

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

**Tuesday, December 6, 2016**

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

**6:30 p.m.**

Present: *Harry Dailey, Matt Ballou, Mark Legere, Charlie Post, Carol LeBlanc, and Alex LoVerme*

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

**I. CALL TO ORDER**

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

**II. ELEMENTARY STUDENT OF THE MONTH**

Mr. O'Connell honored two 3<sup>rd</sup> grade students from FRES as students of the month.

**III. ADJUSTMENTS TO THE AGENDA**

Superintendent Lane confirmed a letter was sent to Lyndeborough's Town Administrator, Russ Boland for the Selectmen as requested and a copy was shared with the Board previously.

Mr. Post added snowplowing to the agenda.

**IV. PUBLIC COMMENTS**

There were no public comments to report.

**V. BOARD CORRESPONDENCE**

**a. Reports**

**i. Superintendent's Report**

Superintendent Lane reviewed his report and noted one correction to the written report which was that the Schoolcare meeting did not occur on November 29 due to a mix up on the presenter's part but she did reschedule and attend today. Attendance was improved at almost 30 more than the week prior. There was a mix of teachers who are part of the CBA and paraeducators who are not directly affected as their contract is still in play but knowing that we are possibly looking at doing changes they were present to hear the information. The presenter from Schoolcare spoke for about 45 minutes; it was made clear there were no specifics on rates as there were questions on this. The teachers in the CBA had a small meeting to get some feedback after. For 17-18 budget, there is an increase of 4.5% in health insurance costs as a whole and about \$54,000 increase in the budget for NH Retirement. He has asked staff to be cognizant of students and peers as we go through the next few weeks as this can be difficult time for some and many do struggle. The FRES concert is next week and basketball has started, there is a game happening right now.

**ii. Business Administrator's Report**

**iii. Principal's Reports**

The reports have been reviewed by the Board.

**• SNOWPLOWING**

Mr. Post informed members, regarding snowplowing, he has met with Lyndeborough's Town Administrator, Russ Boland and he will be attending the Lyndeborough Selectmen's meeting tomorrow.

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52 **VI. CONSENT AGENDA**

53 **i. Treasurer's Report & Capital Projects Account-September 2016**

54 Ms. Tucker reviewed the reports and noted the Treasurer's Report shows a balance on hand of  
55 \$452,986.85 and the Capital Projects Account shows a balance on hand of \$225,376.41.

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57 *A MOTION was made by Mr. Ballou and SECONDED by Mr. Post to approve the consent agenda.*  
58 *Voting: all aye; motion carried unanimously.*

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60 **VII. ACTION ITEMS**

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

62 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Legere to approve the minutes of*  
63 *November 16, 2016 as amended.*

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

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66 **VIII. TECHNOLOGY UPDATE/FILTERING**

67 Mr. Kevin Verratti, Technology Director was present to give an update on filtering regarding  
68 student's taking the Chromebooks home. He reported that we are able to manage the filtering even  
69 when they are taken home. When the student logs into the Chromebook it goes to the internet to  
70 "Securly" (cloud based web filtering system). Every time the student goes to a site, it goes through  
71 Securly and will be logged. The logs are kept for 30 days; if there are any red flags for cyber bullying  
72 or anything else we have that information. The 9<sup>th</sup> graders are doing great, no incidents of damages  
73 and the systems are running fine and they enjoy using them. It is linked to their user name and  
74 password, they can only log into the Chromebook with the password and username that is assigned to  
75 them here at WLC. When they are home using their own browser it is still our system and we control  
76 the filtering, they cannot install any different software on the Chromebook, it is locked down.  
77 Responding to Mr. Ballou questioning how damage or loss is dealt with, currently Mr. Verratti is in  
78 process of signing up with Acer so that we would be reimbursed but otherwise it is dealt in the same  
79 manner as textbooks. Mr. Verratti also noted that if it is lost or stolen it is reported to the police.  
80 There are a few spares available. A letter will be sent home to parents indicating what the  
81 expectations are. A sit down conversation has been had with the students and so far they are meeting  
82 the expectations, taking them home is the next step. He will be tracking any issues and or design  
83 flaws.

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85 Vice Chairman Dailey recessed the meeting at 6:52pm until the joint session was ready to begin. The  
86 meeting reconvened at 7:06pm.

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

89 Present: Karen Grybko, Pam Altner, John Kofalt, Ellen Pomer, Lisa Post, Leslie Browne, Edwina  
90 Hastings

91  
92 The committee was already in session as they had met prior at 6:30pm.

93  
94 **a. FY 2017-2018 Budget**

95 Superintendent Lane noted there was a question about standardized test scores and he would like to  
96 discuss that at the next meeting on December 20 as it goes along with personnel.

97 **i. Grants**

98 Superintendent Lane gave an overview and indicated there is not a lot of change and this is basically  
99 level funded.

100 **ii. Revenue**

Superintendent Lane gave an overview highlighting that the comment section gives the explanation. There is an increase of \$209,970 projected.

### **iii. Food Service & FY 16-17 Forecast**

Ms. Tucker reviewed the 17-18 analysis which includes comparisons to 15-16 actuals, 15-16 adjusted budget and 16-17 adjusted budget. She noted that at LCS there are no federal snacks anymore and overall are hoping to keep things mostly level funded. In expenses, there has been an increase in unemployment based on Primex rates; rates for food service workers are higher than other staff. We have the same staff with the exception of one reduced part time person at WLC. Some adjustments have been made to bring the budget closer to the actuals of the 15-16 budget. She is hoping to break even.

