

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, August 23, 2022
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.

Videoconferencing: meet.google.com/kzm-ofyb-vaa

Audio: [+1 385-404-5263](tel:+13854045263) PIN: 749 523 762#

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

- I. CALL TO ORDER-Jim Kofalt-Chair**
- II. PLEDGE OF ALLEGIANCE**
- III. BRIEF PRESENTATION-WILTON ALLIANCE**
- IV. ADJUSTMENTS TO THE AGENDA**
- V. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to the Superintendent in accord with the processes set forth in School Board Policies KE and KEB.
- VI. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. Business Administrator's Report
 - ii. Director of Student Support Services Report
 - iii. Director of Technology's Report
- VII. STRETCH GOALS FOR DATA ASSESSMENT**
- VIII. HANDBOOK CHANGES**
- IX. TENNIS COURTS**
- X. POLICIES**
 - a. 1st Reading**
 - i. JIC-Student Conduct
 - ii. IJOC-Volunteers
 - iii. GDB-Employment of Non-certified Personnel
 - iv. GBJ-Personnel Records
 - v. ADC-Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes, And E-Liquids In and On School Facilities and Grounds
 - b. Withdrawals**
 - i. GBED-Tobacco Products Ban Use and Possession In ad On School Facilities and Grounds
 - ii. JICG-Tobacco Products Ban Use and Possession In and On School Facilities and Grounds
 - iii. GBEC-Drug-Free Workplace/Drug-Free Schools
- XI. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**

b. Appoint Board Member to NHSBA Delegate Assembly

XII. COMMITTEE REPORTS

- i. Finance Committee
- ii. Policy Committee
- iii. Technology Committee
- iv. Negotiations Committee

XIII. RESIGNATIONS/APPOINTMENTS/LEAVES

- a. Resignation-Andre Garner-WLC HS English Teacher**
- b. New Hire FYI-Ken Garnham-WLC .80 PE Teacher**
- c. New Hire FYI-Cheryl Rosenthal- WLC Title I Tutor**
- d. Appointment-Heather Roberts-FRES SPED Case Manager/Teacher**
- e. Appointment-Valarie Bemis-FRES 1st Grade Teacher**
- f. Appointment-Georgia Hegner-WLC HS English Teacher**
- g. Appointment-Alison-Hobbs-Wozmak-FRES 3rd Grade Teacher**

XIV. PUBLIC COMMENTS

XV. SCHOOL BOARD MEMBER COMMENTS

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

- i. Review the nonpublic minutes
- ii. Student Matter
- iii. Negotiations

XVII. ADJOURNMENT

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

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

Wilton Alliance: Project Lights, Camera, Action

WLC and The Wilton Alliance have been in talks surrounding a possible project that benefits the community and the school.

Lights, Camera, Action: This project would provide upgraded performance and activity technology for multiple venues at WLC. We want to upgrade every experience from student programs to community events.

- a. Student enrichment and career opportunities/increase student and parent pride
- b. Income potential as a venue
- c. Improve school image and keep WLC the heart of the community

Next step: Community brainstorming workshop



Building a vibrant and sustainable community

Wilton Alliance is a nonprofit 501c(3) organization established to help support, advance and sustain the small, rural community of Wilton, NH. We hope to serve as a catalyst for bringing the entire community together in programs and projects that will enhance Wilton's environment and rich history, promote local art and culture, and protect our natural resources. We will focus on securing public and private grants, building a network of volunteers and donors, and executing a variety of fundraising strategies and programs.

Wilton Alliance will work with Town boards and committees, including the Wilton Economic Development Leadership Team, to identify and implement projects to benefit the community. Initiatives will be developed with residents and businesses both in mind, based on research, best practices for strong towns and the needs of the community.

We welcome anybody who is committed to the future of Wilton to help us achieve these goals.

Strategic Goals and Projects

Create opportunities for social connection, across different groups, to build shared sense of community, a sense of belonging, and pride in Wilton.

a. Community Collaborative - program development

Accelerate and remove barriers to initiatives already in progress that align with the purposes of the Alliance.

a. Riverwalk Concert Pavilion

Broaden the horizons and expand learning, economic, and cultural opportunities available to young people living in Wilton.

- a. Lights, Camera, Action*
- b. ELO Business Internship Program*
- c. Arts and Science Summer Camps*



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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

BUSINESS ADMINISTRATOR REPORT

August 23, 2022

Our Facilities Staff have worked tirelessly this summer to deep clean our schools and revitalize our buildings in preparation for the 2022-2023 School Year. An enormous THANK YOU and “JOB WELL DONE!” goes to our Facilities Director Buddy Erb, Ann Bird, Scott Hasu, Joshua Morrow, Eric Bouldin, Bill Carey, Pete Stephenson, Jacklyn Bird, and Sam Erb for their strong work ethic and commitment to our Schools.

We have signed paperwork and will take delivery of the new Facilities truck this week.

The accounting transition between FY22 and FY23 Budget years has gone very smooth. I am finalizing my review and internal audit of all FY22 Expenditures and will provide the Board with a final report of FY22 Expenditures at the Board’s September 6th meeting.

The grease trap repairs at WLC should be completed by the Board meeting. Our Kitchen staff will be coming in for a full day of deep cleaning once the repairs are complete. The final costs remain unknown at this time.

I am in the process of working with Standard Power to renegotiate our electric rates. We are also actively monitoring oil and propane costs and have been in communication with vendors to capitalize on their familiarity with the market before making any heating decisions.

Within the next few weeks, I will be reviewing the Transportation Bid Packets to send to prospective Transportation vendors and working to finalize the FY24 Budget timeline.

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**Student Support Services Report
August 2022**

The Office of Student Support Services has been very busy this summer with closing out the 2021-2022 school year, preparing for the 2022-2023 school year, coordinating our ESY programs and hiring new staff. Highlights from the summer are:

- We welcomed a number of new staff members for the 2022-2023 school year. As of this report submission, we are still looking for two para-educators. All other positions are filled or will be filled pending Superintendent Weaver's recommendations and the Board's approval.
- Our ESY program was a complete success this year! All told, we had 51 students attend the Special Education ESY program and they will be ready to hit the ground running as we begin our new school year. A huge thank you to those students, families, teachers and staff members who participated in ESY!
- Our Preschool and Pre kindergarten programs are filling up. As we have discussed for this year, we are opening the programs up to role model students during the 2022-2023 school year. We anticipate 4-6 students in the 3 year old program and 8-10 students in the 4 year old program. Our preschool programs will start on the Tuesday, September 6th.
- Our department has been busy all summer with continued work on all financial aspects of the budget including finalizing the IDEA grants and coordinating with the business office to set up accounts for the grants, refining all related service and ABA contracts for accuracy and accounting and initial development of the FY'24 student support services budget. It has been a pleasure working closely with Kristie LaPlante and her office during this time!
- Our school counselors, building and district administrators, licensed mental health clinician (LMHC) and school psychologist have been meeting regularly over the summer to plan for all of the mental health needs of our students. We have been developing short and long range activities to address students in both individual and small group settings.
- Our special education transportation services are being split between Durham Bus and LA Limo. Durham will be doing the in district special ed transportation and LA Limo will be providing the out of district transportation services.

