

1 **WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING**  
2 **AND JOINT BUDGET COMMITTEE SESSION**

3 **Tuesday, December 20, 2016**

4 **Wilton-Lyndeborough Cooperative M/H School-Media Room**

5 **6:30 p.m.**  
6

7 Present: *Geoff Brock, Matt Ballou, Mark Legere, Charlie Post, Carol LeBlanc, Alex LoVerme via cell*  
8 *until arrival, and Harry Dailey after the Budget Co. Mtg.*  
9

10 *Superintendent Bryan Lane, Business Administrator Lise Tucker, Director of Student Support Services*  
11 *Betty Moore, Principals Brian Bagley, Tim O'Connell and Clerk Kristina Fowler*  
12

13 **I. CALL TO ORDER**

14 Chairman Brock called the meeting to order at 6:31 p.m.  
15

16 **II. ADJUSTMENTS TO THE AGENDA**

17 Superintendent Lane added co-curricular salaries to the agenda.  
18

19 **III. PUBLIC COMMENTS**

20 There was no public comment to report.  
21

22 **IV. BOARD CORRESPONDENCE**

23 **a. Reports**

24 **i. Superintendent's Report**

25 Superintendent Lane reviewed his report which included a successful first snow day. He had one "no  
26 call" day with no student safety issues and the buses were running on time (he had checked) and spoken  
27 with the road agents and all were in agreement with the decision to not delay school. He did not receive  
28 one parent phone call or email. They are still working through negotiations they have a tentative  
29 agreement signed as of today. It will be presented to the Board this evening. The budget is in the final  
30 stages with personnel being presented tonight. There is a health insurance piece that is pending Board  
31 approval then may go to the Budget Committee. A lead topic at the Superintendents meeting was opioid  
32 drug issues. He congratulated Ms. Levick, music teacher and the students for doing a great job with the  
33 winter concert. He has asked for a list of when the buildings will be open and this will be posted on the  
34 doors of each building during the break next week.

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

36 **iii. Director of Technology's Report**

37 The reports have been reviewed by the Board.  
38

39 **iv. General Fund Expenditures and Revenue 2016-2017**

40 Ms. Tucker gave an overview of the forecast for the general fund. This document shows the general  
41 fund expenditures by object code, the budget balance grand total is \$144,820 and general fund revenue  
42 budget balance grand total is \$16,630. This gives us an approximate of \$162,000 for a fund balance at  
43 this time.

44 **V. CONSENT AGENDA**

45 There was no consent agenda.  
46

47 **VI. ACTION ITEMS**

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

49 *A MOTION was made by Ms. LeBlanc and SECONDED by Mr. Legere to approve the minutes for*  
50 *December 6, 2016 as amended.*

51 *Voting: all aye; motion carried unanimously.*

52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102

**b. NHSBA Resolutions/Delegate Assembly (Jan. 21)**

Superintendent Lane inquired if any member would like to attend. Mr. Ballou and Chairman Brock gave a brief overview of the day. Mr. Legere graciously volunteered to attend.

**• SNOW PLOWING**

Mr. Post met with both town managers and the Lyndeborough Selectmen. He will attend the Lyndeborough Selectmen’s meeting tomorrow night.

**c. Non-Union Health Insurance**

This agenda item was moved to the joint session. See below

**d. Facilities Usage Fees**

Superintendent Lane explained that it had been brought to his attention that there are four groups (Softball Clinic, WJAA Youth Basketball, Men’s Basketball League, AAU Volleyball) using the facilities without a representative in the building while they are doing their activities. He explained the specifics of each group and acknowledged that we have a policy that is not being followed. One group does not have an insurance waiver that he is aware of, none are being charged custodial fees, and there is no staff person required to be present. The principals have advocated for two of the groups that serve our students and have convinced him that they are viable. The Board has the authority to waive the policy, the custodial fees, and waive someone not in the building with these groups. The Board could choose to pay the custodial fees for the organizations that serve our students as they may not be in a situation to handle the fees. Chairman Brock added that they had spent a lot of time creating this policy and nothing has ever fit smoothly and it has been frustrating. Mr. Ballou noted something is missing in the policy. They will discuss this further when Mr. Dailey is present.

Mr. Dailey joined the meeting at 7:03 p.m.

**VII. 7:00 P.M. JOINT BOARD & BUDGET COMMITTEE SESSION**

Present: Christine Tiedemann, John Kofalt, Mary Guild, Edwina Hastings, Ellen Pomer, Pam Altner and Leslie Browne arrived at 7:09 p.m.

The committee was already in session as they had met prior at 6:30 p.m. Mr. Kofalt is the acting Chairman.

**a. FY 2017-2018 Budget**

**i. Budget Adjustments.**

**• Non-Union Health Insurance**

Superintendent Lane reviewed a memo to the Board which states the upcoming health insurance budget for non-union affiliated staff is \$455, 605. The determination for how much is paid by each person has been determined by the contracts created and the Full Time Support Staff Employee Handbook. He is proposing to create a level of consistency by “groupings” as currently there is not. He confirmed he feels confident that by adopting this structure it will line up better with the other contracts *and* also would be switching plans to the “yellow plan” of insurance. He then explained the “yellow plan”. This would result in savings to the district. He asked for a recommendation from the Board on this proposal.

