

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, May 27, 2025  
Lyndeborough Central School District  
6:30 p.m.**

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

Present: *Brianne Lavallee, John Zavgren, Michelle Alley, Paul White, Erin Collins, Darlene Anzalone, and Diane Foss*

*Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Director of Student Support Services Ned Pratt, Technology Director Nicholas Buroker and Clerk Kristina Fowler*

**I. CALL TO ORDER**

Chairman Golding called the meeting to order at 6:30pm.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. ADJUSTMENTS TO THE AGENDA**

Superintendent requested to add a resignation and Mr. White requested to remove committee reports, budget liaison.

*A MOTION was made by Mr. White and SECONDED by Mr. Zavgren to adjust the agenda by adding a resignation and removing committee reports, budget liaison.*

*Voting: all aye, motion carried.*

**IV. PUBLIC COMMENTS**

The public comment section of the agenda was read. Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment. Online participants could not be heard but could comment in the chat. There were no comments.

**V. BOARD CORRESPONDENCE**

**a. Reports**

**i. Business Administrator's Report**

Ms. LaPlante did not submit a written report, gave a verbal. She reported the business office is busy, creating contracts and closing out FY 25, making sure all revenues are in check which they are and doing all the year-end things. We have had a budget freeze and due to this it has not been as chaotic. She will talk about the YTD funds later in the agenda.

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

Mr. Pratt continued with his ongoing presentations about SPED. He referenced the materials that were provided in the board packet. He gave an overview of the NH SPED process. The first piece was regarding how they determine if the student is not performing well. If they are very young, they already may be involved in early intervention and about 6 months before the student turns 3, they are informed that the child may or may not have a disability. Another way is that they post in various parts of the towns and in the newspaper asking parents to call if they believe their child may have a problem. The main way is through the schools with teachers alerting them to a possible problem. In some cases, they utilize a pre-referral process. All of those pathways come to a referral. A SPED referral goes to the SPED Office, and they immediately schedule a meeting to talk about why the referral was made, what documentation do you have, what have we tried, what other teaching and learning options have been tried. Sometimes they want to wait on moving forward with an evaluation but most often an evaluation is the next step. The evaluation is formal testing, could be cognitive with the school psychologist, could be educational but involves a lot of talking with parents, staff, and school psychologist etc. We try to determine why the student is not able to get the work done. There could be many reasons, we determine what type of service might be needed. After the evaluations are done and determine the disability, we move forward with the development of the IEP. Parents are in charge of the IEP. They decide what happens. We then determine placement and most often it is here sometimes it is limited services and sometimes it is very involved but at all times we need to provide Free Appropriate Public Education (FAPE) in the least restrictive environment. The IEP is signed, and we implement the IEP and then it is an ongoing review. We meet annually to see if any tweaks need to be made and how the placement is going, then every 3 years we need to do testing again and develop the IEP. We continue with ongoing monitoring through progress reports. That is taking a complex system and filtering it down to basics of how it works. A question was raised what kind of testing is done. Mr. Pratt explains it depends, a lot of times our under 3 year olds come to us with speech issues, or it could be OT (occupational therapy), kids are not running, walking or playing as their peers are and sometimes it is developmental and could be social emotional. It is very intensive. A lot of observations are made which could be in groups or small groups or one to one. A question was raised how they determine who gets a one-to-one paraprofessional assigned. Mr. Pratt explained it comes back pretty severely to the least restrictive environment. Is the child able to keep himself and others

safe, are there situations where there are triggers, for example it could be when on the bus and not in school? We look at all of that and decide if a one-to-one or shared para will help. Most of the time a one-to-one is a band aid. What they are designed to do is get the child over the hump and in the long run it does not add the value to the student learning too much. However, there are kids and situations where the one-to-one or shared para helps the student thrive. When they are thriving, we have the biggest conversation of removing the one-to-one. We find as kids get older, they sort of shed them. It is really individualized and there are many different factors. A question was raised if the para follows them through each year. Mr. Pratt responded sometimes they have a different para each day. Sometimes kids need a long-term para, sometimes they don't, sometimes it is grade or subject specific; one para could be really good with math for example and another not. The schools are really good about how they deal with that.

Mr. Pratt spoke of ESY transportation as he had a couple of inquiries lately. He explained in the past few years all our programs have offered transportation through ESSER grant funding. As we know and experienced through programs and budget, that funding has dried up. We have to fall back to the ESY legal requirements. If it is in the students' IEP and we have them taking it for very specific reasons like something on the large bus which causes a trigger etc. those students are entitled to ESY. We are losing something (transport) that kids have had for a while. He added during the school year a bus costs about \$80,000-\$90,000 and that is the rationale. He wanted to address some of the inquiries that have been made.