Technology Director

192 Forest Road Lyndeborough, NH 03082

603-732-9340

August 2022 SAU63 Technology Report

Nicholas Buroker

Director of Technology

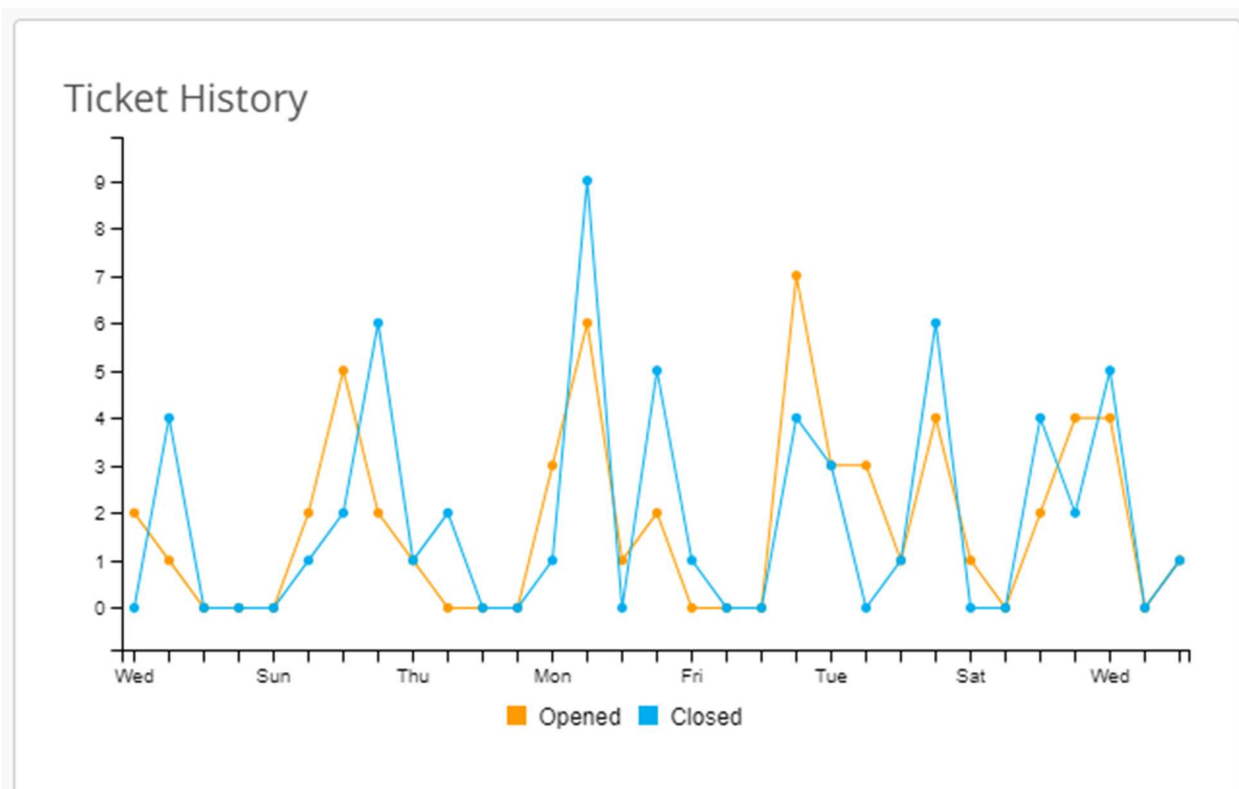
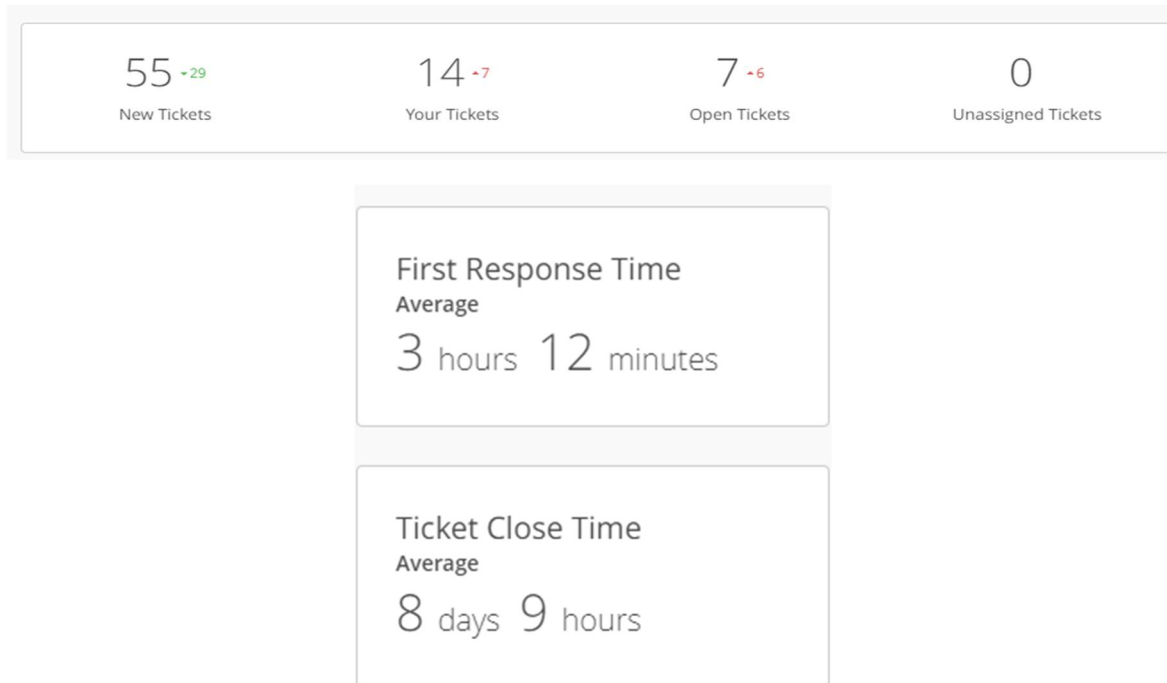


Figure 1 Last 30 days

Support:

In the last 30 days, we had 55 new tickets created, a decrease of 29 tickets from the previous 30 days, and we are hovering around 15 open tickets. Ticket numbers are down due to the lack of staff and students present during summer vacation. Going forward my goal is to keep the number of open tickets beneath 10, and the average resolution time to less than 7 days.

Figure 2 Monthly stats



Projects:

We stood up, Vector Solutions professional development. Historical data from our previous PD tracker was downloaded, converted and uploaded to Now everyone's professional development will be tracked in an elegant system, and additional training can be assigned.

We have streamlined the login process in such a way that students should be able to access i-Ready seamlessly through Clever's single sign on (SSO). This means that students will have less passwords to remember, and spend less time logging in and more time learning.