*A MOTION was made by Mr. Dailey and SECONDED by Ms. LeBlanc to accept the plan as presented by the Superintendent.*

*Voting: five ayes; (including Mr. Brock) two abstentions from Mr. Legere and Mr. Post, motion carried.*

Superintendent Lane recommended putting forth a reduction in the budget of \$35,960. The budget will be adjusted by this amount.

103 **ii. Staffing & Benefits**

104 Superintendent Lane reviewed the staffing scenario presented to the Board and Budget Committee. He  
105 has had conversations with the administrative staff. He described the scenario in detail. He is  
106 recommending a reduction of two teaching positions and not filling one aide position that is due to  
107 retirement at the end of the year.

108  
109 He notes the district is lacking a defined vertically, articulated curriculum, an appropriate staff  
110 development program and oversight as to how curriculum is being delivered as well as correcting  
111 educational deficits early in a child's educational career. Citing test scores coming from NWEA and  
112 Smarter Balanced, WLC is at the state average or just below. This is not acceptable to him. He is  
113 recommending using this as an opportunity to create two positions in the district by repurposing the two  
114 teaching positions. He is further recommending increasing two .8 teaching positions to full time. Due to  
115 the retirement, these changes are essentially cost neutral.

116  
117 The leadership team felt what was most needed was a Curriculum Coordinator and an Integrationist and  
118 Response to Instruction Coordinator. The responsibilities of a Curriculum Coordinator would be for the  
119 oversight of curriculum creation and updating for all grades and all disciplines, supervising curriculum  
120 implementation for all grades and disciplines, coordinate all staff development activities, provide staff  
121 development when appropriate, coordinate district wide assessments and manage Title 1 and Title 2.  
122 The other position was an Integrationist and Response to Instruction (RTI) Coordinator whose  
123 responsibilities would be to provide targeted instruction focusing on grades 1-3 in math and reading and  
124 also working with grades 4-5. This person would work with teachers in identifying and prescribing  
125 solutions when students are struggling. When asked about the high school students who may be  
126 "floundering", he responded that they have been working on changing the WLC schedule going from 6  
127 periods to 7 with the goal of identify the students who are struggling and the extra period will create  
128 support for those students. Increases from .8 to full time are for the following; the computer teacher  
129 who would become the Library Media Specialist at FRES. Her duties would include managing the  
130 library as well as computer instruction with the students and for the elementary music teacher so she can  
131 teach chorus in grades 6-12 and we will look for opportunities to grow music performance and education  
132 at WLC.

133  
134 Chairman Brock commented that the Curriculum Coordinator is something he has heard all  
135 Superintendents and many teachers ask for. He would support this for the students.

136  
137 Superintendent Lane added, these positons are positions he would be recommending regardless if there  
138 was a RIF or not.

139 **iii. Van Proposal**

140 Superintendent Lane reviewed a proposal for a 15 passenger van. In the current budget the cost for  
141 Career and Technical Education Center in Milford is \$20,332 and Co-curricular transportation is  
142 \$26,037. He has received a quote from Hillsboro Ford that indicates a five year lease at an annual cost  
143 of \$7,500. Our insurance carrier Primex has indicated this would be covered under our current policy  
144 with no additional charge. We have an existing policy for a tractor. The itemized cost analysis is  
145 \$16,690 for the lease, gas, driver, and 2 oil changes. The driver does not need a cdl license and no  
146 special lights are required on the van as we are not transporting to or from a residence. This is a regular  
147 passenger vehicle, and there is no stopping on railroad tracks. Drivers of the van would need to be  
148 cleared prior to being approved to drive. To do this for SPED there would be added costs but it would  
149 allow for greater savings. This may be something he would bring for next year pending how this works.  
150 Per Ms. Tucker, the second year insurance premium would be \$500. Superintendent Lane explained a  
151 substitute scenario would need to be created if the driver was sick and the coaches would be driving for  
152 athletics. The van would be housed at WLC. There is not a loaner included in the lease therefore we  
153 would need to work with the bus company similar to what we do for a field trip if there were an issue

154 with the van and it was out of service. Overall there would be a savings of \$10,142. Mr. Dailey objects  
155 due to the liability, it is just not something he is comfortable getting into. Chairman Brock added  
156 looking at the numbers; you are savings 20% with the potential of additional savings if it is successful.  
157

158 Responding to a question from Mr. Post regarding when they might see an improvement in test scores,  
159 (Referring to the RTI position from the previous conversation) and Ms. Hastings asking about  
160 evaluation tools, Superintendent Lane responded, currently we use NWEA but there are other  
161 assessments that can be done on the Chromebooks. We can do these monthly instead of twice a year  
162 which would give us more information and it would come back within 24 hours. We will get baseline  
163 data on a regular basis and we would need to share that with the School Board. With internal data we  
164 can find the level of progress. Ms. Browne added that this sounds good and a focus that we need not  
165 that will meet the next biggest standard. Our scores have not changed and we need to keep the focus on  
166 what the kids and teachers need. Superintendent Lane responded that the proof is looking at the internal  
167 assessments.  
168

