

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, September 6, 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, Jonathan Vanderhoof, Dennis Golding (online), Matt Mannarino, Tiffany Cloutier-Cabral, Charlie Post and Darlene Anzalone (online)*

*Superintendent Peter Weaver, Business Administrator Kristie LaPlante (online), Principal Kathleen Chenette, Assistant Principal Katie Gosselin, Director of Student Support Services Ned Pratt, Technology Director Nicholas Buroker, Curriculum Coordinator Samantha Dignan, and Clerk Kristina Fowler*

**I. CALL TO ORDER**

Chairman Kofalt called the meeting to order at 6:34pm.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. ADJUSTMENTS TO THE AGENDA**

Superintendent requested to add an FYI new hire to the agenda.

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. Mannarino to accept the adjustments 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. Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment. There was no public comment to report.

**V. BOARD CORRESPONDENCE**

**a. Reports**

**i. Superintendent's Report**

Superintendent reported working on a grant for Alice training. We are looking to train 2 district employees and 2 police, one from each town. We are working with one of our nurses to become a CPR trainer (then be contracted to train staff) and are working with the ambulance group to use the manikins. We got both our robotics grants approved, 1 for FRES \$4,000 and one for WLC \$4,500. A question was raised if we would be opening up CPR training to the public. Superintendent responded we can look at that but first we need to open it up to more staff in the buildings. The group last year will still be certified this year and want to be able to have a rotation of staff being trained. It would be great to open it up to the public but would have to look at the cost. He is hoping Wilton Ambulance will work with us to provide training materials, as it gets expensive. A question was raised regarding the number of staff members getting Alice training as it was thought the Board increased that from 2 to 4 staff. Superintendent responded he is not sure if that is necessary, we need redundancy built in to account for someone who may leave. We can look at the grant; he believes it is \$750 per person for the initial training. The goal is to use the model Milford has which is a hybrid. If we can get training close to NH, he would like the increase the number and then train a couple people more next year. He confirmed an officer from Wilton and an officer from Lyndeborough would be trained. The Wilton officer has been determined. He has not yet spoken with Lyndeborough PD. A question was raised if he knows when we might hear about the security grants. Superintendent does not, he hoped to hear soon on the first grant. We met all the deadlines; we had 6 applications for the first deadline, which was mostly for walkie-talkies or 2 way radios. Hopefully we will be approved for all and can get those contracts going. A question was raised regarding the 50 Chromebooks. Superintendent spoke originally the United Way was given Chromebooks that have been reformatted, wiped and cleaned up. They were providing vouchers for families in need. When he picked them up, he told them it was difficult for families to come down to Nashua to pick them up individually. He wanted families to be able to pick them up in district instead. He was able to do this, has the Chromebooks and cords, and is

working with the Principals and Mr. Buroker on how to get them to students. We thought we could tie it into free and reduced but we know we have to be careful with that information as well. We have not decided on a process and could use them for backups as well but want to honor the United Ways wishes. A question was raised regarding the salary savings chart in the Superintendent's report. Superintendent explained the chart, showing the first column of names being the name and budgeted amount for this year and the other side showing the staff members name and new salary amount. He notes it does not include benefits this is only salary. He adds that at times we hired someone at a lower scale but always hiring the best candidate for the position plus keeping in mind our budget constraints. Right now, we are at about a \$200,000 savings not including health benefits that could be a savings of about \$35,000. We still have positions to fill especially support staff and an ESSER interventionist. We are not getting applicants and there are many other districts missing key positions, we are not the only ones. Regarding the student board member, a question was raised if the Superintendent had reached out yet. Superintendent spoke that he is familiar with this even before it was passed. The student sits in on the public meeting, there is a level of contribution, and most are quiet. During the Principal's Report, the Principal may call on them to speak about the pep rally or something similar to this. They would not have any voting rights but it is important to have students engaged and to have the State behind that it a great idea. We need to think about how to open it up to students, do we open it up to officers in the grades or just seniors etc., and should they write an essay. Do we have 2 students one does half year and the other the other half. It is something we want to move on soon, by January we have to have someone on the Board. Ms. LaPlante commented that the minutes show the motion for Alice training was amended to include 2 additional district staff.

