

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE**  
**SCHOOL BOARD MEETING**  
**Tuesday, February 6, 2024**  
**Wilton-Lyndeborough Cooperative M/H School**  
**6:15 p.m.**

Videoconferencing: [meet.google.com/gnk-jufo-foi](https://meet.google.com/gnk-jufo-foi)

Audio: [+1 917-818-0387](tel:+19178180387) PIN: 465 288 735#

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

- I. CALL TO ORDER-Dennis Golding-Chair**
- II. NON-PUBLIC SESSION RSA 91-A: 3 II (C)**
  - i. Student Matter
- III. PLEDGE OF ALLEGIANCE**
- IV. STAFF ACKNOWLEDGEMENT**
- V. ADJUSTMENTS TO THE AGENDA**
- VI. BOARD CORRESPONDENCE**
  - a. Reports**
    - i. Superintendent's Report
    - ii. Student School Board Report
    - iii. Principals' Reports
    - iv. WLCTA Report
  - b. Letters/Information**
    - i. SPED Follow up
- VII. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION**
  - a. FY 2024-2025**
    - i. Prior Follow Up/Year to Date
    - ii. Warrants
- VIII. PUBLIC COMMENT**

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, KEB and BEDH.
- IX. POLICIES**
  - a. 1<sup>st</sup> Reading**
    - i. JH-Student Absences and Excuses
    - ii. KD-School District Social Media Websites
  - b. 2<sup>nd</sup> Reading**
    - i. ACN-Nursing Mothers
    - ii. EHAB-Data Governance
    - iii. BBBE-Vacancies and Unexpired Term Fulfillment
    - iv. BEDG-Meeting Minutes

- X. ACTION ITEMS**
  - a. Approve Minutes of Previous Meeting**
  - b. Approve Capital Improvement Plan**
- XI. RESIGNATIONS/APPOINTMENTS/LEAVES**
  - a. Resignation-LCS Custodian-Ms. Jackie Bird**
- XII. PUBLIC COMMENTS**
- XIII. SCHOOL BOARD MEMBER COMMENTS**
- XIV. ADJOURNMENT**

**INFORMATION:** Budget Public Hearing-February 8, 7pm WLC  
**Next School Board Meeting**-February 20, 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-Lyndeborough Cooperative School District***  
***School Administrative Unit #63***

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

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Peter Weaver  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Kristie LaPlante  
Business Administrator

Superintendent Report  
February 6, 2024

- Great news! We have successfully received a grant to bring to SAU 63 an Artist-in-Residence to work with our art students in all three buildings in the area of visual arts. The goal is to have a NH artist work collaboratively with our art teachers and students to design and create a single mural that communicates a positive message about what our two communities mean to the students.
- School Calendar update: We have had two snow days: January 16th and 29th. Currently our last school day is Wednesday, June 12<sup>th</sup>.
- Educator Certification update. We currently have 18 educators who are in their final year (3<sup>rd</sup> year) of their certification cycle and will be renewing their certification this year. Professional development requirements include 45 CEUs (continuing education units) of professional development and 30 CEUs specific for each content endorsement. We also have 12 educators in various stages of completing their teaching certification requirements. This means that these educators did not have a valid NH teaching certification when they were hired.
- No School. There is no school next Monday, February 5<sup>th</sup>. It is a scheduled educator professional development day. Professional development include: Differentiated Assessment Strategies (UA & Science), NH SAS testing preparations (ELA & Math for grades 3-8 and Science for grades 5,8, & 11), iReady assessment, CPR (FRES specials teachers), technology for WLC UA teachers, Civics curriculum K-12 alignment work, Lexile and Quantile data training (measures reading and math levels), and our nurses will be working on concussion protocols.

## **WLC School Board Report**

Hannah Hamilton, High School Representative

### **Recycled Percussion:**

The student body was gifted with a performance from recycled percussion on January 23rd. It was a highlight of this school year for many of the students, and we were so fortunate to have that opportunity.

### **The WLC Dance Team:**

The WLC dance team went to the National Dance Competition in Orlando Florida! Way to go Warriors!

### **WLC Sports:**

We are so proud of all of our winter athletes. They have all been working so hard! We are so excited to have our gymnasium floor being finished, it opens up a lot of opportunities for this school year! We also had a pep rally on January 12th for all Fall and Spring sports.

### **I Ready Testing:**

All of the students took the I-ready diagnostics tests. It was difficult because of our 2 hour delays and snow days, but we all powered through, and tried to show our academic best! Many students felt good after taking the test and feel as though they improved.

### **Milford CTE Field Trip:**

All students Grades 9 through 11 had the opportunity to go to Milford High School and see all of the opportunities that Milford offers for trades. Eight students took the opportunity and It was very exciting to see options that WLC students have available to take.

### **Midterms:**

All High School students took Midterms in the beginning of January. We tried our best and are happy to start the new semester.

WLC School Board Report  
February 6, 2024  
By: Tom Ronning and Katie Gosselin

During the month of January, Mrs. Gosselin and Tom Ronning have been meeting with all staff members asking three questions:

1. Have you felt supported this year?
2. What do you feel we could do better (administrators and/or collectively as a staff)
3. What are your intentions for next year - will you be returning?
  - a. Staff insight will help guide us during the second semester of the year.

The completion of the gymnasium floor / Pep Rally

- With the completion of the gymnasium floor, our school held a pep rally for all Fall and Winter sports teams. Following acknowledgement of all student-athletes, the basketball teams collectively played members of our staff in a game of basketball. I will note that the staff took the weekend to rest their bodies to recover from their victory.

High School classes have given mid-year assessments.

- Our staff has diligently administered and scored mid-year exams, Now, in the next couple of weeks they will be reviewing student results. This thoughtful analysis will guide necessary curricular changes to ensure our students receive the best education possible.

I-Ready Diagnostic Assessments and individual interventions

- Collectively, we are engaged in a thorough review of the mid-year I-Ready diagnostic assessment results. This analysis will enable us to provide focused individual interventions, tailoring our approach to meet individual students' unique needs.

Celebrating Achievements

- We recently celebrated the hard work of both students and staff with a visit from the renowned group, Recycled Percussion. During their visit they made reference to everyone's hard work and shared the importance of being kind to others in order to make the world a better place. Additionally, awards assemblies were held for all grade levels to recognize and commend outstanding efforts.



Semester 1 Delay to Semester 1 Report Cards

- We delayed Semester 1 report cards for a couple days. It was brought to administrators' attention 1) A conflict with grading practices and 2) Several students expressed an appreciation for the higher expectations set at the beginning of the school year. But were overwhelmed at times. This allowed staff to make modifications to remediated work.

#### Dance Team travels to National Competition

- The Dance Team traveled to Orlando, Florida to compete in the National Competition
  - Will provide an update at the school board meeting.

#### Looking Ahead

- As we embark on the second half of the academic year, our Professional Learning Communities (PLC) groups will dedicate time to reviewing students' work. This focused effort aims to prepare for the upcoming NHSAS writing assessment, ensuring our students are well-prepared for success.
- Upcoming events:
  - Cyber Safety meeting for parents: February 7th @ 6pm
    - An assembly for students will be held after the parent informational meeting.
  - National Junior Honor Society and National Honor Society inductions: February 14th @ 6pm

Thank you for your ongoing support, and we look forward to continued collaboration to enhance the educational experience for our students.

#### Discipline Data (for month of December 2023):

##### High School Discipline Referrals:

- For the month of September there were 11 log entries recorded in powerschool for administration
- These log entries represent 8.33% of students (11 kids out of 132)

| <u>Category</u>   | <u>September</u> | <u>October</u> | <u>November</u> | <u>December</u> |
|---|------------------|----------------|-----------------|-----------------|
| Total Log Entries   | 27               | 17             | 12              | 11              |
| Detentions  | 12               | 5              | 6               | 4               |
| In School Suspension                                      | 2                | 5              | 0               | 0               |
| Out of School Suspension                                  | 5                | 2              | 5               | 1               |
| Restorative Practice                                      | 8                | 2              | 0               | 1               |
| Other (ie-suspension from athletics, bus suspension, etc) | 0                | 2              | 1               | 5               |

**Middle School Discipline Referrals:**

- For the month of September there were 16 log entries recorded in powerschool for administration
- These log entries represent 9.3% of students (11 students out of 118)

| <b><u>Year</u></b>  | <b><u>September</u></b> | <b><u>October</u></b> | <b><u>November</u></b> | <b><u>December</u></b> |
|---|-------------------------|-----------------------|------------------------|------------------------|
| Log Entries   | 19                      | 15                    | 16                     | 16                     |
| Detentions  | 7                       | 5                     | 7                      | 6                      |
| In School Suspension                                      | 2                       | 5                     | 6                      | 2                      |
| Out of School Suspension                                  | 0                       | 2                     | 0                      | 2                      |
| Restorative Practice                                      | 8                       | 2                     | 2                      | 5                      |
| Other (ie-suspension from athletics, bus suspension, etc) | 2                       | 1                     | 1                      | 0                      |

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**FLORENCE RIDEOUT ELEMENTARY SCHOOL  
LYNDEBOROUGH CENTRAL SCHOOL**

18 Tremont Street  
Wilton, New Hampshire 03086  
(603) 732-9229  
[www.sau63.org](http://www.sau63.org)

Bridgette Fuller, Associate Principal FRES/LCS  
Christina Gauthier, Administrative Assistant FRES

Kathleen Chenette, Student Services Coordinator LCS  
Sherry LeBlanc, Administrative Assistant LCS

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**Principal Report  
February 6, 2024**

In addition to navigating two snow days and a few delayed openings, students and staff completed iReady testing and engaged in data meetings throughout January. The fourth grade ventured off campus for field trips to the NH State House/NH Historical Society, and the fifth grade traveled to Boston to explore the Museum of Science. Both schools enjoyed a special event from Recycled Percussion, and Report Cards were completed and sent home on January 26, 2024.

**Report Card Pilot**

Over the summer, staff from LCS and FRES met as a report card committee to collaborate on a new report card that leverages our student information system, Power School, and aligns with WLC. Families were surveyed, and the development of a report card that reflects family feedback commenced. Staff began inputting the competency work updated last school year by teachers. Our pilot report card rollout started with kindergarten. Teachers at LCS used the report card for Quarters 1 and 2. Suzanne Tetrault, 4th grade teacher, started the pilot report card rollout at FRES for Quarter 2. With the support of the IT director, Nick Buroker, we will continue to collect feedback and smooth out the bumps throughout this school year. We plan to roll out the Power School report card for the coming school year.

**Data Meetings & Afterschool Tutoring**

Scheduling time for teachers to analyze student data to make informed instructional decisions and create action plans occurs three times yearly at both LCS and FRES. These data-driven dialogues provide time for data analysis and an opportunity for teachers to collaborate on designing plans that target instruction for students' reading and math needs. Thank you to the WIN team for organizing and facilitating these essential meetings.

On January 22, 2024, the school board approved a proposal for afterschool tutoring three days a week using ESSER funds. Staff have signed up to tutor, and in the coming days, we plan to invite students to participate and finalize action plans.

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## CARES and Kindness

Recycled Percussion joined students from both schools at FRES on January 23, 2024. During their visit, they helped us celebrate our students' academic accomplishments and emphasized the importance of hard work and kindness toward others. For FRES students, this was the first in a series of CARES and Kindness whole school assemblies where we will recognize students for demonstrating our learning habits: **Cooperation, Assertion, Responsibility, Empathy, and Self Control.**

## Behavior

There has been a decrease in behavior referrals at FRES this month, with a slight increase in Bus referrals.

| FRES   | September Referrals | October Referrals | November Referrals | December Referrals | January Referrals | Difference |
|--|---------------------|-------------------|--------------------|--------------------|-------------------|------------|
| Total Log Entries <b>Bus</b>                                 | 13                  | 11                | 6                  | 8                  | 11                | +3         |
| Total Log Entries <b>School</b>                              | 32                  | 57                | 27                 | 23                 | 17                | -6         |
| Restorative Practice   | 14                  | 17                | 5                  | 1                  | 1                 | 0          |
| Loss of Privilege (often combined with restorative practice) | 16                  | 32                | 13                 | 20                 | 13                | -7         |
| In School Suspension   | 2                   | 4                 | 6                  | 2                  | 2                 | 0          |
| Out of School Suspension                                     | 1                   | 4                 | 3                  | 0                  | 1                 | +1         |

## Behavior Data Observations:

In **September 2023**, there were **45 log entries** (Bus and School) recorded in PowerSchool

- These log entries represent 11% of students (27 students out of 242)
- Rollout of Mental Health room for student support from a social worker

In **October 2023**, there were **68 log entries** (Bus and School) recorded in PowerSchool

- These log entries represent 12% of students (28 students out of 242)
- Bus 6 monitor hired

In **November 2023**, there were **33 log entries** (Bus and School) recorded in PowerSchool

- These log entries represent 10% of students (25 students out of 242)
- Shift from student support led by a social worker to behavior and self-regulation support from ABAs and BCBA

In **December 2023**, there were **31 log entries** (Bus and School) recorded in PowerSchool

- These log entries represent 8% of students (19 students out of 243)

In **January 2024**, there were **28 log entries** (Bus and School) recorded in PowerSchool

- These log entries represent 7% of students (18 students out of 243)

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## IMPORTANT DATES

- **January 22-February 2, 2024:** Data Meetings (FRES) LCS Data meetings TBD
- **February 1, 2024:** Whole School Meeting (FRES) CARES and Kindness Student Recognition
- **February 5, 2024:** No School/Teacher Workshop
- **February 12, 2024:** PTO Meeting 6:00 pm-8:00 pm in the FRES Cafeteria
- **February 14, 2024:** Valentine's Day celebrations in classrooms (LCS and FRES)
- **February 26, 2024-March 1, 2024:** Winter Break



5th Graders at the Boston Museum of Science



Kindergarten enjoying their trip to FRES



Students from LCS and FRES enjoying the Recycled Percussion performance

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## WLCTA BOARD REPORT

### WLC:

- Completed Midterm/Final exams Jan 18-19
  - Very rigorous this year– timed, formats reflecting SATs, ect... the kids overall rose to the challenge
  - Grades were finalized by teachers on or before Jan. 26 for report cards
- Semester 2 started Jan. 22 – new semester-long electives and other courses have started
  - New courses that have not been taught before or in a few years are being offered, which is exciting for teachers and great for the kids
    - Stock market class with Mr. Kilulis- some students have already begun investing in stocks, competing against other students in the country to build a stock portfolio and increase its value. Jonathan Crotty is currently #4 nationwide, though the game did just start, it's very impressive that he is doing so well!
    - Intro to Psychology- Topics including personality, the science of learning, and the history of human behavior will be explored.
  -
- Jan. 23 - Recycled Percussion (mentioned below)
- Teachers have been completing professional development outside of what the district is providing to best serve their students in their content areas
- The Music and Art Departments are putting on our Winter Showcase on Thursday, February 15th at 6pm. This is an event showcasing student talent in music and visual art. This year, for the first time, we are opening this up to alumni to perform! Performances will include original songs written by students, covers of familiar songs, instrumental works, and more. We are very excited to share this event with the community!
- In our ongoing effort to tailor the education at WLC to the needs and interests of the students, the Math and Science Department will offer two new classes next year: Intro to Geology and Math for the Trades. With regards to Math for the Trades, we are seeking any relevant charts, diagrams, technical guides, etc. that may be relevant to those entering the trades in the near future. Any townspeople currently working in the trades who have resources that may help, please contact Bill Comerford at [b.comerford@sau63.org](mailto:b.comerford@sau63.org). We appreciate any help!
- The art department continues to network with residents of the Wilton-Lyndeborough community to enhance the richness of our programming. Pasty Belt, a member of the Wilton Main Street Association, visited art teacher, Emily Hall, in the art room last Thursday, 1/25, and provided meaningful guidance to enhance the workings of our ceramic department. Later that afternoon Emily met Patsy at a Dublin-based ceramic studio where she was introduced to other retired art educators who are looking for opportunities to visit WLC art classes as a guest artist, and to help teach project-based lessons with our student artists. An example of this community integration is when the Main Street Association members visited the 8th-grade art class in November to help create paper mache start lanterns for the Wilton Main Street Park. These community connections are only growing in frequency due to the importance that our art teacher places on the value of creative community role models for our students.
- Our new school-wide garden curriculum initiative is another example of a valuable community connection that will continue to flourish throughout the spring and into the new summer and fall seasons. WLC's integrated garden curriculum that began in fall 2023 with the help of working with the nonprofit Cornucopia from Peterborough, NH. Through an integration of a school garden and farming curriculum, WLC has an opportunity to provide cross-curricular, interdisciplinary learning experiences within our school that will welcome a population of professional garden and farming community members to visit and co-teach within our classes. With this plan, we will migrate our downtown arts and culture festivals that we've held in past years to our school garden space, building upon our mission to create deeper learning connections with the earth and our community members inspired by an outdoor learning space. Education that is balanced with more frequent outdoor, hands-on learning will help foster how science, math, English, and social studies is better understood through real-life, experiential learning and arts-integrated education.