#### 169 **b. Warrants**

170 Superintendent Lane reported his goal would be next time to have figures for the warrant articles. He is  
171 hoping to have the teachers' contract ratified and have "good" numbers and will if these things are  
172 approved.  
173

#### 174 **c. Confirm Times of Public Hearing/Snow Date & District Meeting Snow Date (7PM)**

175 The Budget Hearing will be held on February 9, 2017, 7:00 p.m. at WLC and snow date for this will be  
176 February 10, 2017, 7:00 p.m., at WLC. District meeting is Saturday, March 11, 2017, 9:00 a.m. at WLC  
177 and snow date is Monday, March 13, 2017, 7:00 p.m. at WLC.  
178

179 The line item budget for personnel and benefits shows a 1.45% increase which includes the increases in  
180 health and retirement which are significant. Superintendent Lane welcomed Board and Budget  
181 Committee members to email, call or schedule time to meet with him over the break, he would be happy  
182 to answer any questions they may have.  
183

184 *A MOTION was made by Ms. Pomer and SECONDED by Ms. Guild to adjourn the Budget Committee*  
185 *session at 8:33 p.m.*

186 *Voting: all aye; motion carried unanimously.*  
187

#### 188 **• FACILITIES USE DISCUSSION CONTINUATION**

189 Superintendent Lane recapped the Board has the authority to waive the policy and can choose to pay the  
190 expense of the custodial fee for the organizations that serve our students and would need to make a  
191 decision on the organization/s that do not. Mr. Legere believes that the WJAA serves our students and  
192 we have it because we don't have a parks and recreation department, we are lucky to have people who  
193 volunteer. He would not want to have a negative impact on them. Members discussed the policy may  
194 need to be adjusted.  
195

196 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Ballou to instruct the Superintendent to*  
197 *notify the organizations to allow them to continue to use the facilities and come back to the Board with a*  
198 *recommendation for an adjustment to the policy*

199 *Voting: all aye; motion carried unanimously.*  
200

#### 201 **• CO-CURRICULAR SALARIES**

202 Superintendent Lane reviewed a recommendation for co-curricular salaries. In order to create a  
203 consistent level, he looked at where we are in comparison to other districts. If we used the formula he is  
204 proposing, this would create an increase of \$6,243 to the budget if we ran everything but in our current

205 situation, we do not. It also provides an hourly increase of \$1.00 per hour for coaches who reach an  
206 anniversary mark every five years of service to the district. There is no scenario where a coach would  
207 take a pay cut. This formula uses a ‘per hour’ way to calculate. Other co-curricular positions can be  
208 calculated this way. When asked about assistant advisors, he responded if the coach wants to have an  
209 assistant come on they would discuss that with the principal, a volunteer is volunteering and if a coach  
210 chooses to compensate them that would be their choice.

211  
212 *A MOTION was made by Mr. Dailey and SECONDED by Mr. Post to accept the recommendation of the*  
213 *Superintendent for co-curricular salaries.*

214 *Voting: five ayes; one abstention from Mr. LoVerme, motion carried.*

215

## 216 **VIII. COMMITTEE REPORTS**

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

218 There was no report given.

219

## 220 **IX. RESIGNATIONS / APPOINTMENTS / LEAVES**

221 There were none to report.

222

## 223 **X. BOARD BUDGET DISCUSSION**

224 There was no additional discussion.

225

## 226 **XI. PUBLIC COMMENTS**

227 There were no public comments to report.

228

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

### 230 **a. Student Matter**

### 231 **b. Negotiations**

232 *A MOTION was made by Mr. Dailey and SECONDED by Mr. Ballou to enter Non-Public Session to*  
233 *discuss a student matter and negotiations RSA 91-A: 3 II (A) (C) at 8:50pm.*

234 *Voting: all aye; motion carried unanimously.*

235

### 236 **• RETURN TO PUBLIC SESSION**

237 The Board entered public session at 9:53pm.

238

239 *A MOTION was made to seal the non-public session minutes for 50 years by Mr. LoVerme and*  
240 *SECONDED by Mr. Dailey.*

241 *Voting: all aye; motion carried unanimously.*

242

243 *A MOTION was made to approve the Tentative Agreement (Collective Bargaining Agreement) that was*  
244 *reached with the WLCTA by Mr. LoVerme and SECONDED by Mr. Legere.*

245 *Voting: six ayes; one abstention from Mr. Legere, motion carried.*

246

## 247 **XIII. ADJOURNMENT**

248 *A MOTION was made by Mr. Dailey and SECONDED by Mr. Ballou to adjourn the Board meeting at*  
249 *9:58pm.*

250 *Voting: all aye; motion carried unanimously.*

251

252 *Respectfully submitted,*

253 *Kristina Fowler*