## **ii. Principal's Report**

Principal Chenette reported 2 additional registrations to FRES. She noted our enrollment is not dropping as it is in some other districts in the state. A question was raised if she had a need for volunteers on afterschool clubs. Principal Chenette spoke that she has not had a chance to reach out but we will have Girls on the Run, Robotics and Chess. If you have a love of something let us know.

Assistant Principal Gosselin reported that new teacher orientation was in August, we have amazing new staff. On opening day, JJ LeBlanc, WLC alumni spoke to the staff, it was important for us to hear him and remember why we are here, it came full circle. We had professional development days and students were welcomed back. The students have been welcoming to the new 6<sup>th</sup> graders and new students to the district. She spoke of something that stuck out to her, there was a 6<sup>th</sup> grader sitting at lunch by themselves and a table of 7<sup>th</sup> graders welcomed him in. It was a great first week back. Ms. Lavallee spoke that it was amazing to have JJ LeBlanc come in; she thanked him for that and whoever coordinated it.

## **iii. Curriculum Coordinator's Report**

Ms. Dignan reported we have started IReady, most students started and finished math assessments, and grades 4 and 5 started reading assessments. WLC is doing reading and math assessments starting tomorrow. A question was raised when we could see the results from the NHSAS. Ms. Dignan reported it usually comes out in October it is not out yet. Chairman Kofalt expressed he likes the fact you are reconstituting the Curriculum Committee and would love to see some collaboration with board members. Ms. Dignan responded any board member who wants to take part, please send her an email. Chairman Kofalt asked that the board members CC both he and Ms. Lavallee, we only need 1 or 2 members.

## **b. Letters/Information**

### **i. Board Member Stipend Form**

Superintendent reported board members should fill out the form and return it to Ms. Fowler or Ms. LaPlante. It is due October 1 and paid in March. Chairman Kofalt explained the process; it is \$100 stipend although most members decline the funds. You could express your wishes to have that go in a certain area within the district if you have a particular intention you want to express. Mr. Vanderhoof added he believes you would need to accept the stipend then donate it back to the school. Ms. LaPlante confirms he is correct.

### **ii. Enrollment**

Superintendent provided the 1<sup>st</sup> day enrollment grades K-12. He confirms the numbers have gone up already and are at the maximum class size in some classes. Second grade is 20/20/20 and if we go over, we will need a process to override the policy and make an exception. It is great to see the kids moving in or coming back from other places; it is a good thing.

## **VI. NHSBA PROPOSED/CONTINUING RESOLUTIONS**

Chairman Kofalt reviewed the last time we elected as a group to oppose all proposed resolutions except the one we put forth on the premise that they constituted a lobbying effort and opposed them on that basis. Looking through the

packet, most are in that category but not necessarily all of them. He asked how board members wanted to do this, one by one or pull out a particular one. They will go through one by one.

#### **Proposed Resolution #1**

Mr. Post voiced being ok with the first one, it is to allow subcommittees to meet remotely assumingly one committee member had to be at the location. Mr. Vanderhoof questioned if it specifically spells out subcommittees. Chairman Kofalt responded if it is a public meeting, there needs to be a quorum physically present at public meetings, board meetings are public meetings and fall under that. It was noted it is hard to have 3 people on a subcommittee and 2 need to be present. It was clarified it is a quorum of the committee not the Board. Chairman Kofalt likes the idea but it is still lobbying, calling for change to the state law so in principal he is opposed based on that. He opposes NHSBA to make changes to the law. Mr. Vanderhoof agrees.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to not support proposed resolution #1.*

*Voting: via roll call vote, five ayes; two nays from Ms. Lavallee and Mr. Mannarino, motion carried.*

#### **Proposed Resolution #2**

A brief discussion was had; Ms. Lavallee notes she agrees with not supporting it. Mr. Vanderhoof asked for anyone who feels it should be supported to speak.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Mannarino to not support proposed resolution #2.*

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

#### **Proposed Resolution #3**

This is our proposed resolution. Since we previously voted in it, it is assumed we will support it.