Tribulations:

One of the department's biggest issues is a lack of institutional memory. My predecessors are numerous, and while the turnover I received is the best I have ever received in my career, the turnover my predecessor received was inadequate. There hasn't been

consistent leadership for the department going back years. Following that there are a lack of policies and procedures normally associated with the day to day operations.

Turnover:

Dimitri and Dan have excelled. They're efforts are responsible for the end of the year inventory, e-waste removal, and the beginning of the year stand up. They shouldered the responsibility and workload of the department, and surpassed my expectations.

I am strongly considering asking for Dimitris's position to be funded through the end of June. The department wouldn't be ready for the return of the students without his efforts.

The administrative staff have been supportive and congenial. So far I could not ask for a better set of colleagues, and I look forward to meeting the rest of the staff and students in the coming weeks.

I am looking forward to working with the Technology committee to draft a Technology plan from the newly adopted Vision document. The production and adoption of a plan will go a long way to institutionalizing the operation of the department.

1. Bell Schedules (handbook pages 17-18)

- a. This change allows for more flexibility for middle and high school alignment along with a later lunch period for the middle school students. We continue to use both a skinny-period and long-block schedule model (Mon, Tues, Fri students see all of their classes for 45 minutes and Wed/Thurs students see half of their classes for an extended, long-block of time for approximately 80 minutes).

2. Electronic Device Policy (handbook page 38)

- a. This change includes that cell phones are not permitted for grades 6-9 (previously, the rule in the handbook did not permit cell phones for grades 6-8). The purpose of adding 9th grade to the zero tolerance cell phone policy is to assist students in transitioning from the middle school to the high school. Students will be able to learn the skills of navigating more rigorous coursework and oftentimes cell phone usage can create an added burden and distraction onto our incoming freshmen. This is a pilot year for 9th graders to have the zero-tolerance, no-cell phone policy.

3. E-Hall Pass (handbook page 39)

- a. WLC, both middle and high school, will be moving to digital hall passes. This will assist with daily traffic flow, anti-vaping support, student pass limits, and more. Utilizing e-pass also gives staff and parents the ability to track data for how long students may be out of class and how much instruction they may be missing. Additionally, this allows students to utilize more time management skills as they will only be allotted 4 passes per day (unless noted in their IEP or 504 plan). Using e-pass will be a pilot year for WLC. Many schools across the nation, including NH, have moved to digital hall-passes to decrease the time taken away from instruction to write passes, monitor how long students are out of the room, etc. Staff will be trained on August 23rd for full implementation. For more information, please check out their website [here](#).

4. New clubs and organizations (handbook pages 44- 47)

- a. Dungeons and Dragons Club (this club has taken place previously, but due to high interest we have formalized this club)
- b. Outdoor Club
- c. Art Club
- d. WLC News Show (this club has taken place previously, but due to high interest we have formalized this club)
- e. Volleyball Club (it is our goal this year to build a Unified Volleyball team as a means for inclusion for our special education students along with non-disabled peers to play volleyball together. We are very excited about this!)

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TENNIS COURT UPDATE

August 23, 2022

On July 19, 2022, the District's insurance provider PRIMEX completed a walk-through of the tennis courts to discuss the state of the courts and future steps regarding usage and repairs. PRIMEX noted three areas of concern: wear and tear of the court surface, fence repairs, and develop signage regarding tennis court usage and rules. PRIMEX has recommended we discontinue use of the courts by our tennis team and the community until the repairs to the court surface are complete. At the Board meeting on August 9th, the Board directed the courts to be closed until repairs are complete.

We have contacted several vendors to solicit quotes for surface repair, fence repair, and site work. To date we have received the following quotes:

Tennis Court Repair - \$41,850. Scope of work includes:

- Sub-surface repairs for 115' x 110' tennis courts
- Remove heaved concrete and reset 7 tennis posts
- Dig out and clean 825 linear feet of cracks, which average 1-2" deep. Fill in cracks with court patch binder
- 1 coat of AR resurfacing and 2 coats of color
- Repaint the playing lines

Fence Work - \$12,236.97. Scope of work includes:

- Remove and re-install 100' +/- of 10' high fencing with galvanized pipes replacing the center line of the tennis court. Proposed fence line is to include top rail, middle rail, bottom wire and to include three 6'H x 4'W walk gates.
- ALL posts are to be concreted 36-48" in the ground
- Attempt will be made to straighten any leaning posts on the perimeter of the courts. Quote does not include cost to replace any posts that cannot be replaced.

At the recommendation of the Court Repair vendor, we have contacted several local vendors to solicit quotes for drainage work, which also includes removing trees in the vicinity of the courts. As of August 16th, we have not heard back from these vendors and this price remains unknown.

The amount budgeted in the FY23 Budget for Tennis Court removal is \$20,000.

JIC-STUDENT CONDUCT

Category: Priority/Required by Law

Related Policies: JICD, JICDD, JICI, JICK

See also Appendix: JICD-R

A. General Policy.

The Wilton Lyndeborough Cooperative School Board is committed to promoting a safe, healthy, orderly and supportive school and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration of other students, District personnel and other members of the community. Students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption while on School District property or on property within the jurisdiction of the School District (including vehicles); and/or while attending or engaged in school activities.

Expectations for student conduct and standards of behavior shall be communicated through written Board policies, as well as District and/or school rules. Those policies and rules are included in the Code of Conduct section of the official Parent/Student Handbook for each school.

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, or visitors, and/or violates the Code of Conduct, or classroom rules is prohibited. Response to violations of the Code of Conduct, however, should be designed to maximize student academic, emotional, and social success, while at the same time assuring safety of all students, staff and school visitors. With this objective, the Board endorses adoption of a Multi-Tiered System of Support for Behavioral Health and Wellness ("MTSS-B") as the framework for the Code of Conduct. District personnel who interact with students are expected to utilize progressive disciplinary measures, and to place emphasis on educating students so they may grow in self-discipline. Suspensions and expulsions shall be administered consistent with the applicable Code of Conduct and Board policy *JICD*.

B. Student Code of Conduct

The School Board delegates to the Superintendent, in consultation with the appropriate building Principal and counselors, the responsibility of adopting and implementing a Student Code of Conduct with such age-appropriate rules and regulations for each school as he/she deems necessary to implement the objectives of this policy, and reflects the three-tiered support prevention of framework of MTSS-B: school-wide approaches; targeted supports for at-risk students; and individualized services for highest-needs students.

The Code of Conduct for each school shall be submitted to the School Board for review each year, either separately or with the applicable student handbook. Consistent with the Board's statutory authority, and other Board policies regarding review of administrative rules, regulations and procedures, the School Board retains the authority to modify, supersede, or suspend any provision of the Code of Conduct.