## WLCTA BOARD REPORT

### FRES & LCS

- 2nd quarter is over and students have completed their Middle of Year I-ready testing. Teachers took time during the last few weeks to go over their data and formulate their plans going forward. Overall students are seeing consistent improvement and many have already exceeded their stretch goals for the year.
- On January 23rd our district was visited by the musical group Recycled Percussion and treated to an amazing performance. The kids loved seeing all the different types of sound that they created, and especially enjoyed the dance party at the end. Thank you to Mr. Weaver and our administrators for arranging such an incredible experience!
- Teachers had a PD day on Monday (2/5) that focused on the breadth of tools and resources available to teachers through I-Ready, working on vertically aligned curriculum documents, lexile versus quantile measures, and CPR and concussion training. Many teachers continue to find Professional Development outside of the district as well.
- Tutoring will be starting soon to help support students in Reading and Math.
- FRES will be nominating and celebrating CARES Embassadors each month through the end of the year. These Embassadors exemplify the CARES guidelines that we all try to follow: cooperation, assertion, responsibility, empathy, and self-control. Students can be nominated by any teacher and will be announced at the full school meetings on the first Thursday of every month.



***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: Peter Weaver  
Superintendent of Schools

Fr: Ned Pratt  
Director of Student Support Services

Re: School Board Request for  
School Psychologist/LICSW/  
LIMHC Salaries

Da: January 30, 2024

The School Board has requested salary information regarding the School Psychologist, Licensed Mental Health Clinician and Licensed School Social Worker positions.

The School Psychologist and Licensed Mental Health Clinician positions have been part of our budget for the past three years. These positions are purchased as contracted services through a local vendor.

The School Psychologist provides all required testing for the IEP process and also provides support for students who have mental health needs on a limited basis.

The Licensed Mental Health Clinician provides support for students who have mental health needs in all three buildings.

Both of these positions work closely with our school counseling staff as well as the school administration to assure that students who have mental health needs are safe and that they can successfully work within the classrooms. Additionally, all of our counseling staff members connect with outside counseling services, when appropriate and approved by the student's parents, to assure follow through and carry over in serving the student's needs.

The Licensed School Social Worker position was designed to provide specific mental health support to the FRES learning community. As discussed extensively at the Board level last year, the high level of need at FRES warranted this type of approach. We hired a LICSW through an agency for September 2023, but that particular person did not work out. Subsequently, we hired a contracted service ABA therapist to provide additional support while we looked for a LICSW. We have yet to find one. The need continues at FRES and the school administration has utilized staff to provide services for all who need them. We continue to need a Student Support Center at FRES and will work with this model until we can find a LICSW.

The requested information regarding salaries is broken down below.

| <u>Contracted Service</u>        | <u>Hourly Rate</u> | <u>Weekly Hours</u> | <u># of Weeks</u> | <u>Total</u> |
|----------------------------------|--------------------|---------------------|-------------------|--------------|
| School Psychologist              | \$99.00            | 25                  | 36                | \$89,100     |
| Licensed Mental Health Clinician | \$74.00            | 32                  | 36                | \$85,248     |
| Licensed School Social Worker    | \$85.00            | 20                  | 36                | \$61,200     |
| ABA (Hired in lieu of LICSW)     | \$55.00            | 30                  | 18                | \$29,700     |

## **JH - STUDENT ABSENCES AND EXCUSES**

### ***Category: Priority/Required by Law***

Students between the ages stated in RSA 193:1 are required to maintain regular and punctual patterns of attendance. Each building principal is responsible for overseeing attendance procedures and for ensuring that:

1. Attendance is accurately checked, recorded, and reported to the school office each day for each class.
2. All student absences are recorded.
3. All permanent records of student attendance are maintained at either the school district or SAU central office.

*The Board considers the following to be excused absences when accompanied by a phone call or written/evidence is provided by the parent/guardian:*

1. *Illness*
2. *Recovery from an accident*
3. *Required court attendance*
4. *Medical and Dental appointments*
5. *Death of an immediate family member*
6. *Observance or celebration of a bona-fide religious holiday*
7. *Such other good causes deemed acceptable by the principal or permitted by law.*

*If a parent or legal guardian wishes for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the students will be absent.*

*The principal will make a determination as to whether the stated reason for the student constitutes good cause and will notify the parents of the decision. If the principal determines that good cause does not exist, the parents may request a conference with the principal to explain the reasoning further. The Principal may then reconsider the initial decision. However, at this point the Principal's decision will be final.*

### **Family Vacations/Educational Opportunities**

*Generally absences other than those listed above are discouraged. The school principal or designee may however grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to the school principal at least two weeks before the trip. The advance planning will allow enough time to work with parents and the student(s) regarding assignment completion.*



An unauthorized absence is considered truancy and will be treated as such. Truant students may be subject to school disciplinary measures in line with applicable Wilton-Lyndeborough Cooperative School Board policies.

~~Absent students not having parent/guardian permission are considered as being truant. Students so identified will be contacted by either a school official or the juvenile officer and brought to school. The school administration will send a letter to parents/guardian of the truant student. If the truancy problem continues, the school administrator will send by registered mail a letter to the parents of the truant student, indicating the nature and seriousness of the problem and enclose a copy of RSA 193:1.~~

### Truancy

- a. Truancy is defined as any unexcused absence from class or school. Ten half-days of unexcused absences during the school year constitutes habitual truancy.*
- b. A half-day absence is defined as the student missing more than two hours of instructional time and less than 3.5 hours of instructional time.*
- c. Any absence of more than 3.5 hours of instructional time will be considered a full-day absence.*
- d. The Principal is hereby designated as the District employee responsible for overseeing truancy issues.*

*When a student is absent more than ten half-days, the school may require parents/guardians to contact their provider by phone. If the student does not need to be seen in the office, the provider will indicate this in writing and notify the school. It is understood that a child with a documented chronic illness may have period where they are not able to fully participate in the academic setting and may need to stay home and rest. The principal will ensure accommodations are in place on a case by case basis to excuse necessary absences for students with chronic illnesses.*

### Intervention Process to Address Truancy

*The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.*

*When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:*

- 1. Investigating the cause(s) of the student's truant behavior;*
- 2. Considering, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;*
- 3. Involving the parents in the development of a plan designed to reduce the truancy;*



4. *Seeking alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;*
5. *Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.*

### **Parental Involvement in Truancy Intervention**

*When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:*

1. *A statement that the student has become or is in danger of becoming habitually truant;*
2. *A statement of the parent's responsibility to ensure that the student attends school; and*
3. *A request for a meeting between the parents and the Principal or Principal's designee to discuss the student's truancy and to develop a plan for reducing the student's truancy.*

### **Developing and Coordinating Strategies for Truancy Reduction**

*The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.*

1. *Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.*
2. *Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.*
3. *Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.*

*Additionally, the Superintendent shall ensure that this policy is included or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.*

### **Legal References:**

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7 Penalty RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

First Reading: June 2, 2010

Second Reading: July 13, 2010

Final Adoption: August 10, 2010

Revised:

## **KD - SCHOOL DISTRICT SOCIAL MEDIA WEBSITES**

The School Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members. As such, the Superintendent is authorized to establish social media websites and platforms in furtherance of the District's values, goals, and mission.

### **Establishment of Regulations**

The Superintendent or his/her designee will establish administrative regulation, guidelines and protocols for official district social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

### **Limitation of Public Comments**

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites, the District does not intend to allow for public comment. The sole purpose of these social media platforms is to communicate information one way, that is from the District to students, parents/guardians, staff, and community members.

Official district social media platforms shall not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

### **Privacy**

The Superintendent or his/her designee will ensure that the privacy rights of students, parents/ guardians, staff, and other individuals are protected on official district social media platforms.

The District will not require or request that any student provide his/her personal or private social media account information with relation to any District social media website.

Students, parents, staff and members of the public are hereby given notice that the District reserves the right to and will monitor all District social media websites. As such, there is no expectation of privacy for information posted on the District's social media websites.

## **Definitions**

"**Social media**" means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Instagram, X, YouTube, LinkedIn, or blogs.

"**Official district social media platform**" is a site authorized by the Superintendent or his/her designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

## **Guidelines for Content**

The Superintendent or his/her designee shall ensure that official district social media platforms provide current information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences.

The Superintendent or his/her designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

## **Copyright**

The Superintendent or his/her designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms.

## **Legal Reference:**

***First Reading:***

***Second Reading:***

***Final Adoption:***

***Revision:***

## ACN - NURSING MOTHERS

### *Category: Required*

#### A. Statement of Purpose.

The District provides a supportive environment as to time and place for students and employees (collectively “nursing mothers”). Subject to the terms and exceptions set forth in this policy, the District will accommodate the needs of nursing mothers by providing reasonable times and suitable spaces for nursing mothers to nurse during school and work hours for one year after the birth of the child. Nursing for purposes of this policy will include expression of milk by manual or mechanical means.

No nursing mother will be discriminated against for nursing or nursing related activities as provided in this policy, and reasonable efforts will be made to assist nursing mothers in meeting their infant feeding goals while at work or school.

#### B. Accommodation Notice and Plans.

A nursing or expectant mother should contact the building principal, school nurse or employee’s supervisor at least two weeks before the need for nursing accommodations arises. The District will endeavor to meet the break and space needs of each nursing mother. However, when ordinary accommodations (as discussed below) will create undue hardship to the operations of the school/workplace, the District will work with the nursing mother to determine whether other acceptable accommodations may be made. Such other accommodations could include such items as a change in work/class assignments, or schedules. When acceptable accommodations are unattainable, the school nurse, building principal or other administrator working with the nursing mother should consult with the District’s Superintendent or Designee.

A nursing accommodation plan should be revisited upon the nursing mother’s request, or at least every three months, with adjustments made to the accommodations for breaks as nursing needs change.

#### C. Reasonable Time to Express Milk during the School Day.

Accommodations as established under Section B, above, a nursing mother will have a minimum of three opportunities (“nursing period”) during a work or school day, at agreed upon intervals (which should include flexibility as appropriate and practicable) for the

## ACN - NURSING MOTHERS

purpose of nursing or to address other needs relating to nursing. An employee or student can use usual break and meal periods if she chooses.

A nursing mother who is an hourly employee will be paid during nursing periods. Nursing mothers shall not be required to “make up” time relating to the use of unpaid nursing periods.

### D. Suitable Private Areas for Nursing.

Nursing mothers will be provided with a private place, other than a bathroom, in each school district building in which a nursing mother spends her working or school day. The nursing area:

1. May be temporary or permanent.
2. Shall be shielded from view and free from intrusion by other persons, including without limitation other staff or students;
3. Shall be within a reasonable walk to the nursing mothers work-station or classroom unless otherwise agreed by the nursing mother;
4. Have at a minimum an electrical outlet and a chair if feasible;
5. Have a sink with running water if feasible, or be in proximity to one;
6. Have a refrigerator for breast milk storage if feasible, or be in proximity to one; and
7. Shall be cleaned regularly by District staff assigned to that duty.

### E. Nursing Mother Responsibilities.

Nursing mothers will:

1. Provide at least two weeks advance notice of the need for nursing accommodations, preferably prior to their return to school following the birth of the child. This will allow school administrators the opportunity to establish a location and work out scheduling issues.
2. Maintain the nursing area by wiping down surfaces with antibacterial wipes so the area is clean for the next user.
3. Provide their own supplies as is necessary.

### F. Prohibited conduct.

Any intentional act which violates a nursing mother's privacy, aims to frustrate a nursing mother's intentions to use the nursing facilities, or constitutes harassment on account of a nursing mother's needs or breastfeeding status is prohibited, and shall be treated as violation

## ACN - NURSING MOTHERS

of the applicable code of conduct, with possible disciplinary consequences and may constitute sexual harassment and reported to the Title IX Coordinator.

### G. Dissemination of policy.

This policy shall be printed or summarized in the applicable employee and student handbook. For employees, if the handbook is not provided at the time of hire, then the District will provide a copy of this policy at the time of hire.

### **District Policy History:**

***First reading:*** January 23, 2024

***Second reading/adopted:***

***District revision history:***

## EHAB - DATA GOVERNANCE

*Category: Required*

*Related Policies: EHAA, EHB, GBEBD, GBEF, IHBH, JICJ, & JICL*

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

### **A. Definitions**

Confidential Data/Information - Information that the District is prohibited by law, policy, or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information (i.e., "PII") regarding students and employees.

Critical Data/Information - Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

Cybersecurity Incident – an occurrence that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information processes, stores, or transmits, if that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

### **B. Data and Privacy Governance Plan - Administrative Procedures.**

1. Data Governance Plan. The Superintendent, in consultation with the District Information Security Officer ("ISO") (see paragraph C, below), shall update the Data and Privacy Governance Plan ("Data Governance Plan") for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

- a. An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;
- b. A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;

## EHAB - DATA GOVERNANCE

- c. Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);
- d. A response plan for any breach of information/cybersecurity incidents; see RSA 31:103-b and RSA 359-C:19-21;
- e. A requirement for a service provider to meet or exceed standards for data protection and privacy; and
- f. A provision that students participating in career exploration or career technical education may, **with written parental consent**, register for technology platforms and services to be used as part of the student's approved program of study, which require the provision of personally identifiable information. Copies of written parental consent shall be retained as part of a student's educational record.

The Data Governance Plan shall include standards and provisions that meet or exceed the standards set forth in the N.H. Dept. of Education's *Minimum Standards for Privacy and Security of Student and Employee Data*.

2. Policies and Administrative Procedures. The Superintendent, in consultation with the ISO, is directed to review, modify, and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures may or may not be included in the annual Data Governance Plan.

### C. Information Security Officer.

The Director of Technology is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISO will work with both the District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

The Assistant Director of Technology or designee is the District's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.



## **EHAB - DATA GOVERNANCE**

### **D. Responsibility and Data Stewardship.**

All District employees, volunteers and agents are responsible for accurately collecting, maintaining, and securing District data including, but not limited to, confidential and/or critical data/information.

### **E. Data Managers.**

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing District policies and procedures regarding data management.

### **F. Confidential and Critical Information.**

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise.

The Superintendent and/or the ISO shall immediately report any known or suspected cybersecurity incidents within the District's information systems, or within an information system of any vendor of the District, to the New Hampshire Cyber Integration Center of the Department of Information Technology. The Superintendent and/or the ISO shall disclose all known information and interactions. See RSA 31:103-b.

The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO, or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.