*A MOTION was made by Mr. Post and SECONDED by Mr. Mannarino to support proposed resolution #3.*

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

#### **Proposed Resolution #4**

This is related to food insecurity. The NHSBA Board of Directors did not recommend this resolution. Mr. Post added the purpose is not worthy of being discussed at the state convention.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to not support proposed resolution #4.*

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

#### **Proposed Resolution #5**

This is opposing any subsequent legislation that would modify and adequate education...

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Anzalone to not support proposed resolution #5.*

*Voting: via roll call vote, four ayes, three nays from Ms. Lavallee, Mr. Golding and Mr. Mannarino, motion carried.*

#### **Proposed Resolution #6**

It was noted this resolution is related to payment by the State of NH to cover retirement system contributions. It is again another lobbying resolution and not supported by NHSBA Board of Directors.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Cloutier-Cabral to not support proposed resolution #6.*

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

#### **Proposed Resolution #7**

This resolution is calling for compliance with Federal Laws; this is specifically aimed at firearms.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to not support proposed resolution #7.*

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

#### **Proposed Resolution #8**

Chairman Kofalt spoke that this one is an internal directive to NHSBA with respect to participation in the National School Board Association. Mr. Vanderhoof spoke that he does not think it is lobbying and he would be in favor of it. Chairman Kofalt voiced it is an internal decision directing the NHSBA to not fund other entities lobbying, it is kind of anti-lobbying. He provided the back-story. Currently the National School Board Association does not get any funding from NHSBA because they withdrew. He would be in support of it.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Mannarino to support proposed resolution #8.*

Ms. Anzalone asked for clarification. Chairman Kofalt explained it says if NHSBA chose to become a member of it or successor to it, prior to doing so they would call together their members to validate or ratify it as opposed to just doing it. Mr. Post commented they joined COSSBA, is that the purpose of this in order to join something like this they poll the members. Currently at their own behest, they joined COSSBA without any input from the governing body. Does this address that? Mr. Vanderhoof spoke that if they were to join it they would have to have a delegation like this and we have to vote to approve to join it. Mr. Post noted he will support it but asks for clarification. Mr. Vanderhoof responded they would say NHSBA would like to join COSSBA and then we have to vote on it. He clarified that this is not in place currently. Mr. Post will support it.

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

### **Continuing Resolutions**

Mr. Vanderhoof explained the way they had done this is there was a discussion about supporting them; there were several motions to pull out certain resolutions. They can accept them as a slate otherwise if you don't agree with one you can motion to pull it from the slate, discuss it with a second and vote to do so. Chairman Kofalt noted all are lobbying related as he remembers. Mr. Vanderhoof believes that is the case.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to not support any of the continuing resolutions.*

*Voting: via roll call vote, fives ayes, two nays from Mr. Mannarino and Ms. Lavallee, motion carried.*

## **VII. YTD REPORTS**

Ms. LaPlante reported she sent the YTD out late Friday showing \$680,000 funds from FY 22 budget. She broke down the percentages with most being in wages and benefits. Without having prior information on how budgets were built it is hard to say why. The school psychologist was budgeted as an employee, when she resigned the position was replaced with a contracted service. There is corresponding savings in wages and benefits in the wages and benefits line items. Vocational Ed had an unused balance of \$10,000 as we didn't have as many students attending CTE programs. There was \$70,000 for the contracted service curriculum coordinator but that position was filled by an employee. The \$70,000 was expensed in corresponding wage line items for the employee. The principals were unable to take advantage of conferences and did not fully expense those lines. In technology services we left \$101,000 on the table, \$12,400 is due to changing vendors for copies and printers, \$61,350 is how the phones were budgeted, she is still looking into this, \$25,000 was ESSER funds used to purchase computers. Overall, it is about 5.32% uncommitted. We have about \$45,000 surplus in revenue and if you add that to the expense, we will return close to \$725,000 to the taxpayers. That is an estimate, as it is not audited yet. We did a great job finishing out the year. Administrators did a great and responsible job delivering quality product to the taxpayers. Chairman Kofalt voiced speaking for everyone voiced appreciation for the hard work and tremendous effort that went into this and getting to a place where they feel confident in the numbers.

