suggested at the disc golf area. The policy will be brought back to the  
297 next meeting.

298  
299 **IX. ACTION ITEMS**

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

301 *A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Mannarino to approve the minutes of September 6, 2022 as*  
302 *written.*

303 *Voting: via roll call vote, all aye, motion carried unanimously.*

304  
305 **X. COMMITTEE REPORTS**

306 **i. Negotiations**

307 Mr. Mannarino reported they met last Wednesday for a planning session. Mr. Post, Mr. Mannarino, Superintendent Weaver, Mr.  
308 Pratt and Ms. LaPlante were present. It was productive a lot was accomplished. Ms. LaPlante was a huge help guiding us on

policy updates and touched on some other things. They will present to the Board. Chairman Kofalt informed the members he received an email from Mr. LoVerme that he is too busy to continue on the Negotiations Committee at this point. He would like to propose to add a 3<sup>rd</sup> member to the committee. He put Ms. Anzalone forward for consideration. Ms. Anzalone accepted.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lavallee to appoint Ms. Anzalone to the Negotiations Committee.*

*Voting: via roll call vote, all aye; motion carried unanimously.*

## **ii. Policy Committee**

Ms. Lavallee reported she is waiting for the legislative update. She is hoping it will come through soon as it will provide the committee with direction. They have been working to complete other policies. She believes it will be a productive year. Chairman Kofalt will check with Mr. LoVerme to see if he would like to continue on this committee.

## **XI. RESIGNATIONS / APPOINTMENTS / LEAVES**

### **a. FYI New Hire-Kayla Hodgdon-Instructional Aid-LCS**

#### **• Nomination-Marissa Hofstetter-LCS School Nurse**

Superintendent reviewed the new hire and nomination for appointment.

*A MOTION was made by Mr. Post and SECONDED by Ms. Lavallee to approve the nomination and appoint Ms. Marissa Hofstetter as LCS School Nurse at a salary of \$45,000, Bachelors step 14.*

*Voting: via roll call vote, all aye; motion carried unanimously.*

## **XII. BOARD BUDGET DISCUSSION**

Mr. Vanderhoof expressed that there is an assumption that the Board and Budget Committee have all the answers. He doesn't think the public understands that we don't always know and just because something was broken or needs updating, we don't know or that everyone's eyes are on that. Everyone assumes we know what is happening. Like the dugout for example, it took forever for that to get that fixed; it was realized in the spring that it was not fixed. Members of the public are encouraged to send us an email with their concerns as we don't necessarily see the same things or know something may be in need of repair.

Ms. Lavallee commented she agrees with Mr. Vanderhoof it would be great to hear more feedback from parents, and staff; it is important for us to have lots of different eyes on the district, as we don't always know. She encourages the public to come forward with suggestions; it is always good to hear from them.

Mr. Post spoke that we heard a lot of anecdotal things tonight and we want to respond to frustration from the community if indeed there is. We are a smaller district and don't have a lot of bells and whistles, the regional schools have however, there are those opportunities for our students. The Board spends a lot of time; budgeting is cost driven for programs. We spend an enormous amount of time working on how to get grades up, improve sports facilities and participate in things like that. He agrees with Mr. Vanderhoof and Ms. Lavallee, we ask the people to come forward if they would like greater participation. There is no way with 540 or so students we can offer the same platform as a regional high school. If that is what the community wants, then we can look at merging but his feedback from the community is there is no interest in that. There is some tradeoff with what we can have as a smaller school district. We are not a poor district; we are just a smaller school district.

Mr. Vanderhoof spoke that the dugout was an example, it should not have happened the way it did but it did. It was not a money issue. He is not saying we should put in a rink because people want to play hockey. It may be something we can do financially and maybe we can't but we should still hear about those things. This could be a potentially challenging budget; he knows that in the past we have said bring us a budget that everyone wants but what your needs and what are your wants. What are the things we have to have vs. this will really help. When we vote on this in March, everyone will have gone through 5 months of heating their homes, who knows what that will look like and may not be as exuberant in their support of a large budget. We need to keep that in mind.

Ms. Anzalone echoed what everyone else has said. She spoke that she would add bringing in community members, teachers, and students to get their thoughts. Maybe they have some unique ideas. If it can't be in the budget maybe, we can raise money for some of this.

Mr. Mannarino echoed what Chairman Kofalt said about creating a good budget that does have some wiggle room. Ideally, we would like to give something back at the end of the year but not because we put off a project but because we budgeted appropriately for propane or heating etc. and are fortunate to not spend as much as allocated. He also echoed what Ms. Anzalone said as far as student participation. Even if a student comes forward with a request that we can't meet, they have been encouraged by adults to go after the thing they want. Evan Crotty was a good example of that. If we are getting those requests or students are bringing those things they desire forward, even if we can't fund it maybe we can help in another way.