As a part of this investigation, the ISO or designee will promptly determine the likelihood that any information part of a cybersecurity incident has been or will be misused. If the determination is that the misuse of information has occurred or is reasonably likely to occur, or if a determination cannot be made, the ISO will notify the affected individuals as soon as possible, consistent with the notification requirements under RSA 359-C:20.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

## **EHB - DATA GOVERNANCE**

All District staff, volunteers, contractors, and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies, and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

### **G. Using Online Services and Applications.**

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects, or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

Notwithstanding the prohibition on the use of applications, etc. that store, collect or share personally identifiable information concerning a student ("PII"), students participating in career exploration or career technical education may, **with written parental consent**, register for technology platforms and services to be used as part of the student's approved program of study, even if said platforms and services require the collection, storage and sharing of the student's PII. Use of these platforms and services is subject to the conditions set forth in B.1(f), above, and related provisions of the Data Governance Plan. The written parental consent forms shall be retained as student records.

### **H. Training.**

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

### **I. Data Retention and Deletion.**

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with, and be incorporated into the data/record retention schedule established under Board policy EHB and

administrative procedure EHB-R, including but not limited to, provisions relating to Litigation and Right to Know holds as described in Board policy EHB.

### **J. Consequences**

Employees who fail to follow the law, or District policies or procedures, regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term, or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures, or other rules will result in the same consequences, regardless of the success of the attempt.

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### **District Policy History:**

***First Reading: October 25, 2022, January 23, 2024***

***Second Reading: November 15, 2022***

***Final Adoption: December 20, 2022***

***Revision:***

### **Legal References:**

*15 U.S.C. §§ 6501-6506 \* Children's Online Privacy Protection Act (COPPA)*

*20 U.S.C. § 1232g \* Family Educational Rights and Privacy Act (FERPA)*

*20 U.S.C. § 1232h \* Protection of Pupil Rights Amendment (PPRA)*

*20 U.S.C. § 1400-1417 \* Individuals with Disabilities Education Act (IDEA)*

*20 U.S.C. § 7926 \* Elementary and Secondary Education Act (ESSA)*

*RSA 189:65 \* Definitions*

*RSA 186:66 \* Student Information Protection and Privacy*

*RSA 189:67 \* Limits on Disclosure of Information*

*RSA 189:68 \* Student Privacy*

*RSA 189:68-a \* Student Online Personal Information*

*RSA 359-C:19-21 \* Right to Privacy/Notice of Security Breach*

**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.

## BBBE - VACANCIES AND UNEXPIRED TERM FULFILLMENT

*Category: Recommended*

*Related Policies: BBBC*

**A. Definition and Occurrence of a Vacancy.** A vacancy on the School Board or other District office is defined in RSA 652:12, and occurs when subsequent to election but prior to the expiration of that person's term, the office holder/office holder elect, either:

- i. Resigns (see Board policy BBBC for resignation process);
- ii. Dies;
- iii. Ceases to have domicile in the district or town from which he/she was elected;
- iv. Is determined by a court to be mentally incompetent;
- v. Is/has been convicted which disqualifies him/her holding office (e.g., bribery, willful violation of election laws) or sentenced while in office after conviction for a felony;
- vi. Has the election voided by a court or the ballot law commission; or
- vii. Fails to take the oath of office within 30 days of the election, or fails to give/renew a bond required by law

Although a formal resignation best serves the district when possible, many of the reasons cause a vacancy to occur by operation of law (e.g., death or relocation). In circumstances that are unclear (e.g., relocation out of district), the Superintendent and/or Board Chair should consult with counsel.

A temporary absence does not constitute a vacancy.

### **B. Authority to Fill Vacancy.**

1. Vacancy on School Board. In the event of a vacancy on the school board the remaining school board members representing the same town or towns as the departed member shall fill the vacancy, provided that there are at least 2 such members. At-large seats and members are considered to be "representative(s) of the same town or towns." If there are less than 2 remaining members on the cooperative school board representing the same town or towns as the departed member, or if the remaining members are unable, by majority vote, to agree upon an appointment, then the Select Board or Select Boards representing the same town/towns as the departed member may make the appointment, failing which the District Moderator will make the appointment. RSA 671:33, II(b).
2. Vacancy of Any Office Other than School Board, Budget Committee or Moderator. The entire school board shall fill vacancies occurring in other district offices, except that of budget committee member, and moderator, until the next annual meeting of the district. RSA 671:33, II(a) and RSA 197:26.
3. Moderator Vacancy. Vacancies in the office of moderator shall be filled by vote at a school meeting or election, provided that, until a replacement is chosen, the school District Clerk

## **BBBE - VACANCIES AND UNEXPIRED TERM FULFILLMENT**

shall serve as moderator or shall appoint a moderator pro tempore. See RSA 671:33, III and RSA 197:20.

4. **Budget Committee Vacancy.** In the event of a vacancy on the cooperative budget committee, the remaining budget committee members representing the same town or towns as the departed member shall fill the vacancy, provided that there are at least 2 such remaining members. At-large seats and members are considered to be “representative(s) of the same town or towns.” If there are less than 2 remaining members on the cooperative school board representing the same town or towns as the departed member, or if the remaining members are unable, by majority vote, to agree upon an appointment, then the Select Board or Select Boards representing the same town/towns as the departed member may make the appointment, failing which the District Moderator will make the appointment. RSA 671:33, IV.

**C. Duration of Appointment.** For positions normally elected by the voters, a person appointed to fill a vacancy will serve only until the next election, at which point the voters will vote for a replacement to serve for the remainder of the original holder’s term. For non-elected positions (i.e., those ordinarily appointed by the board), the person appointed to fill the vacancy will serve until the expiration of the original holder’s term. See RSA 671:33.

**D. Vacancy Arising During Filing Period.** Other than a seat that is already open (for election or re-election) as of the beginning of the filing period, a vacancy which occurs between the beginning of the filing period and the district election shall be filled by appointment. See RSA 671:33, V.

**E. Process to Fill Vacancies by the Board.** The Board will employ the following process when there is a vacancy on the Board, or in another office for which the Board has authority to fill the vacancy. Except as required by RSA 91-A:2 and 3, the Board reserves the right to waive, supplement or otherwise amend any part of the process.

Discussion by the Board of the process to be used to fill a vacancy, and the appointment process itself, including candidate interviews, shall occur in public session during a duly noticed meeting. The only possible exception could be a limited discussion regarding a potential candidate wherein that part of the discussion is likely to adversely affect the reputation of a person other than a board member. See RSA 91-A:3, II(c).

Once the Board has confirmed or acknowledged the vacancy, the Board will advertise/post notice of the vacancy on the District web-site and in such other manner as the Board deems appropriate. Among other things, the notice shall invite interested persons to submit a letter of interest to the Board Chair, with a copy to the Superintendent. All such letters shall be included in the public meeting materials for the meeting at which the appointment is to be considered.

Interviews of candidates for vacant positions will take place in a meeting open to the public.

## BBBE - VACANCIES AND UNEXPIRED TERM FULFILLMENT

After motion and second, a vote shall occur by voice or show of hands in a public session (secret ballots are not allowed under RSA 91-A:2, II).

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### **District Policy History:**

***Revised: August 2006, January 23, 2024***

***Revised: February 2004***

***Revised: November, 1999***

***Revised: July, 1998***

***New Policy First Reading: October 26, 2011***

***Second Reading: November 8, 2011***

***Final Adoption: November 8, 2011***

***District revision history:***

### **Legal References:**

*Pt 1, Art. 11*

*New Hampshire Constitution, Elections and Elective Franchises*

*RSA 197:20*

*Clerk*

*RSA 197:26*

*Vacancies*

*RSA 607-A:2*

*Rights Lost*

*RSA 652:12*

*Vacancy (applicable by way of RSA 652:1, Elections).*

*RSA 671:33*

*Vacancies*

**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.

## BEDG - MEETING MINUTES

*Category: Recommended*

*Related Policies: BEC & EH*

### A. Minutes Required.

Under RSA 91-A, the school board, and each of the school board's committees (irrespective of whether standing or ad hoc, and irrespective of whether deemed a sub-committee or an advisory committee) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will appoint a recording clerk to prepare the minutes of each meeting. Should the person so appointed be absent from all or part of a meeting (e.g., non-public session), the Chair, subject to being overruled by the Board, shall appoint a person to take the minutes. In addition to "minutes" as described below, a more comprehensive "record" and/or "decision" may be required in the event of a "hearing" regarding individual rights/claims (e.g., teacher non-renewal, student expulsion, manifest educational hardship, etc.). In such instances, the Board and or Superintendent should consult with counsel to assure that any statutory or regulatory requirements are satisfied.

### B. Required Content of Minutes.

At a minimum, all minutes, including minutes of non-public sessions, must include:

1. the names of members participating;
2. persons appearing before or addressing the School Board (members of the public who do not address the board, and are there as attendees only, do not need to be identified);
3. a brief description of each subject matter discussed;
4. identification of each member who made a first or second of any motion;
5. a record of all final decisions;
6. when a recorded or roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
7. in the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the objection and discussion." (See RSA 91-A:2, II-a.).

**NOTE:** See Section D below for additional content requirements for minutes of any meeting at which the Board enters a non-public session.



## BEDG - MEETING MINUTES

### C. Approval and Access to Minutes.

Approval and availability of minutes will depend in part on whether the minutes are of a public or non-public session, and as to non-public minutes, whether they are sealed or not. "Approved minutes" refers to the final version of minutes approved by vote of the Board. "Draft minutes" refers to minutes that have not been formally approved by the Board. "Sealed minutes" refers to minutes from a non-public session and which the Board has determined should not be disclosed pursuant to RSA 91-A:3, III and as discussed in Section D, and paragraph C5, below.

1. Location and Retention of Minutes. In accordance with Board policy EH, and N.H. Dept. of Education rule Ed 302.02 (j), all minutes will be kept at the office of the Superintendent. Minutes for non-public sessions that have not been sealed shall be kept in the same location and indexed in the same manner as for public minutes.
2. Access to Approved & Unsealed Minutes. Approved and unsealed minutes shall be available for inspection by the public during the normal business hours of the SAU office, and in accordance with RSA 91-A:2 through 91-A:4 (subject to the exemptions stated in RSA 91-A:5), and Board policy EH. Requests for access to minutes shall be processed in accordance with District administrative procedures.

Additionally, all approved and unsealed minutes shall be posted in a consistent and reasonably accessible location on the District's web site, or the web site shall contain a notice describing where the minutes may be reviewed and copies requested.

3. Access to Draft Minutes and Minute Preparation Materials. "Draft" or "unapproved" minutes that have not been sealed will be available for inspection upon request at the SAU office during normal business hours. Drafts for public sessions must be available within 5 business days of the meeting, while drafts of non-public session minutes that have not been sealed by the Board must be available within 72 hours (3 calendar days) of the meeting.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized and shall likewise be available for inspection during that period.

4. Approval of All Minutes Other Than Sealed. Draft public minutes and non-public minutes that were not sealed will be circulated to the members of the Board before the meeting at which they are to be approved. Board members may send suggested changes back to the minute recorder **without copying the other members.** Changes made by the Board to draft minutes shall be recorded either by (i) retaining the draft with the final approved minutes, (ii) including notations (e.g., "redline" edits) in the final approved minutes, or (iii) outlined/described in the minutes of the meeting at which the Board approved.
5. Approval of Sealed Non-Public Minutes of Non-Public Sessions. Unless previously sealed by the Board, draft minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session.

Drafts of non-public minutes will be provided to the Board, either (i) at the



## BEDG - MEETING MINUTES

conclusion of the non-public session and may be approved at the time, prior to any vote to seal, or (ii) if sealed, provided to Board at the meeting, if any, at which they are to be approved. If copies of draft, sealed minutes are provided to Board members for the purpose of review and/or approval, the copies shall be recovered by the Chair or recording clerk and destroyed. Only the official record copy may be retained, with a list maintained for sealed non-public minutes as described in Section D, below.

### D. Special Provisions for Minutes Relating to Non-Public Sessions.

For any public meeting that includes a non-public session (see Board policy BEC for statutorily required procedures relative to entering and exiting non-public sessions), additional information beyond that discussed in paragraphs B.1- 7, is required both for the public meeting minutes, and for minutes specific to the non-public session, irrespective of whether the non-public minutes are “sealed” (see discussion in Paragraph D.2, below).

1. Information Regarding Non-Public Session Included in Public Minutes. The public minutes of the meeting at which the non-public session occurs must include the statutory reason given in the motion as the foundation for each non-public session, as well as a roll call record of how each Board member voted on the motion to enter. Public minutes must also reflect any motion to seal (described in paragraph C.2., above), along with the statutory reason permitting the sealing (see D.2, below), and record how each member voted on the motion to seal.
2. Sealing Non-Public Minutes.
  - a. As used in this policy, “sealed” minutes in reference to minutes of non-public sessions, means that the Board determined by 2/3 majority vote in public session that “divulgence of the information” (i.e., information in the minutes of the non-public session):
    - i. Would affect adversely the reputation of a person other than a Board member;
    - ii. Would render ineffective the action/proposed action taken in non-public session; or
    - iii. Pertain matters relating the preparation for and carrying out of all emergency functions intended to thwart a deliberate act intended to result in widespread or severe damage to property or widespread injury or loss of life (i.e., terrorism).
  - b. A motion to seal, if any, should be the first item of public business after the Board exits the non-public session, and must state one of the three grounds above allowing sealing.
  - c. If the minutes are not prepared/approved during the non-public sessions itself, the Board should discuss the content of the minutes prior to exiting so that any vote to seal will be an informed vote.
  - d. When making or voting upon a motion to seal, the movant/Board should consider and state the duration that minutes be sealed based upon the grounds

## BEDG - MEETING MINUTES

supporting the sealing. This can be done either by stating a date they sealed until, or a date by which the Board might review the minutes' status. For instance, minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the Board might be remain sealed permanently, while minutes sealed because disclosure would “render the action ineffective” should be sealed only for as long as that reason exists or is anticipated to exist. Pursuant to RSA 91-A:3, III, non-public minutes relating to discussion about lease, purchase or sale of property (91-A:3, II(d)) must be made available “as soon as practicable after the transaction has closed or the Board has decided not to proceed with the transaction.”

3. Minutes of the Non-Public Session Itself. In addition to the information included in all minutes as described in paragraphs B.1-7, above, minutes of the non-public session must include “all actions” and decisions (i.e., votes, including negative votes) taken by the Board, with a record of how each member voted. If the Board does not “seal” the minutes of the non-public session, then such information must be disclosed to the public within 72 hours of the close of the meeting.
4. Sealed Minutes List. In order to comply with RSA 91-A:3, III, the Superintendent is directed to maintain a list of all sealed minutes for non-public sessions occurring after July 1, 2021. The list (referred to as the “Sealed Minutes List”) shall include:
  - a. the name of the public body (e.g., School Board, Policy Committee, etc.);
  - b. the date, time and location of the public meeting (from meeting notice);
  - c. the start and end times of the non-public session;
  - d. the specific grounds upon which the non-public session occurred (e.g., RSA 91-A:3, II (b) and (c), etc.);
  - e. the specific grounds upon which the minutes were sealed (e.g., “disclosure would render the action ineffective” or “disclosure would likely adversely affect the reputation of a non-board member,” etc.);
  - f. the date the vote to seal the minutes occurred;
  - g. the date, if any stated in the original motion or subsequently, on which the sealed minutes will be unsealed; the motion to seal should, when possible, state the date the minutes should be unsealed or at least reviewed by the Board or other public body; and
  - h. the date, if any, of a subsequent decision to unseal the minutes.