The Code of Conduct shall include:

1. A graduated and age-appropriate system of supports and intervention strategies, such as:

JIC-STUDENT CONDUCT

- parent conferences,
 - counseling,
 - peer mediation,
 - instruction in conflict resolution and anger management,
 - parent counseling and training,
 - community service, and
 - rearranging class schedules.
2. Graduated and age-appropriate disciplinary consequences such as:
- restriction from extra-curricular activities,
 - temporary (same day) removal from class or activity,
 - detention,
 - temporary reassignment/in-school suspension,
 - out-of-school suspension, and
 - expulsion.
3. Provisions describing how and when short term suspensions of up to 5 days, short term suspensions up to 10 days, long term suspensions up to 20 days, and/or expulsion should be imposed. These standards shall make reference to and reflect:
- the nature and degree of disruption caused to the school environment.
 - the threat to the health and safety of pupils and school personnel, volunteers or visitors;
 - whether the conduct or behavior is isolated or repeated.
- All temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and expulsions shall comport with applicable laws, regulations and Board policy JICD.
4. Information regarding RSA 193:13, 193-D, this policy, Board policy JICD, and other Board policies or District/school rules regulating student conduct on and off-campus. Except where the complete text of a statute, regulation or policy is required, the Code of Conduct should include age-appropriate language. E.g., summaries for elementary grade levels.

C. Implementation and Notice.

The Superintendent shall assure that the Code of Conduct, complete with the information set out in section B.4, above, shall be printed in full in each student handbook, made available to parents at the beginning of the school year, publicly available on the school, District and/or SAU district website.

Additionally, building Principal(s) shall assure student awareness of the Code of Conduct and other District policies and building rules through print, postings and periodic announcements.

The Superintendent should also designate personnel to explore the availability of and pursue any State or Federal grants, technical assistance and professional development opportunities available to facilitate implementation of MTSS-B per RSA 135-F:5, I(c) and (d).

JIC-STUDENT CONDUCT

D. Parental Notification of Simple Assaults.

Pursuant to RSA 193-D:4, I (b), the Superintendent is directed to adopt and implement procedures requiring parents/guardians of each student involved in a simple assault (victim and perpetrator) occurring during the school day, when such assault causes: any form of bodily injury, including bruising or discoloration, or would otherwise constitute a disciplinable offense under the Code of Conduct. For purposes of this policy, "simple assault" shall have the same meaning as that provided in RSA 631:2-a (a simple assault occurs when one purposely or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another or negligently causes bodily injury to another by means of a deadly weapon).

E. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any class or activity removal, suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Revised:

Legal References:

RSA 135-F:5, System of Care for Children/Duties of Commissioner of Dept. of Education

RSA 193:13, Suspension and Expulsion of Pupils

RSA 193-D:4, Written Report Required

RSA 631:2-a, Simple Assault

NH Code of Administrative Rules, Section Ed. 306.04(f)(4), Student Discipline

NH Code of Administrative Rules, Section Ed. 306.04(g), Suspension & Expulsion

NH Code of Administrative Rules, Section Ed. 306.06, Culture and Climate

NH Code of Administrative Rules, Section Ed. 317.04(b), Disciplinary Procedures

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.*

IJOC - VOLUNTEERS

Category: Recommended

Related Policies: ABA, GBCD & IJOA

See also: Form IJOC-R

A. General Policy. The Wilton Lyndeborough Cooperative School Board supports and encourages the use of parent and community member volunteers in our schools to assist school and District staff in meeting the needs of students and serving the school community at large.

B. Definitions

1. Volunteer. Under the Fair Labor Standards Act ("FLSA"), "volunteers" are persons who perform service (1) without promise, expectation or receipt of compensation for the services rendered (reimbursements, and modest stipends excepted); (2) have offered their services freely and without pressure or coercion from any employer, and (3) are not otherwise employed by the District to perform the same type of services for which the individual intends to volunteer.

This expansive definition includes such services whether for classroom or other student programs or activities, or for services such as committee work, chaperones, trades work, etc..

2. "Designated Volunteer" as used in this policy shall have the same definition as in Board policy GBCD - Background Investigation and Criminal Records Check. Before a person may volunteer in a position or perform a function falling within the definition of Designated Volunteer, such person must undergo a background investigation and criminal history Records check as described in policy GBCD. Additionally, as required by RSA 189:13-a, XII, all Designated Volunteers must receive training and information relative to child abuse prevention.

C. Coaches. All coaches, including assistant coaches, whether receiving a stipend or not, are Designated Volunteers as defined in paragraph B above. Additionally, head coaches of team or individual sports must be in compliance with all regulations and certification requirements for that sport as set by NHIAA or the applicable organization within which the athletes/members compete or participate. Assistant coaches must meet the same requirements as head coaches or be under the direct supervision of the head coach.

D. Volunteer Application, Selection and Assignment. Persons wishing to volunteer at the District should complete a Volunteer Application form describing their skills, interests and availability. Such forms will be made available at the Principal's or SAU office.

Volunteer selection shall be made based on the qualifications and availability of the volunteer.

Volunteers shall be provided appropriate training at the building level consistent with their tasks, existing District standards and applicable laws and Board policies. This training shall be coordinated under the leadership of the principal or other supervising administrator. At a minimum, such training will include (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; (4) expected relationship to regular staff; and (5) information on non-discrimination and prohibition against teaching or advocating discriminatory concepts.

Volunteer assignments shall be made by the building or administrator responsible for that program, or the appointing authority in the event of a committee.

Volunteers shall be assigned only to those staff members who have requested volunteer assistance through their administrative supervisor (e.g., principal, athletic director, facilities director), or to administrative or district level committees.

E. Supervision. Volunteers may not be assigned to perform any services within school buildings or during school activities during times that students may reasonably be expected to be in attendance, unless the volunteer is either a Designated Volunteer (i.e., has undergone a background investigation and Criminal History Records Check, or is under the immediate direction of a staff or administration member within the pertinent program).

F. Volunteer Responsibilities and Duties. Other than committee volunteers, and head coaches/directors, volunteers may only serve in the capacity of assistants. Instructional services shall be rendered only under the supervision of certified staff.

All volunteers will sign a confidentiality agreement provided by administration, and shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or other school district employee who has a legitimate educational purpose for discussing such information.

Volunteers with special talents, hobbies or experiences may share those with students in a suitable educational setting scheduled by the staff or administrative member responsible for supervising the class, activity, program or project.

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

G. Volunteer Termination. Volunteers serve at the pleasure of the District. Except as may be provided in an individual volunteer's agreement, services of a volunteer may be terminated, without notice, at any time when circumstances in the judgment of the supervising administrator warrant termination.

H. Implementation. The Superintendent is authorized to develop and administer any regulations or procedures s/he deems necessary or appropriate to implement this policy.

Legal References:

29 U.S.C. 201-219, Fair Labor Standards Act

29 C.F.R. § 553.101, "Volunteer" defined (state and local governments).

RSA 189:13-a, School Employee and Volunteer Criminal History Records Check

RSA 193:40, Prohibition on Teaching Discrimination

RSA 354-A:32, Prohibition on the Content of Government Programs and Speech

RSA 508:17, Volunteers; Nonprofit Organizations; Liability Limited.

