

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
STRATEGIC PLANNING SUB COMMITTEE MEETING
Wednesday November 7, 2018
Wilton-Lyndeborough Cooperative M/H School
7:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Approve Minutes
- IV. Discussion of Strategic Planning Topics
 - A. Calendar
 - B. Food Service
 - C. Building Utilization/SAU
- V. Discussion of next steps
- VI. Set Meeting Dates
- VII. Adjournment

1 **WILTON-LYNDEBOROUGH COOPERATIVE**
2 **STRATEGIC PLANNING COMMITTEE MEETING**

3 **Wednesday, October 17, 2018**

4 **Wilton-Lyndeborough Cooperative M/H School-Administration Conference Room**
5 **7:00 p.m.**
6

7 Present: *Jonathan Vanderhoof, Harry Dailey, Carol LeBlanc, Jennifer Bernet and Superintendent Lane*
8
9

10 **I. CALL TO ORDER**

11 The meeting was called to order at 7:00pm.
12

13 **II. PUBLIC COMMENTS**

14 There was no public comment to report.
15

16 Chair let the committee know about a request from WLC staff to speak in regard to the middle school
17 reorganization proposal. A question from the staff was raised, is it the school board or the committee
18 they should speak to and when. Consensus of the Committee was for the concerned staff to speak to the
19 board at the appropriate time.
20

21 **III. APPROVE MINUTES**

22 There were no minutes to approve.
23

24 **IV. DISCUSSION OF STRATEGIC PLANNING TOPICS**

25 **a. Calendar**

26 The group went over the WLCTA response in regard to changes in the calendar should be negotiated.
27 Recap of the history of how decisions were made to go from days to hours and the changes over time.
28 Noted that there was no written agreements when making changes or adaptations to the contract after
29 changes were made.
30

31 The chair reviewed feedback from Dr. Heon regarding options for creating additional time for teacher
32 collaboration. She stated that having additional early release days would be effective.
33

34 Committee agreed that since there have been multiple negotiations since changes were made and that
35 the WLCTA made no attempt to make those changes, the contract language of up to 180 days and 7
36 hours of 20 minutes could be enforced.
37

38 Ms. Bernet left at 7:45pm.
39

40 The committee discussed increasing the days of school from 174 to 178 with each of the additional
41 days being early release days. Superintendent indicated original concerns raised by staff that early
42 release days were not quality days of education and that there were teachers who did not get their prep
43 time had been alleviated with changes in the early release schedules. The committee discussed the
44 reason to go to 178 versus 180 was that the four days gave a professional development day for each
45 month except, December which met Dr. Heon's recommendation. The committee did not want the
46 WLCTA to see this as punitive.

47 Committee agreed that whatever proposal went forward it should include information about the
48 increase in the number of days creating an additional cost to pay para-educators. The question was
49 raised as to the activities for para-educators on early release days. In addition, the Superintendent
50 commented that a concern raised by the WLCTA was that by changing the number of school days the

understood per diem rate would change. The Superintendent recommended maintaining the per diem rate calculated at 174 days for the last year of the CBA. The consensus was to allow for that.

A MOTION was made by Mr. Dailey, SECONDED by Ms. LeBlanc to recommend a calendar of 178 days with four additional early release days added to the schedule.

Discussion included a concern that the schedule recommended needed to be seen by the committee prior to recommending. Discussion was had with the focus of the conversation around starting dates.

Mr. Dailey WITHDREW his motion and Ms. LeBlanc her second.

By consensus, the committee tasked the Superintendent to produce draft calendar with options for consideration at the next meeting. Include additional cost along with the calendar.

b. Food Service

Discussion started at 8:12pm.

The committee recognized that this is an ongoing issue that cannot resolve itself with a specific recommendation from the committee.

A discussion was had in regard to collecting unpaid balances and included questions as to what is done to collect overdue balances.

Discussion of differences in the programs at FRES vs. WLC on quality and cost of meals was had. Question, are we losing money on meals at FRES even though percentage of participation is higher, if so why?