*The Sealed Minutes List shall be updated each time the public body seals non-public minutes, and the updated List shall be made as soon as practicable for public disclosure.*

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5. Reviewing and Unsealing Previously Sealed Minutes. Pursuant to RSA 91-A:3, IV, starting on October 3, 2023, sealed minutes must either be reviewed within each ten year period or unsealed no later than the expiration of ten years following the date they were sealed or last reviewed. **Minutes sealed prior to October 3, 2023 must be reviewed and/or unsealed by October 3, 2033.**

**The Board establishes the following procedures pursuant to RSA 91-A:3, IV(a) for reviewing sealed minutes:**

The Board will review previously sealed non-public minutes within ten years of the date the minutes were first sealed, or within ten years of the last time those minutes were last reviewed by the Board. The minutes shall be unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. Minutes which are not reviewed after 10 years will be automatically unsealed. Although discussion of whether to unseal such minutes should occur in non-public session pursuant to RSA 91-A:3, II (m), any vote to unseal must occur in public session.

NOTE: In years past, 91-A did not require a public motion to seal. Accordingly, a review of non-public minutes --or even public minutes-- may not include sufficient information to determine what the original circumstances were that justified sealing the minutes. In such event, and assuming the minutes themselves do not include information upon which the then current board could determine that the minutes should not be disclosed, then the minutes in question should be disclosed

### **District Policy History:**

***First Reading: September 14, 2010, January 23, 2024***

***Second Reading: October 12, 2010***

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

***District revision history:***

### **Legal References:**

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

RSA 189:29-a Record Retention and Disposition

**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.

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, January 23, 2024  
Wilton-Lyndeborough Cooperative M/H School  
6:30 p.m.**

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

Present: *Dennis Golding, Brianne Lavallee, Alex LoVerme (6:44pm), Matt Mannarino (online), Tiffany Cloutier-Cabral, Darlene Anzalone, Geoffrey Allen (online), Diane Foss, Jonathan Lavoie*

*Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Principal Tom Ronning, Assistant Principal Katie Gosselin, Director of Student Support Services Ned Pratt (online), Technology Director Nicholas Buroker, and Clerk Kristina Fowler*

**I. CALL TO ORDER**

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

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. STUDENT ACKNOWLEDGEMENT**

Principal Ronning spoke of hosting Recycled Percussion today at WLC. He invited them because many of our students have been doing awesome things, meeting our core values, and our mission statement etc. He brought forward 2 of those students this evening, Matt Hannigan and Taylor Cole who have gone above and beyond, had zero office referrals and have been working really hard. He gave examples of what has made them stand out. The students were congratulated and received a round of applause.

**IV. ADJUSTMENTS TO THE AGENDA**

Superintendent requested to add waiving a portion of policy KCD (Acceptance of Gifts) to accept a donation over \$5,000 for the dance team. That portion of the policy requires a public hearing to be held if the donation is over \$5,000. The donation is no more than \$8,000, the donor wants to remain anonymous, and Principal Ronning will speak to it.

*A MOTION was made by Mr. Lavoie and SECONDED by Ms. Anzalone to accept the adjustment to the agenda.*

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

**• WAIVE POLICY KCD-ACCEPTANCE OF GIFTS**

Principal Ronning spoke of Coach Jones doing a great job with the dance team; they are going to Nationals. They leave on February 1 and return February 5. The competition will be live streamed. We have someone who would like to donate up to \$8,000 to allow 5 students and 2 chaperones to go to Orlando, Florida to compete in the national competition.

*A MOTION was made by Mr. Lavoie and SECONDED by Mr. Mannarino to waive policy KCD to allow us to accept the donation of up to \$8,000 to send 5 students and 2 chaperones to the national competition.*

Ms. LaPlante requests for only a portion of the policy to be waived. Section 3 of the policy where it refers to RSA 198:20-b, which has the requirement of needing to hold a public hearing for gifts of \$5,000 or more in order to accept the donation that RSA has been revised to increase the amount from \$5,000 to \$20,000.

*Mr. Lavoie AMMENDS his motion, seconded by Mr. Mannarino to add "waive section 3 of policy KCD"*

A question was raised if the \$8,000 will cover the cost. Principal Ronning responded based on the expenses he believes it should cover what is needed, up to \$8,000. Ms. Lavallee commented that she is excited for the team and staff and it was great to see the team's enthusiasm and great to see the community come together for them. She thanked the anonymous donor and all who made it happen.

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

Chairman Golding informed Principal Ronning he can accept the donation and congratulated the dance team.

**V. BOARD CORRESPONDENCE**

**a. Business Administrator's Report**

Ms. LaPlante spoke of the FY 22 audit and wanted to make the Board and public aware that there can now be fines for every day the audit is out of compliance. In speaking with the audit company, they are close to completing it; a lot has to do with her predecessor and the grants. The auditor is confident that this will be a nonissue for us. Once completed we can move onto the FY 23 audit. The number of auditors doing this work has declined, this is being seen statewide, and we are not unique to the situation. She spoke of the food service debt and working with Ms. Nantel, Food Service Director to outline a collection process that is in her report. They looked at the debt and there is a statewide dialog about hiring debt collectors to collect on debt. She would like to start with a friendly approach and feels we owe it to the community where this is brand new and some students have significant debt, she hopes we can re-coop the bulk of this by June 30 and will work with families with significant debt and beyond that, we will work through certified letters. We really want to make this a friendly process. She spoke of the fire alarm control panel at WLC, which she reported on back in the fall, it is significantly out dated, and on its last leg and needs to be replaced sooner rather than later. Mr. Erb has received quotes, BK Systems quoted \$41,500, which is the most palatable price and can do it this year. He does have 2 other quotes. It would require us tapping into some of the unspent funds, which she believes we have significant savings in staffing. She asks the Board to consider authorizing up to \$45,000 to replace the fire alarm panel at WLC before June 30 (hoping to get on April vacation time) to lock it in. She spoke of the LCS play kitchen for students that was originally in the FY 25 budget and has been floating around since it was cut from the budget it is \$800. She notes the Budget Committee recommended purchasing it with reserve funds as we have significant savings from wages. She will proceed with that unless there is objection to purchase it this school year. No objection heard. The last item is the stove at LCS. The kitchen there is not compliant to serve student meals. The stove is propane and everything else is electric, we never cook on it but still pay significant rental fees on the propane tank because we don't fill it enough as it is not used. We replaced it with an electric stove and would like approval to see if any staff may have a need for it and if not will offer it to a Lyndeborough or Wilton resident. It is in good working order but is no use to us now. Chairman Golding asks if the Board wants to take action on the fire alarm panel.

*A MOTION was made by Mr. Lavoie to authorize Ms. LaPlante to offer the cook top.*

Mr. LoVerme asked how much we pay for the rental for propane tank, and how much it would be to purchase the propane tank. Mr. Erb informed the group the LCS renovation was done in 2015; it is almost 9 years old. It was given to us by Ms. Moore the prior SPED Director. It is probably about 12-14 years old in total. He confirms it was not new when she gave it to us. Mr. LoVerme questioned when it was first discovered that the fire panel had issues. Ms. LaPlante informed the group it is no longer repairable; we need new devices, horns and wire work as well for existing devices. She confirms BK Systems is not the original vendor, there are multiple vendors but BK Systems can get it done within our schedule and the cost is the most palatable. A question was raised if policy DJE-Bidding Requirements was followed. Ms. LaPlante confirms we did not put it out to RFP, she asks the Board to waive that portion of the policy. Ms. Lavallee confirms the Board would need to vote to waive the first section of policy DJE if we want to move forward. Mr. Allen spoke of concern; it doesn't sound like an emergency if it was discovered early in the year, it is the first he has heard of it, he doesn't see it on the on CIP nor does he see it brought to the Facilities Committee. He notes we have some money in the maintenance budget that was set aside. He prefers to not make a habit of brining things to the Board for action without first going through the Facilities Committee and using unspent funds for things unplanned. He prefers this be brought to the committee, do research, ask questions, get 2-3 quotes and allow the Facilities Committee to do their due diligence for what they were put in place for. A question was raised if this is imminent; if the panel does not work does that mean the alarm does not work. Ms. LaPlante confirms correct (if not working would need to close school or post a fire watch) but it is currently working but one failure could put it out of commission and there is no option for repairing it. Ms. LaPlante understands what Mr. Allen is saying, this was discussed through the Facilities Committee last year when devising the CIP, she cannot speak to why it was not put on the CIP and she has given a heads up in her report to the Board on November 28. She read that portion of her report "The Fire Alarm Control Panel at WLC has far exceeded its useful life. After a recent panel malfunction, the vendor is no longer able to secure replacement parts and we now need to replace the panel. We are estimating \$45,000 for this project; Mr. Erb is working to obtain quotes from three vendors". Mr. LoVerme spoke that if this was discussed on November 28, there was plenty of time to get the correct number of bids. It seems we make it a practice of taking shortcuts and not getting the bids. Ms. LaPlante responded Mr. Erb has 3 quotes and this is the most economic. Mr. LoVerme asked to see them. Ms. LaPlante notes we can wait and discuss it on February 5 at the Facilities Committee meeting. Ms. Cloutier-Cabral asked if it was out of code compliance currently. Ms. LaPlante confirms it is. Ms. Cloutier-Cabral notes we need to act on that quickly, it is in violation. She asks if we have had inspections on other things. Ms. LaPlante responds absolutely. Ms. Cloutier-Cabral asked when it became out of compliance. Mr. Erb responded it is the board that you read that tells you if something is going off, you can't erase what is on that board right now, the original company, RB Allen built the original panel, and he has a letter from them. They came and hooked their computer up to it to try to reprogram it but they feel if they do it may wipe out the whole system. If the system goes down, you have to hire people to do a fire watch to keep the school open. The system works right now, the reading part of it, but the screen is not working, it is gone. We have had problems with it in the past. The mic doesn't work and has not worked as long as he has been here the only reason we can get away with that is that we have the intercom system in the school. He feels for \$41,000 it is a good deal to have a whole new panel put in and wired. A question was raised if it passed safety at the last inspection. Mr. Erb responded it did, we just can't erase what is showing on the panel and you can't get parts for it. Mr. Allen spoke that if it is something that needs to be done now and we have 3 quotes, it sounds like it has been an ongoing problem and was supposed to be on the CIP before he was even on the Board. It sounds like it has been kicked around, he knows there

is money in maintenance that won't be used and will be more if we move forward with the paving. He supports doing it now but emphasizes and wants to set a precedent, that these things need to be brought to the Facilities Committee first so they can add them into the budgetary planning, discuss them and dig into it deeper.

*A MOTION was made by Mr. Lavoie and SECONDED by Ms. Foss allow Ms. LaPlante to give away the propane cooktop at LCS that we no longer need.*

*Voting: via roll call vote, eight ayes, one nay from Mr. LoVerme, motion carried.*

A question was raised if a motion is needed to purchase the LCS play kitchen. Ms. LaPlante responded no it is our intent to take it off the budget (document) and do it that way. There was no objection.

They moved to the joint session, as it was 7:01pm and resumed the schedule on the agenda when it was completed.

#### **i. Director of Student Support Service's Report**

Mr. Pratt reported that we continue to work on trying to fill vacant positions. (There were some audio issues.) We continue to have challenges of hiring qualified personnel. We will continue to move forward but need to provide staffing for our kids and are doing it the best we can. He took a moment to thank all staff, specifically the SPED support services staff, their flexibility, professionalism, and willingness to take on tasks and just do them. It is amazing and those of you who are in the schools across the board it is absolutely amazing. We are not working on budget FY 24, that is a typo in his report. We had a productive meeting last night and thanked the Budget Committee for their support and the School Board. We are working hard to continue to provide necessary support and staffing in order for the students to be successful. Mr. Lavoie spoke of hearing some things about a position that Mr. Pratt was knocking on our door for, a mental health coordinator at FRES, and he learned it has transformed a little bit. He notes he was in the dark and was not sure if the School Board is and wanted to know what has been done. Mr. Pratt responded that he did share it at a public meeting that we discovered when we hired the licensed social worker that there was a need for more behavioral intervention and worked collaboratively with Lisa Boen, BCBA. We had a number of kids this year struggling doing their work in the classroom for a variety of reasons and are able to provide a safe place to do that work and help with the problem they are having that day. He knows he shared it at least once at a meeting and spoke to the Chairman and Vice Chair about it. Ms. Lavalley questioned since we are using an ABA and part of the SPED budget, are we still serving all kids, not just IEP and 504 are we exclusively using it for that. Mr. Pratt responded we are using that program for them and part of the SPED program is working with general education staff, if a student is having an issue we can help them appropriately as with the licenses social worker, we are always making parent contact about it. If a student has a bad day, they (parent) are contacted to discuss, we do the same thing and will within the spirit of the law. A question was raised who the supervisor is. Mr. Pratt responded Principal Fuller is in charge of everything in her building, she is always involved in her building and Ms. Dignan. Ms. Boen provides leadership for that in RISE and her background is behavioral based, it is collaborative. We are trying to make sure all kids are doing well on any particular day. We use that room and program appropriately, we want kids to do well. Much like intervention for reading, we have to give intervention and get them back ASAP. A question was raised by Ms. Anzalone, as part of the Strategic Planning Committee and looking at an SRO or getting a social worker, what are we paying for the social worker at FRES. She wants to be able to do a comparison. She understands there are 2 of them. She wants to compare that to what a SRO might cost. Mr. Pratt responded that in the district we have 2 positions, a school psychologist who is district wide and does mostly testing. We hired a social worker but do not have one right now. We are using our professionals and backfilling with contracted service providers to provide the support for RISE and in that program under the leadership of Lisa Boen and building leadership. Ms. Anzalone would like a breakdown of the cost of the psychologist etc., a breakdown of what we pay for each so she can get the whole picture vs. SRO. It would be good for strategic planning. Mr. Pratt will send that out. Mr. Allen spoke when we voted as a Board for a position or program and then hire within that and the program is changed without coming back to the Board, he assumes these people were hired in June or May for FRES and that they are staying on again for another year in this capacity. He doesn't know if there is anything that we can do about not coming back to the Board. Mr. Pratt responded he did bring it back to the Board, he said that we had a personnel change and we changed a little bit of the focus, he apologized if it was not clear. The greater question is that we are filling the needs of the students in the context of their need to have some place to go when they are having difficulty in the classroom trying to serve their needs and the entire classroom. He apologized if he was not clear enough with the individuals or the entire Board. Mr. Allen does not recall him coming back to the Board with it.

#### **ii. Technology Director's Report**

Mr. Buroker informed the group there were 76 new tickets, a significant decrease and he believes it is because of the holiday break. He expects those to increase, we are meeting his goal of a 7 day average closure and 10 open tickets maximum. We are sitting at seven. Over the break we installed vape detectors and worked with facilities, it was professionally gratifying. We did walkthroughs for the radio upgrade project and that is proceeding. There is no scheduled date for install; it can be done in a single day. We had our 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> spear phishing attack over the past month. No student data was compromised; staff is getting good about reporting them. There is a million other people out there trying to attack us. If the trend continues, it will be problematic.

### **VI. 7PM JOINT BOARD & BUDGET COMMITTEE SESSION**

Present: *Jeff Jones, Leslie Browne, Charlie Post, Jonathan Vanderhoof, Caitlin Maki, Bill Ryan, Adam Lavalley, Michelle Alley, Jennifer Bernet*

Chairman Jones called the Budget Committee to order at 7:02pm.

**a. FY 2024-2025**

**i. Prior Follow Up**

**ii. Budget FY 25**

Chair Jones asks the group if there is anything else to cover on the budget, none heard. He informs the group that last night the Budget Committee approved the FY 25 operating budget of \$14,271,384 an increase of \$328,168 (2.35%) over FY 24. That is a slight decrease from version 3 of the draft budget. Ms. LaPlante provided a memo to the group describing the items reduced from the budget. He asked for any questions. Ms. Anzalone questioned with the reduction in the facilities position, how would that affect Mr. Erb and his department. Ms. LaPlante responded we have not been able to fill that position this year. Mr. Erb has been filling it with a HS student who has been doing most of the work outside and he believes it will be sustainable for the next year as well. She confirms we didn't fill the position, and are not cutting a person. Chairman Golding expressed he thinks they did a good job getting to it. Mr. Lavallee commented he thinks we did a horrible job.