## **VIII. ESSER REQUEST/IT TECHNICIAN**

Superintendent voiced he asked Mr. Buroker to demonstrate the need for his request to extend the IT position through June 30, 2023, cost not to exceed \$47,750. If approved the remaining funds in ESSER III will be \$281,330. Mr. Buroker reported we have about 600 students, 150 staff. Lacking this position, we would have 2 staff to manage everything. The industry standard is about 1 guy for every 200 users. We need that 3<sup>rd</sup> body, if it is just the 2 of us; we lack coverage in the building if one of us is out. The issues are numerous and often easy to fix but requires a body to do it. A lot of what this position does is basic but time consuming. Mr. Vanderhoof commented that he would support it but was surprised to not see it in the budget and that we are using ESSER for it. We can come up with a story to tie it to ESSER but he doesn't think that is the way to do it. Mr. Buroker responded it is his intention to add it to the budget and he has not had that opportunity to do so yet. A question was raised if there is someone in the

position currently. Mr. Buroker responded yes however, he has since turned in his resignation so we will be without a person for a couple of weeks.

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. Mannarino to approve the request for the ESSER III proposal as written (for an extension of the IT position through June 30, 2022 funded through ESSER III not to exceed 47,750)*

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

Superintendent reported we would post that this week.

## **IX. ACTION ITEMS**

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

*A MOTION was made by Ms. Lavallee and SECONDED by Ms. Cloutier-Cabral to approve the minutes of August 23, 2022 as amended.*

*Voting: seven ayes; one abstention from Mr. Mannarino, motion carried.*

## **X. POLICIES**

### **a. 2<sup>nd</sup> Read**

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

Ms. Lavallee reviewed there were no changes since the 1<sup>st</sup> read. Chairman Kofalt noted his only question was to see a copy of the handbook and he has since received but not read it yet. Mr. Vanderhoof questioned if the FRES handbook had any other changes other than names. Superintendent confirmed the only changes were dates and updated names, no content language changes. Ms. Lavallee noted for WLC the changes were brought to the last board meeting. This was the 2<sup>nd</sup> read, it will be brought back for a 3<sup>rd</sup>, no changes recommended.

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

Ms. Lavallee reported no changes were made since the 1<sup>st</sup> read. This was the 2<sup>nd</sup> read, it will be brought back for a 3<sup>rd</sup>, no changes recommended.

#### **iii. GDB-Employment of Non-certified Personnel**

Ms. Lavallee reviewed there was a question regarding the annual notice (intent to continue to employ) on the 2<sup>nd</sup> page. It currently reads “no later than 10 days” prior to the current end of the school year. She did some research and the current WLCSSA CBA says on or before the close of the school each year. We are negotiating a new contract currently. It is her recommendation, since the CBA supersedes the policy to change the wording, instead of “no later than 10 days”, we use either by the last day or each school year or on or before the close of the school year. A question was raised if the last day of the school year is consistent for teachers and support staff. Mr. Vanderhoof suggests either the last day the school year or even 5-10 days. He looks at it as a safety issue really. If you do it 10 days before and you are letting someone go, there is potential for them to not show up. Notifying those people when school is out should be consistent with all of them. Superintendent spoke that he does not believe we would be too far off to say the last day as we are having good conversations during negotiations. Ms. Lavallee agrees to say the last day. She believes we should align ourselves with what other districts in other areas are doing; it is consistent with the ones she looked at. It was suggested that it is reasonable to say the last day but not go past it. Mr. Vanderhoof expressed that it would leave no margin for error if you make it the last day, he suggests within 10 days from the last day as who knows what is going on at that point. There was a straw poll taken to gauge where members are on the matter. Discussions continued. It will be changed to “no later than 5 days from the end of the school year”. Ms. Lavallee will make the changes and the policy will return for a 3<sup>rd</sup> read.