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

First Reading: May 11, 2010

Second Reading: June 2, 2010

Final Adoption: July 13, 2010

Revised:

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. ~~without regard to race, color, national origin, religion, age, qualified handicap, marital status, or sexual orientation.~~ 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

~~Non-certified employees will be notified of the District's intention regarding employment for the following year no later than ten days prior to the end of the current school year.~~

The Superintendent will notify all educational support staff and non-certified employees by no later than ten days prior to 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

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Revision:

DRAFT

GBJ – PERSONNEL RECORDS

Category: Recommended

The Superintendent is authorized and directed to develop and implement a comprehensive, confidential and efficient system of personnel records that is in full compliance with all state and federal requirements.

The District will not disclose any teacher personally identifiable data or information to any person outside of the District, except as may be required by law. Such data or information may be shared to District employees, as necessary.

Legal Reference:

RSA 91-A:5, Access to Public Records

RSA 189:65, VII-a, Student and Teacher Information Protection and Privacy

RSA 189:67, Limits on Disclosure of Information

Appendix [GBJ-R](#)

First Reading: May 11, 2010

Second Reading: July 13, 2010

Final Adoption: July 13, 2010

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.

~~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.~~

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

Second Reading: June 2, 2010

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.

For WITHDRAWAL

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.

FOR WITHDRAWAL

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

FOR WITHDRAWAL

GBEC - DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

Category: Priority/Required By Law

See also ADB, ADC, GBED, JICG, & JICH

The Wilton-Lyndeborough Cooperative School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 and the Drug-free workplace requirements for Federal contractors, 41 U.S.C. §701. In compliance with these requirements, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug-free awareness program to inform employees about:
 - a. The dangers of illicit drugs in the workplace;
 - b. The District's policy of maintaining a drug-free workplace;
 - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
 - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
 - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
 - b. Having an unsealed container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of alcohol on School property should report it to the administration as soon as possible.)
 - c. Possessing or distributing controlled substances on School property.
5. Alert the local law enforcement agency of suspected violations of the policy.
6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
 - a. Suspension
 - b. Termination of employment
 - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or

FOR WITHDRAWAL

other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

Legal References:

RSA 193-B, Drug Free School Zones

41 USC Section 701 Et. seq., Drug-free workplace requirements for Federal grant recipients

Public Law 101-226, Drug-Free Schools and Communities Act Amendments of 1989

Revised: September 28, 2011

Revised: October 11, 2011

Revised: October 11, 2011

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, August 9, 2022
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.**

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

Present: *Brianne Lavallee, Alex LoVerme, Jonathan Vanderhoof, Dennis Golding (attended Budget Committee meeting, joined the board at 7:23pm online), Matt Mannarino, Tiffany Cloutier-Cabral, Charlie Post (6:39pm) and Darlene Anzalone (online)*

Business Administrator Kristie LaPlante, Principal Sarah Edmunds Director of Student Support Services Ned Pratt, Technology Director Nicholas Buroker, and Clerk Kristina Fowler

I. CALL TO ORDER

Vice Chair Lavallee called the meeting to order at 6:35pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. ADJUSTMENTS TO THE AGENDA

Mr. LoVerme requested to add under committee reports WLCSSA negotiations.

A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to accept the adjustment to the agenda.

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

IV. PUBLIC COMMENTS

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

V. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Ms. LaPlante reviewed the Superintendent is out of state and will return tomorrow. He asked that she and Mr. Pratt prepare his report. She reviewed that the extended leadership meeting was great which included miniature golf. Administration continues to fill vacancies but it is a fluid number. She met with Primex and did a walkthrough of the tennis courts. Primex has recommended that use of the courts be discontinued for the schools and community until repairs are completed. To date, only one call back has been received for repairs. They are also looking for some site work to be done which includes cutting back the trees and allowing for better drainage. She is asking for Board feedback regarding closing the tennis courts. Mr. Vanderhoof questioned if we still have 8 vacancies to fill. Ms. LaPlante confirms that is correct and it includes tutors, substitutes and teaching positions across the district. Ms. Cloutier-Cabral notes she agrees with closing the courts. Ms. Lavallee agrees we should post notice and close the courts as recommended by Primex while we do fact finding on the next steps; discussions on what we will do with them, is future board discussion. It was suggested if there is additional information on the tennis courts that will come under committee reports if so, the discussion should be had then. Ms. Cloutier-Cabral reported there is not really more than what was already said, Primex recommended posting and closing the courts after their walkthrough. She reviewed the areas of concern and we are to follow up with a timeline. Mr. Post had a copy of the letter from Primex; he suggested we should close them tonight as the letter from Primex recommends closing them. The letter lists in detail what needs to happen and it is important we follow it. We need to close them; if someone got hurt, it would be on us. Mr. LoVerme noted we have doors that need to be put up it is wide open. Ms. Cloutier-Cabral expressed at least we have to post signs not to use them. The letter from Primex was shared with Mr. Vanderhoof. The letter was issued last week. Mr. Post voiced he doesn't think it is enough to just put up a sign, he agrees at the very least that needs to be done. Mr. LoVerme noted the doors are not hanging. Ms. LaPlante responded that Mr. Erb is prepared to close the entrance and put

up plywood. Ms. Lavallee asked members to voice where they stand on this issue. All agreed with no objection that the tennis courts should be closed. Ms. Lavallee confirms the Board directs administration to close the tennis courts immediately pending further investigation.

ii. Principals' Reports

Principal Edmunds reviewed her report which included professional development has been happening and teachers are working on curriculum and other training has occurred. She thanked the custodial team who have been doing a great job; they have been working very hard in this heat; the floors shine which adds to the excitement of starting the school year. She spoke of student Evan Crotty who has been picking up trash to raise money for his future in school. Good job, even when he is not in school he is thinking about school.

Ms. Cloutier-Cabral thanked Principal Edmunds for attending.

VI. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Mannarino and SECONDED by Mr. Post to approve the minutes of July 19, 2022 as written.

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

VII. COMMITTEE REPORTS

i. Facilities Committee

Ms. Cloutier-Cabral thanked Mr. Vanderhoof for his contributions to the committee, he has since left the committee and Mr. Post has joined. Mr. Fran Bujak has joined the committee. At the last meeting, they looked at adjusting the CIP (Capital Improvement Plan). They want the document to be a "living" document with adjustments being made as they happen and retaining the history of the projects to ensure we can look back to see what happened, what decisions were made, what came off, what the cost was and any comments. Mr. Bujak provided a template they reviewed. Ms. LaPlante will look at what other districts are using. They discussed adding an emergency line on the CIP or having a capital reserve; there would be parameters around its use and possibly a policy. They discussed some trees having to come down around all the schools and at FRES; some that are problematic are not on school property. Primex provided information and recommendations to post notice and close the tennis courts. There are several areas that need to be addressed and a timeline of when that should be done. We will not be able to use them in the fall and want to see what can be done for alternatives. Mr. Vanderhoof brought up windows in the gym and replacing them. He suggests the emergency fund should be separate from the CIP. Ms. Cloutier-Cabral spoke of the safety grant that we applied for which is for telecommunications systems for all schools, new locks, and portable radios etc. Ms. LaPlante confirms we have not heard back yet but should soon. The next grant deadline is August 29 and will include cameras. Ms. LaPlante informed the group that Mr. Bujak has offered to fill in the cracks on the tennis courts to prevent further damage. Discussion was had that there should be a vote on the direction of where this is going and we don't have the information to take that vote. The Board had voted to remove them; there has not been any motion to change that. At the most, we could vote to not demolish the courts and look at putting money into the next budget to repair them. Ms. Lavallee suggested because we need more information, the decision should be put off. There was discussion on accepting Mr. Bujak's offer or not. This discussion included not wanting anyone to put the effort and time into something if it is not viable, it could be a liability, we do not have any quotes in writing, and it may not be advisable unless there was some kind of contract. It was suggested it would be prudent to put off any decision-making, the tennis courts would be discussed at the next meeting. Mr. Post agreed he does not think anyone should do any work, although it is a generous offer. He acknowledged it is an eyesore and it has been a challenge to get quotes; we only have a partial quote. It is a big project to repair it; there is standing water from the last 2 weeks. It has a series of problems; even closing them for now is an eyesore. A question was raised regarding the road to the school appears marked for paving. Ms. LaPlante confirms it is just the manhole covers and fixing the erosion. The estimate is \$2,600 includes repairing the holes in the parking lot.