**iii. Warrants**

Ms. LaPlante reviewed the warrants, #4 is the operating budget, which the Budget Committee approved last night. The warrant will be updated to reflect this. Warrant Article #5, teachers' collective bargaining agreement has been published since the last board meeting with no changes; she will add the estimated net tax impact. Warrant Article #6 is boilerplate language that gives permission for another meeting if article #5 is defeated. Warrant Article #7 remains unresolved for the capital reserve for Building & Roadways. Chairman Golding asked if Mr. Allen wanted to talk about that article. Mr. Allen spoke as of now we had some questions that were sorted out with Ms. LaPlante. The projects scheduled for next year to be completed are the bathroom counter and sinks, WLC VCT tiles phase 1, we are also appropriating funds for future projects that we had in there, the first payment for replacement of the remainder VCT tiles at WLC phases 2 and 3. The hope is after this round of replacement when we put them back on there we can consolidate those and spread the budget out longer. It is the 1<sup>st</sup> of 2 appropriations for the exterior stucco and metal roof at WLC, it is the 1<sup>st</sup> of 2 for the ware coat for the road to the school and was supposed to be the 1<sup>st</sup> of 3 for the paving the main parking lot. We had discussions with Mr. Erb who got quotes. There had been complaints received and discussions about moving that project up due to several reasons. Mr. Erb was able to get a quote almost \$100,000 less than what we were expecting. If we raise the appropriation in that area, use funds remaining in the capital reserve for the CIP, then we can move it up and complete it this coming year. Even though we are only raising this year's appropriation by \$20,000, we can kick out and remove the next 2 payments of \$85,000 for a net savings to the taxpayer. We created the CIP to get back on track and a decent schedule, the first 3 years of appropriations were hefty and this reduces those. The Facilities Committee would like to propose the CIP warrant be \$275,000 this year. Mr. Lavallee commented we should have used the unexpended fund balance when we had a million dollars and this parking lot would have already been paved and we would not be asking for another nearly \$300,000 from the towns, big mistake giving those funds back in their entirety. Seven hundred thousand is a lot and we shouldn't have done it. A question was raised with the total for the CIP, how much is needed to take from the unexpended funds to equal that amount. Mr. Allen responded zero. It was asked if we need article #7. Mr. Allen spoke that article #7 was a different discussion. He spoke of things coming up unexpectedly including the sewer pipe for \$9,000 and if we run a tight line item on the CIP, we have to take money from something to complete those things. The question was clarified if he believes article #8 is needed. He personally sees value in having it for emergencies that come up throughout the year but would not be comfortable without a Board discussion and with taxpayers to see if their want is to keep a line item in the CIP for things like that. If the discussion with the Board is yes then we include it in the warrant and present it to taxpayers as an emergency fund, or future things like we did last spring and we maintain it and if not, we don't. Mr. Post questioned regarding article #7, how much was approved for the capital reserve (Building & Roadways) last year. Ms. LaPlante confirms \$190,000. Mr. Post noted this would be an increase ask. Mr. Allen confirms it would. He adds, after we built out the CIP, we added things left out in the past, worked with the Business Administrator, Administration and Mr. Erb to identify items they feel should be on this, some were a fairly quick turnaround based on that, we have 3 years of warrant article CIP requests for about this amount. The committee feels this will get us caught up on maintenance. After the 3 years, the warrant request will go back down for the foreseeable future of about \$160,000-\$185,000 and will have us caught up on all maintenance in the district. Mr. Post questioned on article #5 (CBA) what was the salary range increase. He notes we asked for this several times and never got it from 2024 to 2025. Ms. LaPlante responded she was not prepared with it this evening, does not want to misquote it. Mr. Post points out that we asked several times for this. Mr. Lavallee questioned what was the date you may have known that number or were capable of knowing that number that Mr. Post asked for several times. What was the earliest date you might have known about that? Ms. LaPlante responded the salary schedule was spoken about at length at the December 12 meeting once things were finalized and figures were reported out at that meeting. The CBA is posted online. She did not realize she needed it for this meeting and can gather it and report it verbally but does not have the salary schedule range right in front of her. Mr. Lavallee questioned if Ms. LaPlante is saying if she had been asked specifically to have it prepared for this meeting, she would have had it. Ms. LaPlante responded yes. Chairman Jones commented we shouldn't be second-guessing our administration and let's try to keep the comments to what is pertinent tonight. Mr. Lavallee noted to be clear he was not second-guessing her, he wanted to be clear to establish the fact that nobody asked her specifically to prepare that for this evenings meeting. Ms. Lavallee noted the last meeting we had in December, it was a joint meeting, it was not completely ratified yet and our answer was we were waiting to ratify and this is our next meeting. In Ms. LaPlante's defense, this is literally the next meeting following that and it is posted on line, it is not hidden, it could be found. Mr. Lavallee

commented to Chairman Jones point we should not be second-guessing administration with statements like I asked several times. Ms. Anzalone questioned, going back to the paving, if we do the repairs now will we save money and asked Mr. Allen to go over how much we would be saving. Mr. Allen responded not necessarily saving money, we would be reducing future asks. The original quote we have to pave the main parking lot was \$250,000. Based on that we planned to appropriate \$85,000 over 3 years, Mr. Erb changed the ask a little bit and now we are able to do all of that with a quote of \$158,000 and can move the project up. At the Facilities Committee meeting, there was a very definitive urgency brought forward to move it up. If we can move that project up, we can do away with the next two \$85,000 payments we planned. He wants to be clear that it is not as much of a “savings”. He mentioned earlier we have significant asks coming up of about \$275,000 in order to bring the CIP back to where it should be and not defer maintenance. That 275,000 scheduled to ask for next year and the year after, would be reduced because we are reducing it by an \$85,000 payment that we had expected to have in there. If we can do away with the next 2 asks of \$85,000, it is a win-win for taxpayers, budget and those who use the parking lot. Ms. Anzalone notes we are lucky to get a lower quote and if we wait the 3 years, it will be higher. A question was raised if there was any worry that presenting articles #7 and #8 that both will fail because it is too much money. Mr. Allen agrees it is a risk, we have seen taxpayers show up and cut a lot of things. His hope is when we explain it to the public that they like that we are being transparent and do what we say we will do with the money, he feels the CIP and this proposal does exactly that. We are not using unspent funds to do these projects so it looks like we are saving money. We are being open and honest, here is what they cost and this is what we need to fund it. If the public says no, it is their prerogative and we can explain the other if it is on there but it has not been decided yet. Ms. Lavalley commented that she appreciates all the hard work the committee has been doing trying to get the facilities and buildings in good shape and she can see the difference. Thank you for researching and planning it out long-term to make it as feasible for the taxpayers, good job everyone. Chairman Jones noted the CIP on the website is dated March 2023 and comments in terms of transparency for the public, if we could get that updated. Mr. Allen responded the reason it is not up yet is he feels the CIP is not a document the Facilities Committee should throw out “willy-nilly”, it all has to be vetted through the Board and the one we are using currently as a draft, has not been approved by the Board yet. Once it is, it has to go on the website and stay up there and be transparent and as soon as the Board approves it, he hopes it will be there. Ms. Lavalley asked if that would come forward to the next meeting. Chairman Golding asked if the Facilities Committee would finalize it at the next Facilities Committee meeting on February 5 and bring to the Board on February 6. Mr. Allen responded we could, he doesn’t know we have to; it can be approved now as far as he is concerned. There are things that need to be finished, anything in red, nail down dates and amounts but it does not change the plan necessarily. He is okay finalizing it now and the policy will be forthcoming, has a direct manner for adding and subtracting things, and won’t run into the issue with things disappearing. He does not have a problem adding it to the next agenda and any changes to it, he hopes will be done formally through the Board with a public record. Chairman Golding asked if the Board has had a chance to review it. It was confirmed that the latest would be from January 8. Mr. Allen reviewed the changes that need to be made to that draft such as the roof section and tracking when those were completed and making sure dates were brought out. If approved today, we would add those dates in there and then all changes will go through the Board. If we determine the roof section is 5-10 years off, we would bring it back to the Board and ask to change it on the CIP. He doesn’t think it affects anything if it is approved tonight. Ms. Lavalley notes she would like to look at it again and didn’t receive the most up to date. She notes if we do it at the next meeting, it would go in the Board packet and posted prior to voting and accepting it. She asks to move it to the next meeting, put it in the packet, adopt it formally, and have it online as finalized. Ms. Cloutier-Cabral spoke of things that may need to change such as dates if they are out of our control like not being able to get materials. Those notes would be made on it and should stick with the history of it. Chairman Golding asked if the Board wanted to take any action. Mr. Lavoie noted for the most part it was looked at but he fears if we hold off, we will have this 30-minute discussion again.

*A MOTION was made by Mr. Lavoie and SECONDED by Mr. LoVerme to approve the proposed CIP from the Facilities Committee.*

Ms. Cloutier-Cabral respectfully asks to table it, as we have not looked at it at great length. If we are planning for it to come to the next meeting, we all know we need to review it and come back with any questions.

Mr. Mannarino has exited the meeting sometime prior.

*Voting: via roll call vote, four nays, three ayes, one abstention from Mr. Allen, motion fails.*

Mr. Lavoie spoke he feels it would be an easier sell to take some funds from article #8 unexpended funds and move it toward the ask for article #7. The reason he brings this up is the town already gave that money to the school, the people already gave that money to the town, it is gone. If the extra money goes back to the towns they can choose to spend it how they want or they can give it back to the taxpayers which I feel never really happens. Try to find a way to funnel it from article #8 to article #7, reduce the ask from article #7 that way it doesn’t look like we are asking for \$275,000, we are trying to level it out by taking \$75,000 (example) from unexpended funds this year so we don’t have to ask for \$275,000 next year. We will only ask for \$200,000 additional dollars. This way it is not a big bump to the taxpayers. Mr. Lavalley agrees with this, we should fund more of it from the unexpended fund balance. Ms. Anzalone also agrees but asks what the process is that we have to follow to ask permission to use the unexpended funds. Mr. Lavalley believes it is a Board vote. Chairman Golding confirms once the town appropriates the funds the Board can spend it as they see fit, we don’t like to spend unexpended funds if we don’t have



310 to. Ms. Lavallee agrees with Ms. Anzalone and explained when we have to ask taxpayers to vote on it, it is when we keep the  
311 money and don't spend it before the end of the fiscal year. If we allocate the funds before the end of the fiscal year, we don't  
312 have to go back and officially ask to voters to vote on it. We would need a public meeting to discuss it, allow the community  
313 to speak to it but we as a Board can vote like we did it last year. It was asked if Ms. LaPlante had an estimate of what the  
314 unexpended balance would be. Ms. LaPlante does not have an estimate, there are purchase orders pending. She explains those  
315 funds lapse on June 30 and this is a way to retain those funds, which is the language you see in the article. That is a "bird's eye  
316 view" of the process to take funds and secure them beyond June 30. A question was raised if we have to ask for a certain  
317 amount for the CIP and how do we figure out how much that is. Ms. LaPlante responded we will have at least \$275,000, we  
318 have several positions we could not fill. The YTD report is in the Board packet and is through December 31. She can fine tune  
319 that for the Budget Hearing and have a better handle on it for district meeting. As long as the warrant is completed and  
320 discussed at a public meeting, there are opportunities to change that at the meeting. Discussion was had about using funds  
321 from this year's unexpended fund balance. Superintendent noted that article #8 has not yet been decided. Mr. Lavoie explained  
322 why he suggested using the \$275,000 from the unexpended fund balance. Discussion continued including swapping articles  
323 #7, #8, and that it is difficult to understand and if you don't lump them together you run the risk of losing both. Discussions  
324 continued on this topic including concern that it may sound a little shady to separate one cost into two separate buckets and a  
325 suggestion was made to put it into one warrant. Ms. LaPlante confirms if you get voter approval in a non-lapsing fund (capital  
326 reserve fund) you can retain unspent funds otherwise you cannot retain unspent funds. It was noted that the town uses the  
327 returned funds to offset their warrants for the town budget and that is not transparent to people, they still come back and say  
328 the school is over spending, our unexpended funds are being used to fund the town budget. It was expressed the years are  
329 incorrect on article #8 and should read 2025. Ms. LaPlante explained we are taking funds in the current year, lapsing June 30  
330 and transferring to July 1. She has all the documentation from the DRA and the article is written exactly that way, this is the  
331 only way we can do it for this fiscal year and that is why it would be discussed at the March 9 meeting. She will send the  
332 language to Mr. LoVerme as requested. Ms. Lavallee had pulled up minutes from the Lyndeborough Budget Committee  
333 meeting, they were talking about their unreserved fund balance because they keep one, and the state recommends they keep an  
334 unreserved fund balance between 5%-17%. In the 2023 budget, they had a surplus of \$400,000 and decided to recommend  
335 retaining \$200,000 of that. They recommended retaining 50% of their unreserved fund balance. She asks if there a requirement  
336 that it is put into the Building & Roadway Capital Reserve Fund or can there be an unreserved fund balance created for it.  
337 Chairman Golding believes when Ms. LaPlante spoke of it before, it has to go into a separate account. Superintendent noted it  
338 is also up to a certain percent. He spoke that this is simply asking if we want to take, some of the unspent funds like was done  
339 last year, you voted to do for the roof etc. at LCS. Do we want to put it in the CIP and use it for future projects like was  
340 suggested instead of asking for \$275,000? He spoke of there being a lot of money on the table with the operating budget and  
341 the CBA. Ms. Lavallee gave an example of an emergency or "rainy day fund" she used for her household and this is similar.  
342 She agrees this is very unclear and has concerns of how it would be presented to the taxpayer but if we are being fiscally  
343 responsible, it is appropriate to have money set aside. The fire panel for example is \$45,000, we didn't plan on that and it is  
344 not on the CIP. We heard from taxpayers to use the money and fix the schools, fix the leaking roof, I already paid that money.  
345 Maybe we need to change the language, if we had done this last year maybe we would not have had the discussion of article  
346 #7 for \$275,000. Discussion continued. Mr. Post noted he doesn't believe you can call it a rainy day fund, only the state is  
347 allowed to have a rainy day fund, and putting money into a capital reserve fund is not a rainy day fund, it would be moving the  
348 money in there. He notes he thinks it was mentioned the Budget Committee does that, he thinks the Select Board does that in  
349 Lyndeborough. Chairman Jones spoke that he feels it is a responsible budget, we didn't talk much about the CBA tonight and  
350 feels with article #7, we put that at some risk, and article #8 would show zero (tax impact) to taxpayers. He thinks it is  
351 palatable and shows we are being prudent with the funds they gave us. They told us numerous times you want us to keep up  
352 and fix the buildings. He encourages a decrease in article #7 and increase article #8. Ms. LaPlante spoke going back to Ms.  
353 Lavallee's discussion, and overall discussion because we are asking for specific amounts to go into this non-lapsing article, it  
354 is separate than just retaining up to 5%. We would have to get voter approval to retain up to 5% every year that goes into what  
355 is the slang reference a "rainy day fund". That is not what we are asking for, that one sits on the books in perpetuity. This one  
356 is one we have to come back every year if the School Board or Budget Committee feels strongly or the public, it could be a  
357 petition warrant article, that is one that comes up every year and those funds go specifically into that one account because of  
358 how it is written. Regarding the language, this is the state language and anything we put in that is different they will not  
359 approve our warrant article. The language needs to stay as presented although we would change it to say an "x dollar amount"  
360 to appropriate to go into that account. It is confusing but is the language the state requires us to use. She confirms you can  
361 request a percent up to a ceiling but she believes the Board's intent is to do a fixed amount. Chairman Golding noted take out  
362 the percent. He asks if the Board wants to take any action on article #7 for \$275,000. A question was raised what percent does  
363 that add to the overall ask. Mr. Lavallee responded about 2%. Chairman Golding asked if we are going to table this. Ms.  
364 Anzalone noted if Mr. Allen feels we should ask for the \$275,000 then we should.