Discussion about equipment, are we using what we have and what do we need that we don't have. Questioning as to whether or not large equipment should be dealt with the CIP.

Discussion was had regarding using a consultant to evaluate the program.

Superintendent tasked to:

- Investigate the possibility of finding a consultant and determine cost for possible presentation to the school board as a recommendation.
- Investigate the differences in WLC vs. FRES food program including cost vs. income.
- Provide to the committee the procedures for recouping unpaid balances for food service.

V. DISCUSSION OF NEXT STEPS

See above.

VI. SET MEETING DATES

The next meeting will be November 7, 2018, 7pm at WLC.

VII. ADJOURNMENT

A MOTION was made by Ms. LeBlanc, SECONDED by Mr. Dailey to adjourn the meeting at 9:02pm. Voting 3-0, motion passed

*Respectfully submitted,
Kristina Fowler for Bryan Lane*

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: The WLC Strategic Planning Committee
FROM: Bryan Lane
DATE: 10/31/18
RE: SAU Configuration

As part of the conversation in changing the structure of the district, the Mr. Vanderhoof asked that I share this information that he requested.

Including pre-school, as of today we have:

561 total students

151 students from Lyndeborough- 26.9%
420 students from Wilton- 73.1 %

Using the numbers from the last board packet on enrollment from October 2 which indicates a total enrollment of 559 students.

Using that information along with the standing board policy for class size:
Kindergarten through grade 2- maximum of 20 students
Grades 3 through 12- maximum of 25 students.

If we do not add teaching staff the following would be the number of students we can add per grade and still fall within board policy.

Grade	# of students to add to reach maximum	
Kindergarten	8 students	3 classes
First Grade	19 students	3 classes
Second Grade	16 students	3 classes
Third Grade	8 students	2 classes
Fourth Grade	6 students	2 classes
Fifth Grade	9 students	2 classes

Middle school gets more complicated because in classes like Art, Industrial Technology, along with Family and Consumer Science, these are lab style classes that really shouldn't have more than 18 to 20 students versus the 25 maximum in the board policy. Using the number of 20 per class:

Grade	# of students to add to reach maximum	
Sixth Grade	16 students	3 sections
Seventh Grade	10 students	2 sections
Eighth Grade	11 students	3 sections

High School is a different thing all together. I believe we could add 12 to 15 students per grade and still fall within the limitations for labs in science and in elective areas.

If you add a teacher the cost of a staff person of 5 years of experience and a full family plan for health insurance the cost per teacher is about \$65,000.

In creating a tuition rate for students coming from other districts you need to look at our per pupil expenditures and remove the cost for transportation and out of district special needs or special needs costs that would require a one on one para-educator. Those costs would be the responsibility of the sending district as long as the sending district did not become part of the SAU. Removing those costs, it would be reasonable to set a tuition rate of \$12,000 or so.

If the tuition rate was \$12,000 the district would need to add at least 7 students to make it cost effective to add a teacher.

**178 DAYS WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL DISTRICT
2019-2020 SCHOOL CALENDAR STARTING AUGUST 27**