## **b. Letters/Information**

### **i. General Assurances**

Superintendent reviewed the general assurances that have been provided to each board member and are posted online. He gave a brief overview. The funds we receive are focused on students, staff, and professional development. These are the areas we focus on. We have to review it and demonstrate we read it and share it with all of you and if you have questions, we have to show we tried to answer them, and we and the Board abide by the guidelines. The biggest ones are how we spend the funds, monitor them and what it is spent on. Ms. LaPlante has to do the accounting of all federal funds. The rest is routine. He welcomed questions. A question was raised why section 6 (Title VI and Title IX) are areas crossed out. Superintendent confirms this is what we received to use; he is not sure if these are pending issues in the court. He expects we will get something after it is finalized. Vice Chair Lavallee added there are a number of court cases and decisions not made. We will address them as the court rules. A question was raised if they go into effect, will it need to be re-signed. Superintendent responded it could just be a technical advisory. It may narrow some schools' abilities; we don't have that concern because we focus academically on kids and teachers and do not stray from that. We just finished a grant for summer school which was approved for about \$20,000. That is strictly looking at data and putting in a tutor for math and at the end of the program retesting them to see what progress was made. He thinks some schools use the funding for DEI programs, perhaps it was okay to use those at one time and now it is still pending in court. Even when we had ESSER funds we were transparent on how to use them and who benefited and where it would go. Ms. LaPlante has checked it all because it looks unofficial. A question was raised how it is reviewed is it discussed with a lawyer and by signing it does it mean you agree with it all. What happens if there is something with which you don't agree? Superintendent explained in terms of reading it, most of it is irrelevant to us because our focus is so narrow and a large piece is how it is accounted for so that there is no fraud. He gave an example. There are districts that may have millions of dollars in federal grants. We don't concern ourselves with it too much whether there is new language or whether crossed out or not, it doesn't matter. He is more concerned with High Mowing and needs to provide them with support as a portion we receive is given to them. We oversee the management of it. That is the tricky part for us. Private schools have a different perception of this. Their philosophy may be broader, and we have to pay attention to that to guide them. Ms. LaPlante added we were also audited recently, she gave examples. Page 5 and 6 we have a lot discussed in our policies and if we need to tweak those our state partners help us. We are very lucky we are on top of it. A question was raised how often we are audited. Ms. LaPlante responded it depends on the amount of grants, they have a ranking of high, medium and low. Superintendent added, we follow the rules and more than likely if audited again it will be clean. He confirms our grants are linked to High Mowing because there is a private institution in our district, it is the law. He gave examples of others. The only schools that don't receive a match would be a parochial school unless that has changed.

## **VI. YTD REPORTING**

Ms. LaPlante reported doing a deepest dive going through the encumbrances totaling about 1.9 million to figure out what is associated with employee wages that are obligated and discovered 4 major SPED line items that the encumbrances were showing double. For example, a contracted service para at FRES and LCS were showing twice. It is an issue with the software, nothing she can fix and the same with an ABA at the HS and an OOD tuition showing twice, same thing with SPED transport at the MS. Once she manually adjusted that we are in a much better position now. If everything goes right, we are looking at about \$95,000 left. That number might increase because of our heat claim at WLC, that money sort of gets adjusted off because we're not spending it from taxation. By June 10, at the next board meeting, she will have a final determination from the insurance company. She will be able to revise these numbers and factor in if we're going to use absolutely every substitute for the rest of the year etc., which we're not going to need all of that money likely. It factors in everyone taking all the field trips and adding extra money for athletics because they're over budget but trying to realistically look at what we're going to need. She is confident and thrilled with that discovery. We will continue to close out purchase orders and will continue to scrutinize all purchases. Regarding the van, we ran the numbers, and it would be a 4-5-year payoff and would be looking to buy another by then. She will not be at the June 24 meeting and will do a YTD Repot on June 10. By the time the van paid for itself we would

need another one. Ms. Anzalone noted she would like to see that information. Ms. LaPlante will have the details for June 10. Superintendent added we ran a very modest scenario and are just too close to the bottom line. He has never been in a district that has been in the red and there are some around us that this happening to and he doesn't want to be that district. There are also several in the state.

## **VII. POLICIES-1<sup>st</sup> READING**

### **a. GBCD-R-Background Investigation and Criminal History Records Check-Internal Controls**

Vice Chair Lavallee reviewed this is the 1<sup>st</sup> reading. It is required by law. The Superintendent has created a new internal procedural document in order to comply with the FBI and Department of Safety rights relative to the protection of criminal history records. The policy was largely based on the information in the FBI security policy. She asked for any questions or comments, none heard. This policy will come back for a 2<sup>nd</sup> reading.

### **b. IHBA-R-Programs for Pupils with Disability-Section 504-Notice of Parent and Student Rights**

Vice Chair Lavallee reviewed this is the 1<sup>st</sup> reading. This is another procedure and was created by the administration to meet the requirement that the district post a procedure for parental reference with a notice of rights relative to section 504. There were changes made to page 2 under dual eligibility. The last sentence was updated to "Student Support Services Department." At the Policy Committee we had a discussion regarding the need to include the contact information and did it on page 3. She asked for any questions or comments, none heard. This policy will return for a 2<sup>nd</sup> read.