365  
366 *A MOTION was made by Ms. Anzalone and SECONDED by Mr. LoVerme to appropriate to the capital reserve fund for the*  
367 *Building/Equipment & Roadways, warrant article #7, in the amount of \$275,000.*  
368

369 Mr. Lavoie suggested changing it to \$190,000 and add extra to article #8, move \$85,000 to article #8. Ms. Lavallee agrees  
370 with the sentiment but the gamble causes her concern.  
371

372 *Voting: via roll call vote, six ayes; two nays from Mr. Lavoie and Ms. Foss, motion carried.*

373  
374 Chairman Jones asks if the Budget Committee could vote on these as the School Board does rather than waiting until the end.

375  
376 *A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Browne for the Budget Committee to recommend passage*  
377 *of warrant article #7, for \$275,000 to the Building/Equipment & Roadways Capital Reserve Fund.*

378  
379 *Voting: via roll call vote, seven ayes; two nays from Mr. Lavallee and Chairman Jones, motion carried.*

380  
381 Chairman Golding asks what the Board would like to do about article #8. Ms. Anzalone spoke that she understands that we  
382 cannot change the language but can we explain it, she liked Ms. Lavallee's explanation. Ms. LaPlante responded that is the  
383 beauty of traditional town meeting, once the article has been presented; there are opportunities to ask questions and discuss it.  
384 That conversation can occur on the floor. She confirms once the voters approve article #7 that article stands. Discussion  
385 continued including the more we could explain things in every day terms the better. Mr. Allen expressed if we have this as a  
386 separate article, he would want Ms. LaPlante's input. We could do one of several things, as mentioned we have the next 3  
387 years stacked heavy to get back on track as a district. If we can retain some of those funds, accomplish some of those early or  
388 next year, we are scheduled to ask for another \$275,000 and could easily reduce that amount, what you are doing is putting  
389 money aside to move up some projects or offset it. Ms. LaPlante was asked if she has an amount in mind. Ms. LaPlante  
390 responded she is not prepared to recommend an amount. It allows taxpayers to tell us what they want us to do with their  
391 dollars. She wants to make sure she is giving a solid recommendation. She thinks approving it to go on the warrant gives the  
392 voters the say with what they want us to do with the money rather than what we think they want us to do. A discussion was  
393 had regarding it being a zero tax impact. Ms. Maki questioned if that money was given back, then wouldn't that reduce the ask  
394 to residents for upcoming tax season so therefor if you are not giving it back you are actually asking for more money, doesn't  
395 that really have a tax impact. She notes she is all for it though. Ms. LaPlante responded absolutely in the big picture you are  
396 not giving it back, if you don't give it back maybe that reduces the ask, it has a zero impact because we are not asking them for  
397 more in the aggregate. For the purposes of the warrant article, it has no tax impact. Ms. Maki commented isn't that shady to do  
398 it that way without taxpayers fully understanding the consequences of the vote. Ms. LaPlante responded it is her understanding  
399 it has not been a Board practice in the past to add the tax impact on it. It is not a legal requirement to have it there, having it on  
400 there just says if you approve this we anticipate that it will increase the district spending by "x" amount and has "x" tax  
401 impact. We can just not put it on that warrant article there is no requirement. She is offering solutions, not recommendations,  
402 with all factors involved, yes. Discussions continued Mr. Lavoie spoke regarding what Ms. Maki was talking about, if you  
403 have a responsible town and responsible Board, they can take that money and put it into something that has already been  
404 approved but it is money that goes back into their general fund. They could suddenly decide we are going to have trash pick-  
405 up in town and use that money for that or build another gazebo in the police parking lot. They could come up with a  
406 completely new project and spend it that way. It could go either way. What he is proposing is, we already asked for the money  
407 and should try to keep it and use it in house so it does not go out and make a sidewalk or something like that. Chairman  
408 Golding asked if the Board wants to keep article #8. Ms. Lavallee does and nominates Mr. Lavoie to speak to it at district  
409 meeting. Chairman Golding noted, we want to keep article #8 but do not have an amount yet. No objection heard to keeping  
410 article #8. Chairman Jones asked if there is a max amount that can be requested on this article. Ms. LaPlante responded  
411 theoretically, whatever you have left but we have no way of estimating. A question was raised if it matters how much we have  
412 left. Ms. LaPlante responded we have to establish a dollar amount; we have to have that ceiling. Without knowing the total  
413 intent of it, whether that is to set it aside for emergencies, for the capital reserve to smooth out future increases etc. without  
414 knowing the semantics \$100,000 is doable within our budget because of the unfilled positions we have, that is an example and  
415 not her firm recommendation. She prefers to have it on February 6. She confirms February 6 is your last time to revise it on  
416 the warrant. It can be revised to decrease or increase that at the public hearing. February 6 would be the best time for the  
417 Board as a whole to solidify that. Chairman Jones asked if the Board is planning to present the warrant articles at the public  
418 hearing. Chairman Golding responded that is not the Boards intent at this time. Ms. Browne clarifies the Budget Committee  
419 talks mostly about the operating budget but presents all warrants so the public knows what is going on. Article #8 is so  
420 complicated; it would be nice to have Ms. LaPlante there at the public hearing. Ms. LaPlante agrees, she adds the last date for  
421 petition warrant articles or any warrant articles is February 8, the date of our public hearing, everything needs to be locked up.  
422 Ms. Cloutier-Cabral spoke that there is nothing to lose by presenting article #8, if they decide they don't like it and vote  
423 against it, it is just a presentation of research we did. It is their choice and she thinks it is fair to present everything we thought  
424 about and considered and let them decide how to move forward. Chairman Jones asks if it would be okay for the Budget  
425 Committee to join the Board on February 6 for a joint session for that warrant article. Chairman Golding agreed. Ms. Lavallee  
426 pointed out the Board needs to discuss articles #4 and #5.

427  
428 *A MOTION was made by Ms. Lavallee and SECONDED by Mr. Lavoie to recommend warrant article #4, operating budget*  
429 *for \$14,271,384.*

430 *Voting: via roll call vote, seven ayes, one nay from Mr. LoVerme, motion carried.*

431  
432 The Budget Committee has already voted last evening.

433

434 *A MOTION was made by Ms. Lavallee and SECONDED by Mr. Lavoie to accept warrant article #5, the collective bargaining*  
435 *agreement between the school board and teachers' association with the language presented tonight, with the addition of the*  
436 *estimated tax net impact to be added.*  
437 *Voting: via roll call vote, all aye, motion carried.*  
438

439 Ms. Anzalone spoke that Mr. Post asked about the increases and Ms. LaPlante sent it out but she doesn't know if Mr. Post has  
440 anyway to look at the salary information. Chairman Golding spoke the increases were discussed in the meeting on December  
441 12 and are in the minutes under lines 230-258, the percentages of the increases are there. Mr. Post spoke he assumes we will  
442 have a vote and Chairman Jones said that it was not appropriate for us to question the School Board's decision. However, I  
443 was elected by people that are asking, okay, what is the salary range so if I don't know that how can I vote for that and is it my  
444 responsibility to go back and get that information before I make my vote. Chairman Golding expressed he believes 100% it is,  
445 you were here at the meeting, it should your responsibility to do all your due diligence, it's just his opinion. Mr. Vanderhoof  
446 spoke that he had asked what the percentage increase per wages was at a previous meeting; he is not saying he asked for it to  
447 be prepared specifically for this meeting but had asked what the percentage increase per wages from the current year to next  
448 year, not for a percentage vs. the entire budget. He asked if Ms. LaPlante has that. Ms. LaPlante responded as discussed on  
449 December 12, in year 1 our first 5 steps has an average increase of between 17%-21%. Our middle steps are between about  
450 8%-14%. Our top steps are 7%-8% all in year 1, in year 2 and 3, the first steps 4%-4.5%, middle steps 3.5%-4.5%, the top step  
451 3%-3.4%,. Mr. Vanderhoof spoke that he doesn't know where all of our teachers fall on that scale. He is asking for an overall  
452 of salary spend based on current staffing under current contract moving to the contract next year, what is the salary increase  
453 over current year. Mr. Allen offered to do the math to speed it along if someone tells him what the teachers budget was last  
454 year, he will take the \$600,000 and figure out what the overall increase is. Ms. LaPlante responded it is not that simple she has  
455 to pull the individual teachers from it because of how everything flows into individual account numbers; as far as the wage,  
456 the percentage, she will that and send that out. Mr. Post asked for the line numbers the information is on in the December 12  
457 minutes, response, 230-258. Chairman Jones spoke that if the Budget Committee wants to wait and vote on this that they can  
458 do that at the meeting on February 6, we have to vote on the other article anyway. There is no rush to do that unless someone  
459 wants to make a motion tonight. Ms. Browne indicated to wait until next week. Chairman Jones noted we will vote on that in  
460 the next go around and asks for any other questions. None heard.  
461

462 *A MOTION was made by Ms. Lavallee and SECONDED by Ms. Foss to accept the language in warrant article #6 as written*  
463 *(special meeting for defeated collective bargaining agreement).*  
464 *Voting: via roll call vote, all aye, motion carried.*  
465

466 *A MOTION was made by Ms. Lavallee and SECONDED by Mr. LoVerme to accept warrant article #9, as written (transact*  
467 *other business).*  
468 *Voting: via roll call vote, all aye, motion carried.*  
469

470 Chairman Jones asked if the Budget Committee could vote on article #9.  
471

472 *A MOTION was made by Ms. Browne to accept warrant article #9, (transact other business).*  
473

474 It was confirmed the Budget Committee does not need to vote on article #9, as there is no financial impact.  
475

476 *Ms. Browne WITHDRAWS her motion.*  
477

## 478 **VII. PUBLIC COMMENTS**

479 The public comment section of the agenda was read. Chairman Golding reminded the group there is a 3-minute time limit.  
480

481 Mr. Don Rankin, Wilton thanked everyone for their hard work, it is a lot of long nights. As far as the money left over, article  
482 #8, he thinks we can explain that to the people in the town very well. We also have to give them the counter point. This is all  
483 money we appropriated for the school, if it goes back to the town, it goes back to 2 separate towns, that have 2 separate  
484 meetings for their budget and it never really shows up as the school board doing what they are supposed to do, trying to save  
485 money. He thinks it should be presented and will talk at school meeting and say things like that but it is part of the approach.  
486 Money was appropriated to the school, if you don't retain it here at the school, it goes to 2 separate towns and the town takes  
487 care of it. It does not help the schools at all. The people at the school meeting are there for the school, the people at the town  
488 meeting are there for the towns. That is his approach to that. He will be happy to talk, work with anyone and try to make  
489 language that is clear. Thank you all.  
490

491 Ms. Browne spoke that we received the YTD report and have a significant balance right now, a fair amount is from staff  
492 positions not filled and likely, we will have that at the end of the year. She urges the school board to be thinking of that and

look at projects that need to get done and do their best to not get caught at the end of the year come March or April and say oh wait we have to spend this money or can we spend this money.

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

Ms. Mary Golding, commented, the Budget Committee not voting on the teachers salary increase, boo! That is all she has to say about that. She thanked the School Board Chair, Vice Chair and Business Administrator for coming to FRES today to celebrate the iReady scores from the students. Recycled Percussion, performed and we really appreciate your support and interest in our students. Thank you so much. She thanked Mr. Allen and everyone on the Facilities Committee, what great work you did, bravo. She agrees with Mr. Rankin and some of the other people on the Board to spend the unexpended funds. We already gave it to you just use it. Thank you for everybody's hard work, have a good night.

Chairman Jones requests that February 6 at 7pm to do the joint session if appropriate for the Board; Chairman Golding responds we can do that. Chairman Jones asked if that was okay for the Budget Committee. No objection heard. He notes the plan is to vote on the warrant articles in that meeting unless the committee feels they need to have a separate meeting. Chairman Golding is hoping to have a number for article #8 then. The Budget Committee will meet at 6pm on February 6 and join the School Board for the joint session at 7pm.

*A MOTION was made by Mr. Ryan and SECONDED by Ms. Browne to adjourn the Budget Committee meeting/session at 8:38pm.*

*Voting: all aye, motion carried.*

## **VIII. YTD REPORTS**

Ms. LaPlante reviewed the year to date report is through December 31, showing 7.91%, \$1,124,000 uncommitted and unspent. She reminded the group throughout the last 2 years we switched from encumbrances for everything to just doing them in the moment. She believes in past years it would show you have less remaining because the encumbrances locked up the funds. We are spending what we need at the moment. The district is in good position now; a lot of the savings is from staffing. Mr. Pratt has some paraprofessional positions that are unfilled and filled some with ABA therapists. Some teaching positions remain unfilled and there is savings in changes in health benefits and wage changes. She is comfortable where the budget is. She will be in a better position to outline what we may have for unspent funds for the February meeting but it will be just an estimate. Ms. Anzalone asked going back to a warrant article if we have to put a dollar amount. Ms. LaPlante responded that if you do a percent, you have to give a ceiling, such as up to \$100,000. Ms. Anzalone asked if we have money left over are we allowed to use it to pay off the food service debt. Ms. LaPlante would need to look into that. Ms. Anzalone spoke of a lot families struggling and could we be able to use it to help, maybe provide a fund for kids who need it. Ms. LaPlante clarifies that if they want a meal, we give that to them but snacks are not allowed to charge.

## **IX. POLICIES**

### **a. 1<sup>st</sup> Reading**

#### **i. ACN-Nursing Mothers**

Ms. Lavallee reviewed these policies are all the first reading. Policy ACN is a required policy as of this year. We didn't make changes and it will come back for a 2<sup>nd</sup> reading if there is no objection. No objection heard.

#### **ii. EHAB-Data Governance**

Ms. Lavallee reviewed we have updated this policy because of legislative changes. She asked for any comments, questions and if no objection, it will return for a 2<sup>nd</sup> read. No objection heard.

#### **iii. BBBE-Vacancies and Unexpired Term Fulfillment**

Ms. Lavallee reviewed this policy is not a required policy but is recommended. We discussed at the Board level to have a policy like this to help us in situations where we need to fill a vacancy and provide consistency for people in the towns, and hopefully prevent a lot of debate and discussions. She asked for any questions, comments, or suggestions, none heard. This policy will return for a 2<sup>nd</sup> read.

#### **iv. BEDG-Meeting Minutes**

Ms. Lavallee reported this is a recommended policy but the reason we are bringing it forward is that this year there was a legislative change regarding sealed minutes. We have 10 years to review minutes, unseal, seal again or make them public. We left it vague in the committee so who was on the Board you can vote on it every year. We recommend you set a standard in March when the new board is appointed and move forward at the time. She asked for questions, comments or changes. There was no objection heard to bring this back for a 2<sup>nd</sup> reading. She will have more policies for the next meeting, Attendance and District Social Media.