AUGUST- 3 days	M	T	W	T	F		FEBRUARY- 14 days	M	T	W	T	F
New Teacher Onen. 19-20	12	13	14	15	16		Feb. 7 Teacher Wkshp	3	4	5	6	7
Aug. Teacher Wkshp. 21-23	19	20	21	22	23			10	11	12	13	14
First Day of School. 27	26	27	28	29	30			17	18	19	20	21
Aug 26 and 30 no school							Feb. 24-28	24	25	26	27	28
SEPTEMBER- 20 days	M	T	W	T	F		Mid-winter Break					
Sept. 2- Labor Day	2	3	4	5	6							
	9	10	11	12	13							
	16	17	18	19	20		MARCH- 22 days	M	T	W	T	F
Sept 25 Early Release	23	24	25	26	27			2	3	4	5	6
	30							9	10	11	12	13
							March 18 Early Release	16	17	18	19	20
OCTOBER- 21 days	M	T	W	T	F			23	24	25	26	27
Oct. 11 Non Work Day			1	2	3	4		30	31			
	7	8	9	10	11							
Oct. 14 Columbus Day	14	15	16	17	18		APRIL- 18 days	M	T	W	T	F
Oct. 31 Early Release	28	29	30	31						1	2	3
								6	7	8	9	10
NOVEMBER- 17 days	M	T	W	T	F		Apr. 16 Early Release	13	14	15	16	17
					1			20	21	22	23	24
Nov 11- Veterans Day Obs.	4	5	6	7	8		April 27-May 1 Spg. Break	27	28	29	30	
Nov. 20 Early Release	18	19	20	21	22							
Nov. 27-29 Thanksgiving Recess	25	26	27	28	29		MAY- 19 days	M	T	W	T	F
							End of Spring Break					1
DECEMBER- 15 days	M	T	W	T	F			4	5	6	7	8
	2	3	4	5	6		May 14 Early Release	11	12	13	14	15
	9	10	11	12	13			18	19	20	21	22
	16	17	18	19	20		May 25 Memorial Day	25	26	27	28	29
Dec. 23- Dec 31 Holiday Recess	23	24	25	26	27							
	30	31					JUNE- 8 days	M	T	W	T	F
2020								1	2	3	4	5
JANUARY- 21 days	M	T	W	T	F			8	9	10	11	12
Jan 1- New Years Day			1	2	3		Five snow days June 17	15	16	17	18	19
	6	7	8	9	10			22	23	24	25	26
Jan. 16 Early Release	13	14	15	16	17			29	30			
Jan 20 MLK Day	20	21	22	23	24							
	27	28	29	30	31							
AUGUST through JANUARY (97 Days)							February through June (81 Days)					
Aug. 19-20	New Teacher Orientation						Feb. 7	Teacher workshop full day				
Aug. 21-23	Full day teacher workshop						Feb. 24-28	Mid-Winter Break				
Aug. 27	First Day of School						March 18	Early Release Day				
Aug. 26 and 30	No School						April 16	Early Release Day				
Sept. 25	Labor Day						April 27 to May 1	Spring Break				
Sept. 25	Early Release						May 14	Early Release Day				
Oct. 11	Non-School Day						June 17	Last day w/ 5 snow days				
Oct. 14	Columbus Day											
Oct. 31	Early Release											
Nov. 11	Veterans Day											
Nov. 20	Early Release											
Nov. 27-29	Thanksgiving Recess											
Dec. 23-31	Holiday Break											
Jan. 1	New Years Day											
Jan. 16	Early Release											