ii. Budget Liaison

Mr. Golding is attending the Budget Committee meeting; he will provide an update later in the evening.

• WLCSSA Negotiations

Mr. LoVerme informed the group that the WLCSSA would like to start meeting right away; they never responded to an email he sent in June. We need to come up with a calendar of when we want to meet with them. They have requested every other meeting to be virtual. He does not think that is a good idea. They have also

appointed their attorney to be their spokesperson. Members of the Board's negotiation committee are Mr. LoVerme, Mr. Post and Mr. Mannarino. Discussion was had when they would be available. They would like to continue the discussion in non-public this evening. The date decided on is Monday, August 22 at 7pm. Mr. LoVerme will email them to let them know. A set schedule for future meetings was not determined.

VIII. RESIGNATIONS / APPOINTMENTS / LEAVES

a. Resignation-Andrea Petrone-3rd Grade Teacher-FRES

A question was raised if there was any way Ms. Petrone would reconsider. Ms. LaPlante responded that she does not believe so; she thinks she has formalized everything with her new employer. It was noted, if the Board does not release her, she is supposed to provide 30 days' notice. Ms. Lavallee responds she believes she has given the 30-day notice. It was confirmed she did sign a contract with our district for 22-23. Discussion was had regarding it is not the right to release people from their contract in July, they should provide notice before July, it gives only a month to find a replacement. Mr. Pratt informed the Board that the current teacher contract (CBA) states 30 days' notice in terms of releasing someone. He understands what the Board is saying, it has been a brutal summer and we have lost people who had committed to us. The ethical piece of the Superintendent's talking to each other when staff is changing districts this late seems to be out the window. Discussion continued including Ms. Petrone is a good teacher, she provided notice on July 25, we have run into this before, last year it was 2 days before school and they left the end of September anyway, we don't have to accept it, if we don't accept it what happens if she changes her mind, we may be paying 2 teachers, it will take time to find a replacement and interview, there is curriculum to write, it is about the positions and what is being asked and what we are answering to, it is the precedent we are setting and want to discourage resignations after July. It was noted Ms. Petrone met the requirement. Ms. LaPlante confirmed the 30-day requirement is listed in the CBA and she read that piece and confirmed there is no date it needs to be done by. Discussions continued, Mr. Mannarino voiced, as he understands it, she has met the obligation for the 30 days' notice. He does not see how we could hold her. Ms. LaPlante reviewed the only date in the CBA is November 1st and that is for retirements. Ms. Petrone listed her last day as August 23. Ms. LaPlante's concern is that if she works one day, we could be obligated to pay the 2 weeks. She asks if there is a value to her coming in on the 23rd knowing there is no more output. Mr. Mannarino added his concern is not accepting it based on having her to report for one day, it may have a negative impact. Mr. Vanderhoof requests time to review the CBA. He noted that it doesn't make sense, in the past teachers have asked us to do it and we have told them no and they stayed for the year.

A MOTION was made by Ms. Lavallee and SECONDED by Mr. Golding to recess for 5 minutes to review the WLCTA CBA.

Voting: via roll call vote, six ayes; one nay from Mr. LoVerme and one abstention from Ms. Lavallee, motion carried.

The meeting was called back to order at 7:29pm.

Mr. Vanderhoof asked to see a copy of the teacher contract she signed. Ms. LaPlante does not have it here. Discussions continued, Mr. Vanderhoof agrees according to the CBA, she only has to provide us 30 days' notice; he is wondering if there is something in the teacher contract. Ms. Lavallee voiced she remembers in the fall a teacher asked to leave earlier than the 30 days and we did not approve releasing the teacher and they had to stay on and give the 30 day notice. Mr. LoVerme believes we did approve one person to leave. Discussion was had including we could release them and set a date, we did discuss previously having the 30 days but releasing earlier if the position was filled, there is no point taking a vote, she is meeting the requirement therefore there is no reason to take a vote, she was applying while she had a contract and in the past we didn't have to vote. It was expressed if this is the case we have to do better as far as the CBA, the public passed it the Board didn't recommend it, these are the things we should try to work out for the benefit of the students. It was expressed we wouldn't take any action; we are not releasing her from her contract. It was noted nothing says she is doing anything wrong, she gives the 30 days' notice, but if we don't tell her she broke her contract then what are we telling other teachers. She has reasons for leaving, and she is following the contract. Ms. Cloutier-Cabral noted she believes it is miscommunication that we have to take action. Mr. Vanderhoof added no action is needed. It was noted we need to look at the policy and make some changes. Mr. Post agrees with no action.

The Board took no action.

Mr. Golding reported Ms. LaPlante provided an updated report, the committee will set goals for the upcoming budget season on September 20 and they are looking forward to the August 16 meeting with the DOE.

IX. PUBLIC COMMENTS

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

X. SCHOOL BOARD MEMBER COMMENTS

Mr. Post expressed as we approach the school year, he would like to see goals set for student scores, if we don't have a goal we don't know if we are successful. We had spoken of this at the last meeting. It is important, we never had one before and we don't know what success looks like.

Mr. Vanderhoof agrees with Mr. Post and wants this on the agenda for the next meeting. He spoke of the legislative update from NHSBA. He strongly recommends everyone read it, not just school board members but the Superintendent, support staff, food service staff, everyone should read it as there is a lot in there about little things that happened or didn't and could be large things.

Ms. Cloutier-Cabral congratulated the student for raising money during his summer break, great job!

Mr. Mannarino thanked Ms. Petrone for what she has done for the school. She will be missed. We wish her well and success in what she is undertaking.

Ms. Lavallee thanked everyone for a good meeting; she thanked the staff and looks forward to the start of the new school year. She agrees we need to set goals and it would be good to have this completed before school starts.

Ms. Anzalone is looking forward to her first full year of being on the school board.

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

A MOTION was made by Mr. Mannarino and SECONDED by Mr. LoVerme to enter Non-Public Session to discuss negotiations and review non-public minutes RSA 91-A: 3 II (C) at 7:44 pm.