## **X. ACTION ITEMS**

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

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. Foss to approve the minutes of January 9, 2023 as written.*

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

#### **b. ESSER FUNDING REQUEST-TUTORS**

Ms. LaPlante reviewed this request is coming from Principal Fuller at FRES to do a 3<sup>rd</sup> year of afterschool tutoring. The request is the same as in prior years, \$19,325. We have spent \$608,090 of the \$684,000 and if approved we will have about \$76,000 left. Ms. Anzalone commented, don't we need that at WLC. Ms. LaPlante confirms it has not been requested. Ms. Anzalone asks because she knows that we go to the teachers and she questions if they are paid when doing the extra work. She can reach out to Principal Ronning to see if he needs it, if so what it would look like. Ms. Lavallee spoke that they do have tutoring there, there is a schedule and she believes they get a stipend. We can get the schedule. You bring up a good point with math scores given we have \$76,000 and believes that is for learning loss. She would like to see if there is a program we could do at WLC other than the afterschool tutoring that students would access and parents would buy into if Principal Ronning and Assistant Principal Gosselin have any recommendation. Superintendent spoke that we talked about hiring an SAT person to teach math skills too, and ELA that goes with SAT tests. The challenge with WLC is that the kids don't want to stay afterschool. The FRES kids love to stay afterschool with their teacher and work hard at FRES. He likes that teachers do stay at WLC on a regular basis that is the best help they can get. You can get the schedule if you email Principal Ronning or Assistant Principal Gosselin. We do have to spend this balance by September 2024; thinking about evening or afterschool program academically is the best way to use the balance. Chairman Golding asked how much of it do we have to spend on learning loss. Ms. LaPlante confirms we committee \$139,207 and have already met that mark. Chairman Golding would like to see the rest earmarked for learning loss.

*A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. Foss to accept the proposal for spending ESSER funds not to exceed \$19,325 for tutoring program at FRES.*

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

### **XI. COMMITTEE REPORTS**

#### **i. Budget Liaison**

Ms. Foss reported since we spent so much time with the Budget Committee, that it all started with January 10, and the minutes were forwarded to the School Board. We finalized and okay'd those last night On January 10, there was concern regarding how much the budget would be and the CBA. People were uncomfortable and they asked us to go back to the School Board and Ms. LaPlante and cut more money. That resulted in the memorandum from Ms. LaPlante we have before us with the potential cuts. We decided not to cut everything, (see second paragraph of memo), there was about \$80,000 that we kept in the budget and that resulted in the operating budget we have now. The meetings have been "testy" but we got through them.

#### **ii. Strategic Planning Committee**

Chair Golding reported the committee met on January 3<sup>rd</sup>, this was the 1<sup>st</sup> meeting. The Chair and Vice Chair were voted on, He was voted the Chairman and Ms. Anzalone is the Vice Chair. We decided since our committee charge is to get baseline information and report on school culture, curriculum, athletics, arts and beginning with a district report card and grade distribution with a focus on the future. What we will do is research neighboring schools if there are any programs or some of their structures that may benefit us. We are going to report on what SAU 63 may be able to offer as a small district that larger districts are not able to offer. We are also going to research tuitioning students in and out of district to determine cost, savings, benefits, detriments to a wide variety of scenarios and report to the Board our findings and recommendations. This will include but not limited to SPED, athletics and arts. Research ways to market and share our successes. We will look into partnerships with area schools including Pine Hill and High Mowing. Our committee will explore opportunities for internships; apprenticeships in CTE programs including evaluating current opportunities being utilized or how they could better be utilized and the best way to advertise our opportunities. So far we will meet on Wednesdays monthly however the next meeting is Monday February 19, at 5:30PM and Presidents Day because we had some conflicts. Ms. Anzalone added that DJ Garcia will be part of the committee and she asked that the Selectman provide a list of questions. She will send them a friendly reminder that we will need the information she asked for. She thinks that will be helpful to us. Mr. Lavoie spoke that he and Mr. LoVerne talked about trying to bring tuition students into our HS. There are a few towns going through issues and it was mentioned to the Superintendent who seemed semi-interested. He wonders if the Board would want to entertain something like that for the committee to look at. Chairman Golding spoke that he does not have an issue and doesn't believe that would be something we would want the Superintendent to do. He doesn't mind heading that project. There is never harm in looking at how to improve the district. Ms. Anzalone added for anyone on the School Board to reach out, she is all for it to say hey, look at us but not trying steal from any. Superintendent noted that it is a conversation Chair to Chair with a presentation about why they would want to come here. Mr. Lavoie explained the idea is we have room in the HS to bring more kids in, tuition in to fill the classrooms would save money. He can come up with a presentation, share that with the Chairman and go from there. He doesn't mind doing it but doesn't want to do it without Board direction. No objection was heard, several member said to go ahead. Mr. Lavoie will prepare something. Ms. Foss asked what are the logistics, suppose we have a district who wants to come here. Do we just decide to accept them? Ms. Lavallee explained it depends how the setup is. There is more than one scenario and it is handled differently. If it has to do with the Articles of Agreement, we would have to go to the towns. It depends on the situation and there could be a lot involved. Plus the towns themselves who may be interested are already in an

agreement and they would need to look at being removed from that. If people want to tuition to us that is different. Mr. Lavoie added if we could get other towns in that it would help people.

### **iii. Policy Committee**

Ms. Lavallee reported the committee didn't meet this month. She did send an email to set a new date. She discussed it with the Superintendent given the amount of preparation for district meeting that administration has going on and that she brought forth policies tonight and still has 4 more ready to come forward, she thought it was prudent to get through February and schedule a date in March if Mr. Lavoie and Ms. Cloutier-Cabral do not have an objection. No objection heard. Ms. Lavallee will get with administration, finalize those policies and, move forward and meet as a committee in March.

## **XII. BOARD BUDGET DISCUSSION**

Chairman Golding asked if there anything the members wanted to discuss. Ms. Lavallee noted there were a couple of things she wanted in the minutes. The cancelation of IXL, the supplemental learning program will not have an impact on the students. It was used a lot at FRES but now they have Instructional Pathways and students can access it outside of school too. At the HS level, they transferred to Khan Academy. The good thing about Khan Academy is it directly links with the SAT system. Although she was concerned about taking away IXL, she felt better about it with this information. Regarding the facilities employee (decreased hours) she knows we were not able to fill a part-time position. Years ago when we had to make changes to the budget and the LCS position was changed to part-time, we lost the employee. She is just throwing this out there to the Board, it is great when we can change things to part-time for financial reasons we save a significant amount of money but if we are not able to fill the position it does a disservice to the students. If we change it to part-time and are not able to fill the position when we talk about the budget next time we should talk about if we want to maintain it as part-time; it makes it harder to fill a part-time position. She added great job Ms. LaPlante.

## **XIII. PUBLIC COMMENTS**

The public comment section of the agenda was read. Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

Ms. Mary Golding spoke about the Director of Student Support Services report and she commented that the support services staff is great, absolutely is, and by support staff she means ABA's and paraprofessionals. She thinks if you showed up at the schools and saw them first hand and actually supported them you would realize how difficult that is. She misses the mental health social worker and original vision the mental health room was supposed to create which was to support for all students, that is not happening. She was curious if the direction change mid-way through occurred when the social worker left and if so why was not another one hired and you could have kept that same direction but she believes Mr. Pratt left after his report. The Strategic Planning Committee, you have a full plate, best of luck with that. Thank you everyone for the funds to do the tutoring at FRES, it makes a difference. You are great, administration and the School Board, she appreciates all your hard work and everything you do.

Mr. Pratt added, he thinks Ms. Golding hit it straight on; we hired a social worker and couldn't find another. We had to find the best way to support the program, it does support more than SPED; it supports kids that need help.

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

Ms. Anzalone thanked the anonymous donor for the money going to the dance team. Regarding reducing full-time to part-time, she is glad no one lost their job but we need to consider that like when we decided to cut the gym teacher down to .80. As a parent she spoke of not being happy that we have not had enough (gym teachers) to cover gym class and for 2 years kids have not had gym.

Mr. Lavoie commented the gym floor looks great and asked the assembly was on the floor and not on the stage. Maybe we can look in that for next time. We are not even allowed to eat in there. He thanked Ms. Jones for doing the taco night tonight; unfortunately, we are at this meeting and could not make it. A lot of us would have been there if we could. Great job continuing to raise money.

Ms. Lavallee spoke about the Penny Sale with the PTO and Lions Club. They are looking for volunteers from the School Board. She helped with food last year and Mr. Post made pulled pork to sell which was great. They are looking for either donated food or managing the gym and reminding people no food or drink in there. If we could create 2 times, 4:30pm-6:30pm and 6:30pm-8:30pm she can create a spreadsheet and you can sign up. She will circulate the spreadsheet. It is on March 23, a Saturday and will forward it to the PTO; if you don't have time during those times they also need set up and cleanup is a lot too.

Ms. Cloutier-Cabral was excited to see Matt and Taylor tonight, we are so proud of them. She thanked the anonymous donor and Ms. Jones is rock star. She has seen the school spirit here outstanding and to see the attendance at the games lately. She

sees kids here at games that she has never seen here. Mr. Taber is doing an awesome job, we have music, announcers, we have someone sing the National Anthem before games, she is proud of all of that.

Ms. Foss thanked the anonymous donor for the dance team. Regarding the program that Mr. Pratt is spearheading at FRES, she is glad the program is helping not just IEP kids but kids in general; it is a good thing and well worth our time and to be grateful for that.

Chairman Golding spoke of his time at FRES on the 18<sup>th</sup> judging the Spelling Bee again which was so much fun. Anson, a 5<sup>th</sup> grader won and William, a 3<sup>rd</sup> grader placed 2<sup>nd</sup> which was awesome. Anson goes on to the finals in Keene, what a blast and would love to do that again. He spoke of having a great time over at the CARES Day at FRES watching Recycled Percussion. The kids enjoyed themselves immensely and it was great to watch them have fun.

Mr. Allen congratulated Matt and Taylor. He thanked and congratulated the dance team. Those students practice hard. He thanked those who work on the Facilities Committee, School Board and Budget Committee. He included administration, Ms. LaPlante and Mr. Erb as well. Transparency to the taxpayers is huge and being able to ask hard questions and not always knowing the answer and no one takes it personally, all realize there is no malintent. We are just trying to come up with the best solutions for the students, school and community. He appreciates that we can have those discussions as we go. He thanked the School Board and administration, staff, teachers, the whole 9 yards.

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

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to enter Non-Public Session to review the non-public minutes, RSA 91-A: 3 II (C) at 9:38pm.*

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

#### **RETURN TO PUBLIC SESSION**

The Board entered public session at 9:43pm.

#### **XVI. ADJOURNMENT**

*A MOTION was made by Mr. Lavoie and SECONDED by Ms. Anzalone to adjourn the Board meeting at 9:44pm.*

*Voting: all aye, motion carried.*

*Respectfully submitted,  
Kristina Fowler*

**Nonpublic Session Minutes  
Wilton-Lyndeborough Cooperative School District**

**Date:** 1/23/24      **Time:** 9:38pm

**Members Present:** Dennis Golding, Brianne Lavallee, Alex LoVerme, Tiffany Cloutier-Cabral, Darlene Anzalone, Jonathan Lavoie, Diane Foss

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Cloutier-Cabral to enter Non-Public Session to review the non-public minutes, RSA 91-A: 3 II (C) at 9:38pm.*

*Voting: all aye, motion carried.*

**Specific Statutory Reason** cited as foundation for the nonpublic session:

\_\_\_\_ RSA 91-A:3, II(a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

\_\_\_\_ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

  x   RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

\_\_\_\_ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

\_\_\_\_ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

\_\_\_\_ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

**Roll Call vote** to enter nonpublic session:

|                         |     |
|-------------------------|-----|
| Dennis Golding          | Aye |
| Tiffany Cloutier-Cabral | Aye |
| Alex LoVerme            | Aye |
| Brianne Lavallee        | Aye |
| Darlene Anzalone        | Aye |
| Diane Foss              | Aye |
| Jonathan Lavoie         | Aye |

**Entered nonpublic session** at 9:38p.m.



**Other persons present** during nonpublic session: Clerk, Kristina Fowler

**Description of matters** discussed and final decisions made: Nonpublic minutes from December 12, 2023 were reviewed.

*A MOTION was made by Ms. Anzalone and SECONDED by Mr. Lavoie to approve the non-public minutes of December 12, 2023 as written.*

*Voting: six ayes, one abstention from Chairman Golding, motion carried.*

**Note:** Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

*A MOTION was made by Mr. Lavoie and SECONDED by Ms. Anzalone to exit the Non-Public Session at 9:43pm.*