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New Teacher Orien. 19-20	12	13	14	15	16		Feb. 7 Teacher Wkshp	3	4	5	6	7
Aug. Teacher Wkshp. 21-23	19	20	21	22	23			10	11	12	13	14
First Day of School 27	26	27	28	29	30			17	18	19	20	21
Aug. 26 & 30 no school							Feb. 24-28	24	25	26	27	28
SEPTEMBER- 20 days	M	T	W	T	F		Mid-winter Break					
Sept. 2- Labor Day	2	3	4	5	6							
	9	10	11	12	13							
	16	17	18	19	20		MARCH- 22 days	M	T	W	T	F
Sept. 25 Early Release	23	24	25	26	27			2	3	4	5	6
	30							9	10	11	12	13
							March 18 Early Release	16	17	18	19	20
OCTOBER- 21 days	M	T	W	T	F			23	24	25	26	27
Oct. 11- Non Work Day			1	2	3	4		30	31			
	7	8	9	10	11							
Oct. 14- Columbus Day	14	15	16	17	18							
	21	22	23	24	25		APRIL- 18 days	M	T	W	T	F
Oct. 31 Early Release	28	29	30	31						1	2	3
							April 16 Early Release	6	7	8	9	10
NOVEMBER- 17 days	M	T	W	T	F			13	14	15	16	17
					1			20	21	22	23	24
	4	5	6	7	8		April 27-May 1 Spg. Break	27	28	29	30	
Nov 11- Veterans Day Obs.	11	12	13	14	15							
Nov. 20 Early Release	18	19	20	21	22							
Nov. 27-29 Thanksgiving Recess	25	26	27	28	29		MAY- 19 days	M	T	W	T	F
							End of Spring Break					1
DECEMBER- 15 days	M	T	W	T	F			4	5	6	7	8
	2	3	4	5	6		May 14 Early Release	11	12	13	14	15
	9	10	11	12	13			18	19	20	21	22
	16	17	18	19	20		May 25 Memorial Day	25	26	27	28	29
Dec. 23- Dec 31 Holiday Recess	23	24	25	26	27							
	30	31										
							JUNE- 10 days	M	T	W	T	F
2020								1	2	3	4	5
JANUARY- 21 days	M	T	W	T	F			8	9	10	11	12
Jan 1- New Years Day			1	2	3		Five snow days June 19	15	16	17	18	19
	6	7	8	9	10			22	23	24	25	26
Jan. 16 Early Release	13	14	15	16	17			29	30			
Jan 20- MLK Day	20	21	22	23	24							
	27	28	29	30	31							
AUGUST through JANUARY (97 Days)							FEBRUARY through JUNE (83 Days)					
Aug. 19-20	New Teacher Orientation						Feb. 7	Teacher workshop full day				
Aug. 21-23	Full day teacher workshop						Feb. 24-28	Mid-Winter Break				
Aug. 27	First Day of School						March 18	Early Release Day				
Aug. 26 & 30	No School						April 16	Early Release Day				
Sept. 2	Labor Day						April 27 to May 1	Spring Break				
Sept. 25	Early Release						May 14	Early Release Day				
Oct. 11	Non-School Day						June 18	Last day w/ 5 snow days				
Oct. 14	Columbus Day											
Oct. 31	Early Release											
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**178 DAYS WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL DISTRICT
2019-2020 SCHOOL CALENDAR STARTING AUGUST 29**

AUGUST- 2 days	M	T	W	T	F		FEBRUARY- 14 days	M	T	W	T	F
New Teacher Orien. 21-22	12	13	14	15	16		Feb. 7 Teacher Wkshp	3	4	5	6	7
Aug. Teacher Wkshp. 26-18	19	20	21	22	23			10	11	12	13	14
First Day of School 29	26	27	28	29	30			17	18	19	20	21
							Feb. 24-28	24	25	26	27	28
SEPTEMBER- 20 days	M	T	W	T	F		Mid-winter Break					
Sept. 2- Labor Day	2	3	4	5	6							
	9	10	11	12	13							
	16	17	18	19	20		MARCH- 22 days	M	T	W	T	F
Sept 25 Early Release	23	24	25	26	27			2	3	4	5	6
	30							9	10	11	12	13
OCTOBER- 21 days	M	T	W	T	F		March 18 Early Release	16	17	18	19	20
Oct. 11- Non Work Day		1	2	3	4			23	24	25	26	27
	7	8	9	10	11			30	31			
Oct. 14- Columbus Day	14	15	16	17	18							
	21	22	23	24	25		APRIL- 18 days	M	T	W	T	F
Oct. 31 Early Release	28	29	30	31						1	2	3
								6	7	8	9	10
NOVEMBER- 17 days	M	T	W	T	F		Ap. 16 Early Release	13	14	15	16	17
					1			20	21	22	23	24
Nov 11- Veterans Day Obs.	4	5	6	7	8		April 27-May 1 Spg. Break	27	28	29	30	
Nov. 20 Early Release	18	19	20	21	22							
Nov. 27-29 Thanksgiving Recess	25	26	27	28	29		MAY- 19 days	M	T	W	T	F
							End of Spring Break					1
DECEMBER- 15 days	M	T	W	T	F			4	5	6	7	8
	2	3	4	5	6		May 14 Early Release	11	12	13	14	15
	9	10	11	12	13			18	19	20	21	22
Dec. 23- Dec 31 Holiday Recess	16	17	18	19	20		May 25 Memorial Day	25	26	27	28	29
	23	24	25	26	27							
	30	31										
							JUNE- 9 days	M	T	W	T	F
2020								1	2	3	4	5
JANUARY- 21 days	M	T	W	T	F			8	9	10	11	12
Jan 1- New Years Day			1	2	3		Last day w/5 snow days	15	16	17	18	19
	6	7	8	9	10			22	23	24	25	26
Jan. 16 Early Release	13	14	15	16	17			29	30			
Jan 20- MLK Day	20	21	22	23	24							
	27	28	29	30	31							
AUGUST through JANUARY (96 Days)							FEBRUARY through JUNE (82 Days)					
Aug. 21-22	New Teacher Orientation						Feb. 7	Teacher workshop full day				
Aug. -26-28	Full day teacher workshop						Feb. 24-28	Mid-Winter Break				
Aug. 29	First Day of School						March 18	Early Release Day				
Sept. 2	Labor Day						April 16	Early Release Day				
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Oct. 11	Non-School Day						May 14	Early Release Day				
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Dec. 23-31	Holiday Break											
Jan. 1	New Years Day											
Jan. 16	Early Release											
Jan. 20	MLK Day											