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

RETURN TO PUBLIC SESSION

The Board entered public session at 8:10pm.

A MOTION was made to seal the non-public session minutes by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral.

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

XII. ADJOURNMENT

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to adjourn the Board meeting at 8:10pm.

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

*Respectfully submitted,
Kristina Fowler*

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

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

Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

To: Andre Garner
FROM: Peter Weaver
DATE: August 23, 2022
RE: Resignation

In accordance with Policy GCQC:

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

I am in receipt of your email dated August 9 that you intend to resign your position as HS English Teacher.

CC: WLC School Board
Personnel Folder

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Director of Student Support Services

Kristie LaPlante
Business Administrator

TO: The WLC School Board
FROM: Peter Weaver
DATE: August 23, 2022
RE: Nomination for SPED Case Manager/Teacher

Please accept this as the nomination of Heather Roberts as the SPED Case Manager for FRES. Ms. Roberts has been working in the district since May 2009 as a para-educator. Ms. Roberts has a Bachelor of Science Degree, Major in Elementary Education.

There were two applicants for this position. The budgeted salary for this position is \$58,700. I recommend a motion to appoint Heather Roberts as a SPED Case Manager/Teacher at FRES at a salary of \$37,500, Bachelors step 1.

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Heather Mary Roberts

7 Blackstone ct Merrimack, New Hampshire 03054
603-486-7105 h.roberts@sau63.org

Education

University of Southern Maine

Portland, Maine

Bachelor of Science

Major: Elementary education

GPA: 3.760

Attended September 1986 to May 1990

Degree conferred May 1990

Hodgdon High school

Hodgdon, Maine

GPA: 3.200

Attended September 1982 to June 1986

Degree conferred June 1986

Experience

Sau #63

Special education para professional

Wilton/ lyndeborough ,NH

May 2009 - Nov 2016

Supervisor: Kathy Wilson ((603) 654-6123)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

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Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

TO: The WLC School Board
FROM: Peter Weaver
DATE: August 23, 2022
RE: Nomination for 1st Grade Teacher

Please accept this as the nomination of Valarie Bemis as a 1st Grade Teacher for FRES. Ms. Bemis has been working in the district since September 2019 as a Title I Interventionist. Ms. Bemis has a Bachelor of Science in Education and History. She has also worked as a classroom teacher at Presentation Of Mary Academy for five years and has been a tutor and substitute teacher.

There were two applicants for this position. The budgeted salary for this position is \$39,500. I recommend a motion to appoint Valarie Bemis as a 1st Grade Teacher at FRES at a salary of \$47,000, Bachelors Step 8.

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Valarie Bemis

v_bemis@yahoo.com

phone: 603-490-3354

Certified Highly Qualified Elementary School Teacher (Grade K-8)

Dedicated elementary teacher who is eager to work as a full-time interventionist.
I offer a lifelong passion for education in optimizing student and school success.

Skills

- Trained in Wilson's Foundations
- Trained in Envisions Math
- Confident in pre-assessments and post-assessment data analysis.
- Curriculum/ lesson development for targeted instruction
- Classroom Management
- Calm under pressure
- Flexible and adaptive
- Collaborative

Experience

2019-present

Title One Tutor- Wilton, NH SAU63

- Communicate with coworkers about instruction and the needs of students.
- Responsible for small group instruction in Foundations and MDIS Envisions.
- Administer and analyze STAR360 progress monitoring.
- Organize instruction using learning objectives and scope and sequence.
- Monitors student learning and development with pre-assessments, targeted instruction and post-assessment data analysis.

2018-2019

Substitute Teacher- Brookline NH SAU41

Taught and implemented lesson plans for various classrooms assignments.

- Managed classroom environments in the absence of the teacher.

2016-2019

Classroom Volunteer - Brookline NH SAU41

- Volunteered in various classrooms in the district to assist in prep work, party planning, and chaperoning.

2012-2019

Stay at Home Mom

- Stayed home due to a complicated third pregnancy with twins.

2010 -2012

Huntington Learning Center of Nashua — Nashua, NH

- Part-time academic tutor.
- Tutored students k-12.
- Administered program evaluations .
- Implemented program lessons to accelerate students learning
- Kept records of students' achievements.
- Followed personalized tutoring plans.

2003-2009

Presentation of Mary AcademyHudson , NH Teacher

Hired as a full time classroom teacher for six years. I taught 6th grade for 5 years and 4th grade for 1 year.

- 6th grade classroom teacher: I taught with a focus on literature, history and grammar 2003-2008.
- 4th grade classroom teacher: I taught all subject areas and an additional 6th grade English/Grammar class 2008-2009.
- Created lesson plans in accordance with state and school curriculums.
- Designed lesson plans focused on age and level-appropriate material.
- Provided instruction using a variety of fiction and non fiction to encourage my students to enjoy reading and teach skills.
- Participated in extracurricular activities and committees ex. Softball coach, curriculum development, Math Counts, Battle of the Books, Drama club, tutoring
- Scheduled and held parent-teacher conferences to keep parents up-to-date on their child's academic performance.
- Established positive relationships with students, parents, fellow teachers and school administrators.

Education and Training

1999- 2003

Worcester State University Worcester, MA

Bachelor of Arts: Elementary Education and History

- Completed coursework with a double major in Elementary Education and History
- Completed all requirements for observations and practicum work.
- Student Taught 1/03-5/03
- Deans list 2003

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Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

TO: The WLC School Board
FROM: Peter Weaver
DATE: August 23, 2022
RE: Nomination for HS English Teacher

Please accept this as the nomination of Georgia Hegner as the HS English Teacher. Ms. Hegner has been working as a Humanities and English Teacher at Lake Region High School in Naples, Maine since September 2021. She was an English Teacher at Jonesport Beals High School in Jonesport Maine for 2 years and an English and History Teacher at Carrabassett Valley Academy in Carrabassett Valley Maine for 1 year. She also has experience as long-term substitute. Ms. Hegner has a Bachelor of Art Degree, Major in English.

There were five applicants for this position. The budgeted salary for this position is \$46,500. I recommend a motion to appoint Georgia Hegner as the HS English Teacher at WLC at a salary of \$44,000, Bachelors step 6.

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GEORGIA A. HEGNER

723 Riverside st. Apt 526, Portland ME, 04103 | 781-223-3772 | hegnergeorgia@gmail.com

SUMMARY

I have worked with students at the high school and middle school levels. I am a motivated instructor and maintain a high academic and conduct standard in my classroom. As a ski instructor, I have worked with students of all skill levels and students with disabilities; this has taught me to be able to creatively adapt a lesson to different learner types. My time working at a ski academy has prepared me to produce lessons and materials that are applicable in the classroom and in an online format. I have found that I am quick to pick up on students' needs and to make adjustments, while still holding the integrity of the lesson. My time working in a public school has taught me to align my lessons with state standards.