*Voting: all aye, motion carried.*

**Public session reconvened** at 9:43p.m.

**These minutes recorded by:** Kristina Fowler

|         | Annual Cost | Yrs of Funding | Useful Life | 15 YRS-\$100K+<br>Department/Project (Cycle)         | 10YRS \$50+-\$100-K<br>Project Due | Cost w/o COST | Balance as of 2022 | 5 YRS \$50K or less<br>Remaining Payments | Budget Yr Mar-23 | DIFF    | Meeting Mar-24 | Mar-25   | Mar-26   | Mar-27   | Mar-28  | Mar-29  | Mar-30   | TOTAL Mar-30 | Meeting Mar-31 | Mar-32  | Mar-33  | Mar-34    | Mar-35   | Mar-36   | Mar-37  | Mar-38   | Mar-39  |
|---------|-------------|----------------|-------------|--|------------------------------------|---------------|--------------------|---|------------------|---------|----------------|----------|----------|----------|---------|---------|----------|--------------|----------------|---------|---------|-----------|----------|----------|---------|----------|---------|
|         |             |                |             | <b>WLC External</b>                                  |                                    |               |                    |   |                  |         |                |          |          |          |         |         |          |              |                |         |         |           |          |          |         |          |         |
| 8,333   | 16,667      | 15             | 30          | 1999 Pave Main Parking Lot                           | 2025                               | 250,000       |                    | 250,000                                   | 51,000           | 30,000  | 107,000        |          |          |          |         |         |          | 188,000      |                |         |         |           |          |          |         |          |         |
| 2,000   | 6,000       | 10             | 30          | 2009 Pave Road to School (wear coat)                 | 2025                               | 60,000        |                    | 60,000                                    |                  |         | 30,000         | 30,000   |          |          |         |         |          | 60,000       |                |         |         |           |          |          |         |          |         |
|         | 0           | 5              | 5           | Crack Seal Pavement                                  | TBD                                | 0             |                    | 0   |                  |         |                |          |          |          |         |         |          | 0            |                |         |         |           |          |          |         |          |         |
| 3,143   | 4,400       | 5              | 7           | 2025(est) Seal and Stripe Pavement                   | 2032                               | 22,000        |                    |   |                  |         |                |          |          |          | 3,150   | 3,150   | 3,150    | 9,450        | 3,150          | 3,150   |         |           | 4,700    | 4,700    | 4,700   | 4,700    |         |
| 5,400   | 7,200       | 15             | 20          | 2016? Roof Section 1 (+/- 8,100 sq feet)             | 2036                               | 108,000       |                    | 108,000                                   |                  |         |                |          | 18,000   | 9,000    | 9,000   | 9,000   | 9,000    | 54,000       | 9,000          | 9,000   | 9,000   | 9,000     | 9,000    |          |         |          |         |
| 5,700   | 7,600       | 15             | 20          | 2016? Roof Section 2 (+/- 10,450 sq feet)            | 2036                               | 114,000       |                    | 114,000                                   |                  |         |                |          | 19,000   | 9,500    | 9,500   | 9,500   | 9,500    | 57,000       | 9,500          | 9,500   | 9,500   | 9,500     | 9,500    |          |         |          |         |
| 6,300   | 8,400       | 15             | 20          | 20xx? Roof Section 3 (+/- 7,050 sq feet)             | 2036                               | 126,000       |                    | 126,000                                   |                  |         |                |          | 21,000   | 10,500   | 10,500  | 10,500  | 10,500   | 63,000       | 10,500         | 10,500  | 10,500  | 10,500    | 10,500   |          |         |          |         |
| 9,000   | 12,000      | 15             | 20          | 20xx? Roof Section 4 (+/- 8,000 sq feet)             | 2036                               | 180,000       |                    | 180,000                                   |                  |         |                |          | 30,000   | 15,000   | 15,000  | 15,000  | 15,000   | 90,000       | 15,000         | 15,000  | 15,000  | 15,000    | 15,000   |          |         |          |         |
| 7,200   | 9,600       | 15             | 20          | 20xx? Roof Section 5 (+/- 9,000 sq feet)             | 2043                               | 144,000       |                    | 144,000                                   |                  |         |                |          |          |          | 9,600   | 9,600   | 19,200   |              | 9,600          | 9,600   | 9,600   | 9,600     | 9,600    | 9,600    | 9,600   | 9,600    |         |
| 5,820   | 7,760       | 15             | 20          | 20xx? Roof Section 6 (+/- 6,900 sq feet)             | 2043                               | 116,400       |                    | 116,400                                   |                  |         |                |          |          |          | 7,800   | 7,800   | 15,600   |              | 7,800          | 7,800   | 7,800   | 7,800     | 7,800    | 7,800    | 7,800   | 7,800    |         |
| 6,000   | 8,000       | 15             | 20          | 20xx? Roof Section 7 (+/- 10,400 sq feet)            | 2043                               | 120,000       |                    | 120,000                                   |                  |         |                |          |          |          | 8,000   | 8,000   | 16,000   |              | 8,000          | 8,000   | 8,000   | 8,000     | 8,000    | 8,000    | 8,000   | 8,000    |         |
| 4,550   | 9,100       | 10             | 20          | 2023? Roof Section #8 (+/- 11,450 sq ft)             | 2043                               | 91,000        | 91,000             | 0   |                  | TBD     |                |          |          |          | 7,300   | 7,300   | 105,600  |              | 7,300          | 7,300   | 7,300   | 7,300     | 7,300    | 7,300    | 7,300   | 7,300    |         |
| 3,050   | 7,625       | 10             | 25          | Gym Window Replacement (New)                         | 2048                               | 76,250        |                    | 76,250                                    | 61,000           | 0       |                |          |          |          |         |         | 61,000   |              |                |         |         |           |          |          |         |          |         |
| 2,000   | 6,000       | 5              | 15          | Paint Exterior Stucco & Metal Roof                   | 2025                               | 30,000        |                    | 30,000                                    |                  |         | 15,000         | 15,000   |          |          |         |         | 30,000   |              |                |         |         |           |          |          |         |          |         |
| 3,250   | 9,750       | 10             | 30          | 2024 Tennis Court Refurbishing                       | 2053                               | 97,500        |                    |   | Warrant          | 0       |                |          |          |          |         |         |          |              |                |         |         |           | 6,900    | 6,900    | 6,900   | 6,900    |         |
| 0       | 0           | 5              | 20          | Fields, Fences & Other                               | TBD                                | 1             |                    |   |                  |         |                |          |          |          |         |         |          | 0            |                |         |         |           |          |          |         |          |         |
|         |             |                |             | <b>WLC Internal</b>                                  |                                    |               |                    |   |                  |         |                |          |          |          |         |         |          |              |                |         |         |           |          |          |         |          |         |
| 1,400   | 5,600       | 10             | 40          | 2023 Art Cabinets                                    | 2063                               | 56,000        | 37,000             | 19,000                                    | 3,000            | TBD     |                |          |          |          |         |         |          | 40,000       |                |         |         |           |          |          |         |          |         |
| 667     | 4,000       | 5              | 30          | Replace Bathroom Counters & Sinks - MS #1            | 2024                               | 20,000        |                    | 20,000                                    |                  |         | 20,000         |          |          |          |         |         |          | 20,000       |                |         |         |           |          |          |         |          |         |
| 667     | 4,000       | 5              | 30          | Replace Bathroom Counters & Sinks - MS #2            | 2028                               | 20,000        |                    | 20,000                                    |                  |         |                | 5,000    | 5,000    | 5,000    | 5,000   |         |          | 20,000       |                |         |         |           |          |          |         |          |         |
| 667     | 4,000       | 5              | 30          | Replace Bathroom Counters & Sinks - HS               | 2026                               | 20,000        |                    | 20,000                                    |                  |         |                | 10,000   | 10,000   |          |         |         |          | 20,000       |                |         |         |           |          |          |         |          |         |
| 1,833   | 5,500       | 10             | 30          | Replace VCT Tiles Phase 1                            | 2024                               | 55,000        |                    | 55,000                                    |                  |         | 55,000         |          |          |          |         |         |          | 55,000       |                |         |         |           |          |          |         |          |         |
| 1,833   | 5,500       | 10             | 30          | Replace VCT Tiles Phase 2                            | 2025                               | 55,000        |                    | 55,000                                    |                  |         | 30,000         | 25,000   |          |          |         |         |          | 55,000       |                |         |         |           |          |          |         |          |         |
| 1,833   | 5,500       | 10             | 30          | Replace VCT Tiles Phase 3                            | 2026                               | 55,000        |                    | 55,000                                    |                  |         | 15,000         | 20,000   | 20,000   |          |         |         |          | 55,000       |                |         |         |           |          |          |         |          |         |
| 3,150   | 8,400       | 15             | 40          | 2023 Locker Room Renovations                         | 2063                               | 126,000       | 90,000             | 36,000                                    |                  | TBD     |                |          |          |          |         |         |          | 90,000       |                |         |         |           |          |          |         |          |         |
| 2,250   | 5,625       | 10             | 25          | 2023 B-Wing Bathroom Renovations                     | 2048                               | 56,250        |                    | 56,250                                    | 45,000           | TBD     |                |          |          |          |         |         |          | 45,000       |                |         |         |           |          |          |         | 5,600    |         |
| 3,000   | 6,000       | 5              | 10          | Replace Library, Office, Teacher's Lounge Carpets    | 2025                               | 30,000        |                    | 30,000                                    |                  |         |                | 30,000   |          |          |         |         |          | 30,000       | 6,600          | 6,600   | 6,600   | 6,600     | 6,600    |          |         |          |         |
| 2,000   | 6,000       | 10             | 30          | Replace Drop Ceilings Phase 1                        | 2026                               | 60,000        |                    | 60,000                                    |                  |         |                | 30,000   | 30,000   |          |         |         |          | 60,000       |                |         |         |           |          |          |         |          |         |
| 2,000   | 6,000       | 10             | 30          | Replace Drop Ceilings Phase 2                        | 2027                               | 60,000        |                    | 60,000                                    |                  |         |                | 20,000   | 20,000   | 20,000   |         |         |          | 60,000       |                |         |         |           |          |          |         |          |         |
| 2,000   | 6,000       | 10             | 30          | Replace Drop Ceilings Phase 3                        | 2028                               | 60,000        |                    | 60,000                                    |                  |         |                | 15,000   | 15,000   | 15,000   | 15,000  |         |          | 60,000       |                |         |         |           |          |          |         |          |         |
| 1,500   | 6,000       | 5              | 20          | 1999 Replace Middle School Classroom Dividers (2)    | 2027                               | 30,000        |                    | 30,000                                    |                  | ??      |                | 10,000   | 10,000   | 10,000   |         |         |          | 30,000       |                |         |         |           |          |          |         |          |         |
| 4,250   | 8,500       | 10             | 20          | Replace Boiler 1                                     | 2043                               | 85,000        |                    | 85,000                                    |                  |         |                |          |          |          |         |         |          | 0            |                |         |         |           |          |          |         |          |         |
| 12,500  | 16,667      | 15             | 20          | Replace Boilers 2 & 3                                | 2045                               | 250,000       |                    | 250,000                                   |                  |         |                |          |          |          |         | 17,000  | 17,000   | 34,000       | 17,000         | 17,000  | 17,000  | 17,000    | 17,000   | 17,000   | 17,000  | 17,000   |         |
| 6,667   | 10,000      | 10             | 15          | Kitchen-Dishwasher, Oven, Walk-in, Vent & Traps      | 2038                               | 100,000       |                    | 100,000                                   |                  |         |                |          |          |          |         | 6,700   | 6,700    | 13,400       | 6,700          | 6,700   | 6,700   | 6,700     | 6,700    | 6,700    | 6,700   | 6,700    |         |
| 2,000   | 10,000      | 10             | 50          | Replace Bleachers                                    | 2045                               | 100,000       |                    | 100,000                                   |                  |         |                |          |          |          |         |         |          | 0            |                |         |         |           | 10,000   | 10,000   | 10,000  | 10,000   |         |
|         |             |                |             | <b>FRES External</b>                                 |                                    |               |                    |   |                  |         |                |          |          |          |         |         |          |              |                |         |         |           |          |          |         |          |         |
| 3,000   | 6,000       | 10             | 20          | Gym Roof (rubber)                                    | 2036                               | 60,000        |                    | 60,000                                    |                  |         |                |          | 8,600    | 8,600    | 8,600   | 8,600   |          | 34,400       | 8,600          | 8,600   | 8,600   | 8,600     |          |          |         |          |         |
| 2,750   | 5,500       | 10             | 20          | 1895 Roof (shingle)                                  | 2030                               | 55,000        |                    | 55,000                                    |                  |         |                |          | 13,000   | 14,000   | 14,000  | 14,000  |          | 55,000       |                |         |         |           |          |          |         |          |         |
| 1,333   | 8,000       | 5              | 30          | 2016? Parking Lot Paving                             | 2046                               | 40,000        |                    | 40,000                                    |                  |         |                |          |          |          |         |         |          | 0            |                |         |         |           |          |          |         |          |         |
|         |             |                |             | <b>FRES Internal</b>                                 |                                    |               |                    |   |                  |         |                |          |          |          |         |         |          |              |                |         |         |           |          |          |         |          |         |
| 0       | 0           | 5              | 25          | Heating Elements                                     | TBD                                | 1             |                    | 1   | 30,000           | -30,000 |                |          |          |          |         |         |          | 0            |                |         |         |           |          |          |         |          |         |
| 1,500   | 9,000       | 5              | 30          | Replace Floor Tiles in 1895 Section - 2nd Floor      | 2026                               | 45,000        |                    | 45,000                                    |                  |         |                | 22,000   | 23,000   |          |         |         |          | 45,000       |                |         |         |           |          |          |         |          |         |
| 1,500   | 9,000       | 5              | 30          | Replace Floor Tiles in 1895 Section - 3rd Floor      | 2027                               | 45,000        |                    | 45,000                                    |                  |         |                | 15,000   | 15,000   | 15,000   |         |         |          | 45,000       |                |         |         |           |          |          |         |          |         |
| 2,000   | 4,000       | 5              | 10          | Replace Carpet in Library & Music Rooms              | 2027                               | 20,000        |                    | 20,000                                    |                  |         |                |          |          | 20,000   |         |         |          | 20,000       |                |         |         |           |          |          |         |          |         |
| 3,125   | 8,333       | 15             | 40          | Gym Floor  | 2035                               | 125,000       |                    | 125,000                                   |                  |         |                |          |          | 26,000   | 13,000  | 13,000  |          | 52,000       | 13,000         | 15,000  | 15,000  | 15,000    |          |          |         |          |         |
| 7,000   | 9,333       | 15             | 20          | 2015 Boiler  | 2035                               | 140,000       |                    | 140,000                                   |                  |         |                |          |          | 30,000   | 15,000  | 15,000  |          | 60,000       | 16,000         | 16,000  | 16,000  | 16,000    |          |          |         |          |         |
| 4,333   | 6,500       | 10             | 15          | Kitchen-Walk in & Oven & Grease Traps & Vent         | 2035                               | 65,000        |                    | 65,000                                    |                  |         |                |          |          |          |         |         |          | 0            | 10,000         | 10,000  | 10,000  | 10,000    |          |          |         |          |         |
| 1,667   | 5,000       | 5              | 15          | Kitchen-Dishwasher                                   | 2027                               | 25,000        |                    | 25,000                                    |                  |         |                |          | 25,000   |          |         |         |          | 25,000       |                |         |         |           |          |          |         |          |         |
|         |             |                |             | Remove Remaining Tiles in 1895 That Contain Asbestos | 2030                               | 92,000        |                    | 92,000                                    |                  |         |                |          |          | 30,000   | 31,000  | 31,000  |          | 92,000       |                |         |         |           |          |          |         |          |         |
| 9,200   | 9,200       | 10             | 10          | Not Urgent   |                                    |               |                    |   |                  |         |                |          |          |          |         |         |          |              |                |         |         |           |          |          |         |          |         |
|         |             |                |             | <b>LCS External</b>                                  |                                    |               |                    |   |                  |         |                |          |          |          |         |         |          |              |                |         |         |           |          |          |         |          |         |
| 2,000   | 10,000      | 5              | 25          | Well Pump  | 2040                               | 50,000        |                    | 50,000                                    |                  |         |                |          |          |          |         |         |          | 0            |                |         |         |           |          | 10,000   | 10,000  | 10,000   | 10,000  |
| 1,333   | 8,000       | 5              | 30          | 2015? Parking Lot Paving                             | 2045                               | 40,000        |                    | 40,000                                    |                  |         |                |          |          |          |         |         |          | 0            |                |         |         |           |          |          |         |          |         |
| 4,200   | 8,400       | 10             | 20          | 2023 Roof  | 2043                               | 84,000        |                    | 84,000                                    |                  |         |                |          |          |          |         |         |          | 0            |                |         |         | 8,400     | 8,400    | 8,400    | 8,400   | 8,400    |         |
| 1,709   | 5,980       | 10             | 35          | 2023 Siding  | 2058                               | 59,800        |                    | 59,800                                    |                  |         |                |          |          |          |         |         |          | 0            |                |         |         |           |          |          |         |          |         |
| 1,196   | 5,980       | 10             | 50          | 1986? Septic   | 2036                               | 59,800        |                    | 59,800                                    |                  |         |                |          | 6,000    | 6,000    | 6,000   | 6,000   |          | 24,000       | 6,000          | 6,000   | 6,000   | 6,000     |          |          |         |          |         |
|         |             |                |             | <b>LCS Internal</b>                                  |                                    |               |                    |   |                  |         |                |          |          |          |         |         |          |              |                |         |         |           |          |          |         |          |         |
| 1,667   | 5,000       | 5              | 15          | 2012 Replace Boiler LCS-Residential                  | 2025                               | 25,000        |                    | 25,000                                    |                  |         |                | 25,000   |          |          |         |         |          | 25,000       |                |         |         |           |          |          |         |          |         |
| 1,667   | 5,000       | 5              | 15          | Kitchen-Appliances                                   | 2036                               | 25,000        |                    | 25,000                                    |                  |         |                |          |          |          |         |         |          | 0            |                | 5,000   | 5,000   | 5,000     | 5,000    |          |         |          |         |
| 173,143 |             |                |             | CIP WARRANT UNEXPENDED FUNDS ADDED                   |                                    |               |                    |   | 190,000          | 0       | 272,000        | 272,000  | 236,000  | 181,600  | 181,750 | 191,150 | 191,150  |              | 163,750        | 179,250 | 176,100 | 184,500   | 189,200  | 153,900  | 104,900 | 104,900  | 111,400 |
|         |             |                |             | YRLY CIP PROPOSED SPENDING                           |                                    |               |                    |   | -327,000         |         | -164,000       | -450,000 | -180,000 | -180,000 | -80,000 | 0       | -147,000 |              | 0              | -22,000 | 0       | 0         | -330,000 | -672,800 | 0       | -100,000 | 0       |
|         |             |                |             | END OF YEAR BALANCE BALANCE                          |                                    |               | 218,000            | 3,491,501                                 | 81,000           | 81,000  | 189,000        | 11,000   | 67,000   | 68,600   | 170,350 | 361,500 | 405,650  |              | 569,400        | 726,650 | 902,750 | 1,087,250 | 946,450  | 42       |         |          |         |



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

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

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Peter Weaver  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Kristie LaPlante  
Business Administrator

TO: Jackie Bird  
FROM: Peter Weaver  
DATE: February 6, 2024  
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 January 26 that you intend to resign your position as custodian effective February 9, 2024.