#### **iv. GBJ-Personnel Records**

Ms. Lavallee reported no changes since the 1<sup>st</sup> read. A question was raised if there are any situations where it may be appropriate to share personally identifiable information even if not required by law. Superintendent responded we are careful about FERPA and reviews the statutes about what can and cannot be shared. Mr. Vanderhoof questioned how the additions in red change what the policy already says. He believes it does not, the effect stays the same. Mr. Post agrees. He notes there is some risk involved, he understands the intent but could be something as simple as Mrs. Smith teaches gardening and received a degree. He does not feel it is necessary and opens us up to liability. There was a brief discussion including it seems too broad. Mr. Mannarino agrees with Mr. Vanderhoof and Mr. Post, it opens us up to liability even if the information was not divulged intentionally. Ms. Lavallee will review her notes on the policy. Chairman Kofalt suggested we bring it back a 3<sup>rd</sup> read, no changes were made.

## **XI. COMMITTEE REPORTS**

284 **i. Negotiations**

285 Mr. Post reviewed the committee met last week, it was productive and they spoke of some points that the WLCSSA  
286 wanted corrected and some things they want changed. There is discussion of potentially restricting the pay scale or  
287 bands, mostly the mechanics of that. Mr. Mannarino added it was a civil productive meeting. Mr. Post added we need  
288 to have a proposal for the next meeting. We will discuss things in nonpublic tonight.

289  
290 **XII. RESIGNATIONS / APPOINTMENTS / LEAVES**

291 **a. Resignation-Aimee Downen-FRES School Nurse**

292 Superintendent reviewed the resignation. It was confirmed this is a contracted position and 30 days' notice has been  
293 given. Her last day is September 15.

294 *A MOTION was made by Mr. Post and SECONDED by Mr. Mannarino to accept the resignation of Ms. Aimee*  
295 *Downen.*

296 *Voting: via roll call vote, all ayes; motion carried unanimously.*  
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299 **b. Resignation-Dimitri Alexandrou-IT Technician**

300 Superintendent reviewed the resignation.

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302 *A MOTION was made by Mr. Post and SECONDED by Mr. Mannarino to accept the resignation of Mr. Dimitri*  
303 *Alexandrou.*

304 *Voting: via roll call vote, all ayes; motion carried unanimously.*  
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306 **c. FYI-New Hire-Jessica Radloff-FRES 5<sup>th</sup> Grade Long-term Substitute**

307 **d. FYI-New Hire-Ken Garnham-WLC PE Teacher**

308 **• FYI-New-Hire-Kristi Costello-FRES-Food Service**

309 Superintendent reviewed the new hires.  
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311 **XIII. PUBLIC COMMENTS**

312 The public comment section of the agenda was read. Superintendent called out all the phone numbers and names  
313 joined in the meeting asking if they wanted to comment.  
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315 Ms. Melanie Jones commented that Kristi Costello is at WLC not FRES.  
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317 **XIV. SCHOOL BOARD MEMBER COMMENTS**

318 Ms. Cloutier-Cabral commented that it sounds like we are starting the school year smooth. She thanked everyone for  
319 all they are doing.  
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321 Mr. Vanderhoof commented that we kind of hit on the student handbook the last couple of times and it should be  
322 brought forward for discussion as opposed to only bringing the Board changes. There are some questions and some  
323 suggestions he has.  
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325 Chairman Kofalt noted the manifests are due to be signed next week, no one has signed up. They should be ready by  
326 Tuesday with checks mailed on Thursday. He asked for volunteers. Mr. Post and Mr. Golding volunteered.  
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328 Mr. Post thanked the member of the public for attending. He noted we are done with the public session in record  
329 time.  
330

331 Mr. Golding agrees with Mr. Vanderhoof about what he said about the student handbook and wanting to discuss it  
332 for possible suggestions.  
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334 Ms. Anzalone commented that she emailed Ms. Dignan to be on the Curriculum Committee.  
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336 **XV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

337 *A MOTION was made by Mr. Mannarino and SECONDED by Mr. Vanderhoof to enter Non-Public Session to*  
338 *review the non-public minutes, discuss negotiations and student matters RSA 91-A: 3 II (A) (C) at 7:59pm.*

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

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**RETURN TO PUBLIC SESSION**

The Board entered public session at 10:11pm.

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

**XVI. ADJOURNMENT**

*A MOTION was made by Mr. Mannarino and SECONDED by Ms. Lavallee to adjourn the Board meeting at  
10:12pm.*

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

*Respectfully submitted,  
Kristina Fowler*