Chairman Kofalt commented he mentioned earlier that he spoke with the Superintendent and there has been some mention of a gifted program that Principal Chenette has been talking about. It would be helpful to understand what that might look like from a budgetary standpoint. The Commissioner has indicated a potential willingness to look at a pilot program with Wilton and Lyndeborough to do that. Travel for the robotics team should be funded. On the Technology Committee, we have talked extensively about CTE programs. He is not sure if that will have a potential impact or not for next year but something to keep on our radar. Certain elements of the budget are inflation protected. You talked about locking in costs for heating and oil and propane; that helps us for the current year but not sure about budgeting for the following year. He is tentative about saying what he is going to say which is we ought to be considering whether or not we need to add something to the budget for inflation. If we do that, we should be very clear and agree on exactly what we are doing so that if we don't need it that we are not creating the perception that we over budgeted and let's just spend it. Rather say this was put there for a reason and if we don't need it, then it goes back. He is concerned with dealing with the challenges of building a budget for a FY that doesn't start until July 1 of next year. In a highly inflationary environment which he doesn't think will settle down any time soon, it concerns him.

Ms. Lavallee commented because we do make sure we have transportation funded for sports, the other area is to look at is transport for the dance team. Previously it was 100% funded through fundraising. She supports having this funded through the budget. Chairman Kofalt agrees.

### **XIII. PUBLIC COMMENTS**

The public comment section of the agenda was read.

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

There were not public comments.

### **XIV. SCHOOL BOARD MEMBER COMMENTS**

Mr. Golding reported on the Budget Committee meeting he just attended. The Budget Committee would like to return to 7pm for the joint sessions so they can meet for a half hour prior and discuss strategy. They voted, it was split 5/4 and they want to start at the next meeting. They want teachers to feel comfortable to ask questions for what they need and want that would enhance the student's experience. They want to speak to staff around October 3. Mr. Vanderhoof is OK moving the joint session back to 7pm however there are times depending on what is on the agenda they may wait 20-30 minutes, it is a risk. Mr. Golding responded they discussed this but those who wanted the 7pm meeting want a firm plan. There was no objection heard to moving the joint session back to 7pm.

Ms. Lavallee thanked everyone for tonight and commented that it is very exciting news for the potential Italy trip for students. There is a presentation coming up and please make sure to get you information to administration.

Mr. Mannarino thanked Mr. Buroker about the good news regarding Adobe and CAD.

Mr. Vanderhoof commented we would be busy with budgets soon but requests to get some updates on the academic plan. We have a good meeting about and things that would be in place. He would like this every 2 months to keep it front and center.

Chairman Kofalt noted the manifests would be ready soon, one week from today. He will sign for Wilton and needs a Lyndeborough member to sign. Ms. Anzalone volunteered. Chairman Kofalt questioned when we would have an update on the district wide performance. Superintendent responded Ms. Dignan's intention is to incorporate in her next board report. Chairman Kofalt informed members the FRES PTO skate night is Friday night and they are looking for volunteers. If anyone is interested, go to the FRES Facebook page or reach out through the school. There is a STEM fair in Milford on Saturday. The cost is \$5 or online you can use STEM as a code for free tickets. He spoke of an opportunity to volunteer with the WLC PTO and Lions Club who are collaborating on a penny sale on October 22. They are in need of volunteers here in the gym and café. He would love to see everyone there. They are looking for help from 5pm-9pm. It is either helping with logistics with the sale, donations or food. If you have any new items to donate, please reach out to the PTO. Mr. Post has been asked to make his famous pulled pork in the parking lot and if we are able to make that work, and if the PTO is up for that, we may see if board members can join in to help with that. The proceeds are split between the WLC PTO and Lions Club. A large portion of the PTO proceeds will go to helping the junior class in their fundraising effort toward the junior prom.

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

#### **i. Review Nonpublic Minutes**

#### **ii. Negotiations**

#### **iii. Student Matter**

*A MOTION was made by Mr. Mannarino and SECONDED by Mr. Golding to enter Non-Public Session for negotiations, student matter and to review the non-public minutes, RSA 91-A: 3 II (A) (C) at 8:29pm.*

*Voting: via roll call vote, all aye, motion carried unanimously.*

### **RETURN TO PUBLIC SESSION**

The Board entered public session at 10:06pm.

432  
433 *A MOTION was made to seal the non-public session minutes by Ms. Lavalley and SECONDED by Mr. Mannarino.*  
434 *Voting: via roll call vote, all aye; motion carried unanimously.*  
435

436 **XVI. ADJOURNMENT**

437 *A MOTION was made by Mr. Mannarino and SECONDED by Ms. Lavalley to adjourn the Board meeting at 10:07pm.*  
438 *Voting: via roll call vote, all aye; motion carried unanimously.*  
439

440 *Respectfully submitted,*

441 *Kristina Fowler*

442

DRAFT