DIG-SCHOOL LUNCH MEAL PAYMENT POLICY

The Wilton-Lyndeborough Cooperative School Board authorizes the Superintendent and his/her designee to review breakfast and lunch prices for student meal sales in the spring. Parents will be informed of these prices before the beginning of the school year.

Breakfast and Lunch Sales

Both Florence Rideout Elementary and Wilton-Lyndeborough Cooperative Middle/High Schools use a point of sale (POS) system to collect money on school meal sales, including cash transactions, and for tracking of all food purchases. The POS system will debit meal accounts and track food purchases so parents may request to see how their student is using their account.

Pre-Paid Meal Accounts

Each student is provided with an individual pre-paid meal account to purchase breakfast, lunch and milk in the cafeteria. A meal account may be funded online, by check or by cash. Online payments are strongly encouraged. A minimum starting balance of \$30 for each meal account is encouraged. Each account should maintain a \$10 minimum balance throughout the school year.

Although shared meal accounts are not available for multiple students within a family, all individual accounts within a family may be linked such that individual accounts within a family with a negative balance can be replenished from any available positive balance of another account within the same family. Prior arrangements will have to be made with the Food Service Manager. No student will be denied lunch regardless of the account balance, however administration will be notified to provide further communication and resolution to the debt.

The parent will be notified bi-weekly once their child's account reaches a negative balance. Account statements will be either emailed or mailed by the Food Service Manager. If their child's account reaches a negative balance of \$(10), calls will be made by the Food Service Manager. If their child's account reaches a negative balance of \$(25), letters will be mailed by the Business Administrator, located at the Office of the Superintendent of Schools.

If there is no response within three days, the Food Service Manager will contact administration for further parent communication. An application for Free and Reduced Meals will also be communicated. The Principal is able to assist in making alternative arrangements with parents who cannot afford to purchase lunch.

Reconciliation

For students returning the following school year:

- (a) all positive account balances as of June 30th will be carried over into the new school year;
- (b) all negative account balances must be paid prior to June 25th of the current school year.

For students not returning the following school year or leaving during the current school year:

- (a) all positive meal account balances will be transferred to the meal accounts of any remaining students within the same family, provided that if no such other accounts exist, then the remaining positive meal account balance will be refunded within 45 days after June 30th or the date of departure, as applicable.
- (b) all negative account balances must be paid prior to June 25th of the current school year or within 45 days of departure, as applicable.

The district will use reasonable efforts to collect upon any meal account with a negative balance. During the budget process the district will include an amount to cover any anticipated meal program deficit during the following school year, including any negative meal account balances not paid by June 30th of such school year.

Legal References:

SB 371 Lunch Meal Payment Policies

RSA 189:11-a Food and Nutrition Program

First Reading: March 7, 2017

Second Reading: April 4, 2017

Final Adoption: April 4, 2017