### **c. ADB-Drug Free Workplace and Drug Free Schools**

Vice Chair Lavallee reviewed this is the 1<sup>st</sup> reading, it was updated in 2022. She reviewed the update was minor, most of it was formatting and we added the words "in writing" to comply with the requirements. She asked for any questions or comments, none heard. This policy will return for a 2<sup>nd</sup> read.

### **d. JRA-Student Records and Access (FERPA)**

Vice Chair Lavallee reviewed this is the 1<sup>st</sup> reading. It was last updated in 2015. This draft policy is the newest one created by NHSBA and has significant formatting changes in regard to the content. There were changes to the definition of a parent. We revised section 1, associated with school officials and we also included several modifications to reflect the state requirement that districts respond to parent requests for access to student records within 14 days. There were other content changes to better reflect the requirements of FERPA and all applicable regulations. We also added post HS plans to the list of items included as directory information. It was noted to remove the period in section E, after the word natural.

A question was raised who would be able to access student records. Vice Chair Lavallee responded the parent or guardian and from the schools perspective it is only personnel that require the information who allowed to access it and only if they need it. Superintendent gave an example such as right to know requests. We need to know what directory information is, what can be given out and what cannot. We have to pay attention to what can and cannot be disclosed. She asked for any questions or comments, none heard. The policy will be amended and back for a 2<sup>nd</sup> read.

## **VIII. ACTION ITEMS**

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

*A MOTION was made by Mr. White and SECONDED by Ms. Alley to approve the minutes of May 13, 2025, as written. Voting: six ayes, one abstention from Vice Chair Lavallee, motion carried.*

## **IX. COMMITTEE REPORTS**

### **i. Budget Liaison**

This item has been removed from the agenda.

## **X. RESIGNATIONS / APPOINTMENTS / LEAVES**

### **a. Resignation-Amanda Guay-LCS-Aide**

#### **• Resignation-Ben Wiley-MS Social Studies Teacher-WLC**

Superintendent reviewed the resignations and read Mr. Wiley's resignation letter which he feels speaks to us as a district and staff. Sometimes we part on difficult terms but mostly there is a reason. We are kind and compassionate and set expectations and work to improve staff. While we are sad to see Mr. Wiley leave, he thinks we can look back and say we really worked to help him become a pretty amazing social studies teacher and his reasons are family oriented and not because of something we are lacking or something we didn't do. We are pretty proud of that.

### **b. Appointment-Ben Hofstetter-District Facilities Manager**

Superintendent reviewed the nomination for Facilities Manager with a salary of \$65,000. We are excited to have a quasi-administrator on our leadership team.

*A MOTION was made by Mr. White and SECONDED by Ms. Collins to appoint Mr. Ben Hofstetter as the Facilities Manager for the district with a salary of \$65,000.*

*Voting: all aye, motion carried.*

## **XI. 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. Online participants can comment via chat as audio does not allow for their comments to be audible.

## **XII. SCHOOL BOARD MEMBER COMMENTS**

Ms. Collins thanked Mr. Pratt for coming and presenting on SPED. She has personal experience with IEP's and would be happy to answer any questions on a more personal level. SPED does a great job and can't say enough. She congratulated Mr. Hofstetter!

Ms. Foss congratulated Mr. Hofstetter, she is so glad we have a facilities manager. She is happy that if there were any errors found in the budget they were found to be in our favor, it is a huge relief. Good job Ms. LaPlante!

Ms. Anzalone congratulated Mr. Hofstetter. She is "bummed" to hear of Mr. Wiley's departure, he is a good teacher, and she wishes him luck. She informed the group there is a Strategic Planning Committee meeting on June 2 at 6:15PM.

Mr. White congratulated Mr. Hofstetter. He acknowledged that it is good news regarding the budget.

Ms. Alley congratulated all the seniors who are graduating. Graduation is Friday, it is an amazing time for them, and she is super excited for them. They are graduating from a great school!

Superintendent commented that it would be great to see as many of the board members as can make it at graduation. All the work you do is right there on stage and it is great to see them. It is this Friday, May 30 at 7pm. The whole town turns out. It is at WLC in the gym.

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

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

### **ii. Negotiations**

*A MOTION was made by Mr. Paul and SECONDED by Ms. Anzalone to enter Non-Public Session to review the non-public minutes and discuss negotiations RSA 91-A: 3 II (A) (C) at 7:22pm.*

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

## **RETURN TO PUBLIC SESSION**

The Board entered public session at 8:13pm.

*A MOTION was made to seal the non-public session minutes RSA 91-A: 3 II (A) (C) by Ms. Foss and SECONDED by Mr. White. Voting: all aye, motion carried.*

## **XIV. ADJOURNMENT**

*A MOTION was made by Mr. White and SECONDED by Ms. Foss to adjourn the Board meeting at 8:13pm.*

*Voting: all aye, motion carried.*

*Respectfully submitted,  
Kristina Fowler*