

**WILTON-LYNDEBOROUGH COOPERATIVE**  
**Strategic Planning Sub Committee Meeting Minutes**  
**Wednesday, September 19, 2018**  
**WLC M/H School Conference Room**

Committee Members: Chair Jonathan Vanderhoof, Jennifer Bernet, Harry Dailey, Carol LeBlanc, Lisa Post.

*Present: Jonathan Vanderhoof, Jennifer Bernet, Harry Dailey, Carol LeBlanc, Lisa Post, Bryan Lane, Superintendent.*

**CALL TO ORDER:** Chairman Vanderhoof called the meeting to order at 7:00 p.m.

**I. PUBLIC COMMENT:** Public not present.

**II. Approve Meeting Minutes:**

*A Motion was made by Harry Dailey, Seconded by Lisa Post to accept the September 6, 2018 minutes as amended.*

*Voting: All in favor with one abstention (Carol LeBlanc)*

**III. Discussion of Strategic Planning Topics:**

**a. Food Service**

**i. Bob Deignan, Food Service Director**

Mr. Deignan reviewed the National School Lunch Program standards in terms of nutrition, portion size, required meal components, servings per week and a discussion followed.

Mr. Dailey asked how to make the lunch program better financially and increase program participation. Mr. Deignan replied that they are doing a trial through "intro to new items and products" for students to sample and see if they like them before ordering larger quantities.

Mr. Deignan indicated that buying is done through the NH Buying Consortium of Laconia/Nashua. The cost to participate is \$450 and WLCSD is able to capitalize on quality and pricing. Projected use is for the whole year. This group consists of 20-30 School Districts and solicits bids every two years for dry and frozen foods, paper bids, ice cream, etc. The remainders of the products are purchased through the Federal Government. Mr. Deignan orders for WLC and Chef Deb prepares orders for FRES and LCS and submits them to Mr. Deignan for purchase.

Mr. Deignan stated that there are different meals being cooked and served at FRES and WLC. The meals for LCS are prepared, cooked and shipped from FRES. Chair Vanderhoof inquired as to how many student meals are served per day and per week, and received the estimate of 200 per day. The week of September 9-15, 2018: there were 1,014 lunches and 252 breakfasts purchased. Mr. Deignan responded to a question of how the food is prepared and cooked and indicated that it's 50/50 heating up prepared items and meals that made from scratch like cheese lasagna and oriental day which are popular. He indicated that Chef Deb prepares her own menu this year and has added popcorn chicken, chicken bowl and corn day and that the children like it. Chair Vanderhoof questioned the logistics of cooking and transporting meals and asked if the quality of the food goes down. Mr. Deignan indicated that some foods do loose crispness. At WLC a 6" and 12" sub has been added along with plated salad option sold by weight, they are also using several Panini presses.

Mr. Dailey question how costs can be controlled. A discussion on whether cost savings can be found around personnel, efficiencies, product purchases, preparation, utensils and equipment followed. The number of Food Service personnel and hours worked was provide by Superintendent Lane and reviewed. To a question on outside vendors Mr. Deignan stated that a few places that have used outside contractors had problems and went back to providing meals in-house. Mr. Vanderhoof asked if the staff needs additional training, Mr. Deignan informed the Committee that the USDA

mandates yearly CRE's for staff. There was a discussion to bring in a dietician or nutritionist. Mr. Deignan attends yearly conferences: SNA of NH does Chef Demos that he finds helpful and a spring conference is in Manchester. He suggests bringing in someone to the facility to work with the staff rather than sending them out. Ms. Bernet spoke to High Mowing School's culinary arts program and the high quality of their food that is healthy and good tasting and suggested that the focus for us should be on the healthiest food possible within the federal guidelines.

**b. Administrative/Staffing Structure**

The change in the Middle School configuration to allow 8<sup>th</sup> graders to earn HS credits while creating cost savings that would reallocate resources around other areas with increased educational benefits to the students was discussed. This can be accomplished by eliminating two positions and adding financial dollars to target testing issues and can exist within the schedule. Flat enrollment is a possible concern with this model. Mr. Lane discussed first year being transitional and suggests the key to successful change is to hire a certified dual English/Social Studies teacher and if needed the Science Department could pick up two science classes. For 8<sup>th</sup> grade math, this focuses on the students' proficiency, needs and level they are performing to allowing for either remedial or advanced coursework. If there is no reduction of a teacher, the 6<sup>th</sup> and 7<sup>th</sup> graders will be able to have remedial math options.

Chair Vanderhoof suggested the follow models to consider:

1. Middle School change with two staff reductions - Department Head Model (No Asst. Principal)
2. Middle School Change with two staff reductions- Assistant Principal Model (No Dept. Heads)
3. Middle School change with no staff reductions – Department Head Model (No Asst. Principal)
4. Middle School change with no staff reductions – Assistant Principal Model (Dept. Heads Teaching)

*A Motion was made by Harry Dailey to recommend the Middle School reorganization with two staff reductions; Seconded by Lisa Post. Voting: 3-2. Motion Carried.*

*A Motion was made by Harry Dailey recommending "do nothing" regarding Administrative Structure change based on the Middle School reorganization vote; Seconded by Carol LeBlanc. Voting: All in favor. Motion passed unanimously.*

Mrs. LeBlanc stated that in the event the School Board voted against the Strategic Committee's recommendation, the Middle School reorganization with no staff reduction be presented.

**IV. Discussion of Next Steps:**

**a. Information Needed:**

**V. Schedule Next Meeting:**

- a. Thursday, October 17, 2018 at WLC M/H School Conference Room

**VI. Adjournment: 9:45 p.m.**

*A Motion was made by Mr. Dailey to adjourn the meeting; Seconded by Mrs. LeBlanc. Voting: All Ayes. Motion passed.*

Respectfully Submitted,  
Lisa C.M. Post