1 year teaching experience at a Private Winter Sports Academy	Bachelor of Arts (English) Minor in History
2 years teaching experience at Jonesport Beals High School	Some Graduate Credits in Education with a 4.0
1 year teaching experience at Lake Region High School	Capable of handling large and small groups of students
PSIA Children's Specialist 2 and Level 2 Ski Instructor	Capable of differentiation

EXPERIENCE

Humanities and English Teacher, *Lake Region High School* - Naples ME, September 2021 to June 2022

I teach Humanities 11, Humanities 12, and English 12 at Lake Region High School. While at LRHS I have gained experience working in a co-taught classroom, I also directed the fall play. LRHS is much larger than the previous schools I have worked in. While I have enjoyed having a large faculty and being surrounded by so many experienced teachers, I have also missed the closeness of a small, tight-knit school community.

English Teacher, *Jonesport Beals High School* - Jonesport ME, September 2019 to June 2021

Taught 9th-12th English, Film Studies, and Advanced Writing. While at JBHS I aligned the materials that I already had to Common Core Standards and created new materials and lessons that also aligned with this curriculum. I also served as the Sophomore Class adviser and Theatre Director. Unfortunately, the Theater program got cut short in 2020 due to Covid.

English and History Teacher, *Carrabassett Valley Academy* – Carrabassett Valley ME, August 2018 to June 2019

Taught 8th Grade Humanities, Senior Honors and CP English, and Senior Contemporary History. CVA has a vastly different format to that of many other schools. As a teacher, I had to teach many different classes but had the benefit of small class sizes. My largest period class had 12 students in it and my smallest had 2 students. I was also responsible for monitoring the dorms some nights.

Long Time Substitute Teacher and Alpine Race Coach, *Cheverus High School – Portland ME*,
Dec 2016 to May 2018

Taught AP and Honors English while the class's teacher was on leave. I needed to keep the students up with the required AP and Honors work. This position lasted from January 2018 to March 218. Concurrently, I coached the Alpine Race Team, my responsibilities included transporting students to and from the mountain, planning training on snow and dryland, communicating with parents and students, and distributing and collecting athletic gear.

EDUCATION

2016 - present	Masters of Education Credits through Endicott College and University of Southern Maine
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I have maintained a 4.0 in all of my Graduate level work

2016	Bachelor of Arts; English Writing, Rhetoric, & Communication/ History Minor, <i>University of Massachusetts Dartmouth – Dartmouth, MA</i>
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Made Dean's List twice

Worked as a Resident Assistant

Maintained a Merit Scholarship through all semesters

Studied abroad in Scotland

Worked as an English Language Tutor

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TO: The WLC School Board
FROM: Peter Weaver
DATE: August 23, 2022
RE: Nomination for 3rd Grade Teacher

Please accept this as the nomination of Alison Hobbs-Wozmak as the 3rd Grade Teacher for FRES. Ms. Hobbs-Wozmak has worked at Timberlane Regional High School as a substitute teacher and paraprofessional since September 2020. She has over 10 years of experience as the Head Teacher and an Administrator at the Berrier Berry Homeschool in Temple. She has worked as a 2nd grade teacher in Stockbridge, Massachusetts. Ms. Hobbs-Wozmak has a Bachelor's Degree in Education and Special Education from the Fitchburg State University.

There were two applicants for this position. The budgeted salary for this position is \$55,450. I recommend a motion to appoint Alison Hobbs-Wozmak as a 3rd Grade Teacher at FRES at a salary of \$46,900, Bachelors +30 step 7.

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Alison Hobbs-Wozmak

40 McCoy Road

Sharon , New Hampshire 03458

Home: 603-547-7923 - alisonhobbsswozmak@gmail.com

Professional Summary

- *Enthusiastic Seasoned Special and Elementary Teacher with 36 yrs. experience.
- *Very comfortable working with children of all ages, skills and physical abilities.
- *Enjoys working with and learning from other teachers, counselors and support staff.
- *Excellent communication skills with parents and staff.
- *Adept at Administrative, Financial, and Program Implementation.

Experience

- | | |
|--------------------------|--|
| 9/2021 to Present | Timberlane Regional Highschool, Plaitstow, NH
Substitute Teacher and Para Educator
One on one paraeducator to moderate special needs students.
Group paraeducator/tutor Basic Math, Algebra and Geometry.
Communicate with students, teachers, support staff and parents regarding progress.
Work with General and Special Education teachers to implement instructions while ensuring 100% Compliance with IEP standards.
Assist in accessing student's skills to determine their needs and help to develop effective teaching plans that are unique to each student's learning style. |
| 9/2020 to 9/2021 | Hampstead School District, Hampstead, NH
Substitute Teacher
Work with General and Special Education teachers to implement instructions.
Communicate with students, teachers, support staff regarding daily schedules and activities. |
| 9/2004 to 6/2017 | Berrier Berry Homeschool, Temple, NH
Head Teacher, Administrator
Curriculum Development for multiple ages and abilities.
Personalized Learning, tailoring instruction to each individual student.
Work with State and Federal Mandates to ensure 100% compliance with IEP Standards.
Maintained cumulative student files and accessed progress.
Ensured that all the state standards are maintained in curriculum development.
Organize and Assist In Writing College Portfolios.
Maintain budgeting, finance, long and short term goals, and development. |
| 1/1987-6/1993 | Stockbridge Plain School, Stockbridge, MA
2nd Grade Teacher
Develop inclusive interactive lesson plans for a classroom of twenty students.
Conducted evaluation of 20+ students' performance, behavior, social development, and physical health on a regular basis. |

Work with special education teachers to plan and implement instructions that are in compliance with IEP.

09/2013 - 09/2019 Recreational, Tumbling and In House Team Coach
Gym Ken Gymnastics, Windham, NH
Coach In House Team
Recreational Coach - Preschool-High School
Assist with information for scheduling, databases, quality control, and equipment
Create and Implement Lesson Plans for the In House Team and Recreational Programs.
Create and Implement Lesson Plans for Remote Learning via Zoom.
Communicate with gymnasts, tumblers and parents regarding progress, opportunities for advancement and development.

09/2011 to Present Gymnastics and Tumbling Director/Head Coach
Antrim Recreation Department - Antrim, NH
Director in charge of budgeting, finance, long and short term goals, development and promotion.
Director in charge of organizing, directing, budgeting, training and supervising staff.
Director of community outreach and scholarship programs.
Create and Implement Lesson Plans for preschool through high school all skill levels beginner through advanced and physical abilities.
Coach gymnasts/tumblers in a safe environment through strong leadership and sportsmanship.
Work one on one to achieve each gymnast's/tumbler's goals.

Education

01/2020 Associates in Health Information Management
Bryan University - Tempe, AZ, AHIMA student member, GPA 4.0

06/1986 Bachelor of Elementary and Special Education
Fitchburg State University - Fitchburg, MA, GPA 3.65

Additional Certifications

Red Cross CPR, AED and Safety Certified
Concussion in Sports Certified
Heat Illness Prevention Certified
Covid 19 For Coaches and Administrators Certificate
USAG Safety Certified
USAG Safesport Certified
USAG ProMember

Volunteer Experience

First Robotics Mentor Team 1729 2017-2021
4H Leader 2009-2021
YMCA Gymnastics Coach 2018-2019