In responding to a question from Mr. Kofalt asking if there is anything fundamentally different that would change the numbers Ms. Tucker responded that our participation seems to be a little higher and she is hoping this will continue. In the past couple of months there has been a \$4,000 increase. Mr. Legere reminded the group that there was a price increase and we are seeing the effect of that increase. Ms. Tucker added the counts in participation have increased. Superintendent Lane explained there are state laws which relate to the student's food service accounts being in arrears and the meals served and we are trying to be diligent with accounting.

Responding to a question from Ms. Post asking if there is assistance for families; Superintendent Lane explained there is the free and reduced program although some parents do not want to ask for assistance. Ms. Tucker noted there is a fund set up to help families and community members have donated. Superintendent Lane added all donations are appropriately taken care of through the business office. Mr. Bagley noted there is also the "WLC cupboard" which offers assistance to students as well.

Ms. Tucker reviewed the forecast for this year 16-17, we have almost 20% of the revenue at this point, expenses are at about 24% and a lot of that is setting up for the year. When she compared this from the prior year we had a \$13,000 loss and this shows a \$9,000 loss and she is optimistic. Projecting, she feels we could almost break even or be \$8,000-\$9,000 below.

Vice Chairman Dailey asked if made sense to separate and encumber the expenses like we do with other budgets in which Ms. Tucker replied we could add another column for encumbrances. Superintendent Lane recommended we bring this back monthly.

Mr. Kofalt asked for more explanation on the REAP grant as we got more back than budgeted and questioned if its an anomaly in which Ms. Tucker responded that was from category 1 e-rate from the WLC building projects. Superintendent Lane added that e-rate is dissipating and Ms. Tucker further added this could change.

### **iv. Line Item**

Superintendent Lane had passed out the line item document at the last meeting but had not gone over it. It encompasses the same information just in a different format, and if this format is more helpful we can use this going forward. It is a representation of exactly where things are where they have come from.

### **b. Warrants**

Superintendent Lane informed members that "warrants" will be on the agenda each and every time until it is finalized and the first three are for elections, four is for budget, five is for teacher negotiations which are going along nicely. Schoolcare came in to discuss a variance in program which would create a cost savings. There are about 30 people not affiliated with a bargaining unit and we would look to have the School Board change procedures and handbook to have those health insurance plans changed to have a greater savings down the road. If we are talking to the teachers to

change the administration should change too and he will ask that the plan change for the SAU. The rest of the warrants are as listed.

Superintendent Lane reported he spoke to Hillsborough Ford today on municipal leasing, 3, 4, 5 years. We are budgeting \$28,000 for transportation to “career and tech” in Milford, we could have significant savings of \$10,000-\$15,000 and if we used the van for athletics there would be additional savings. He will have numbers at the next meeting. Primex is currently working on the insurance cost. A driver would cost about \$15-\$20 per hour, they do not need a CDL license as long as they are not going to a residence and no special lights would be required on the van. He will still need to calculate gas, full cost of driver and maintenance. It would hold 15 people. It would be good for tennis, basketball, most soccer, and playoff games depending on the size of the teams. In responding to a question from Ms. LeBlanc asking what if the van was out of service for a time period, he replied that it would be part of the lease to see if we could get something in the meantime to use and we would still have a contract with a bus company. Mr. LoVerme asked about using it for SPED, which Superintendent Lane responded, it would require the CDL license, special lights as it would need to pick up students at their residence and extra insurance, all that would not be prudent for right now but would have a significant cost savings. He would like to start with the van for the other programs first before SPED.

### **c. Follow-Up Information**

#### **i. Enrollment/Cost Analysis**

Ms. Moore reviewed the cost analysis comparing New England Center for Children and the RISE program. Total estimated cost for New England Center for Children per student is \$165,596 and the total estimated cost for the RISE program per student is \$69,815. When she looked at the initial program it was projected to be \$66,000 four years ago so it is “pretty much on target”. Superintendent Lane noted there is about \$94,000 per student in savings. Vice Chairman Dailey added that it is actually that amount multiplied by the number of students we have in the program (8 students confirmed by Ms. Moore) which would be approximately \$700,000 annually we are saving. Ms. Browne asked if we could charge \$70,000 to other districts to bring a student in and Ms. Moore responded that she believes there is a maximum allowable but we could charge the tuition charge which is decided by the state. We would charge for related service and some other fees. Superintendent Lane added that the question is, is it worth the strain and stress on the program and do we have the room to do it. Vice Chairman Dailey felt it is something to consider. Ms. Moore noted we have had three schools visit our program in prepping for their own program. Vice Chairman Dailey noted that what Ms. Moore had proposed several years ago is working and saving a significant amount of money. Ms. Moore added that the students are benefiting so it’s a win, win situation.

*A MOTION was made by Ms. Browne and SECONDED by Ms. Pomer to adjourn the Budget Committee session at 7:45pm.*

*Voting: all aye; motion carried unanimously.*

### **X. COMMITTEE REPORTS**

Vice Chairman Dailey asked what the status of the Facilities Committee is and Ms. Tucker replied that they are meeting on December 20 at 5:30pm. He then asked if the trees at FRES had been planted and Mr. O’Connell responded they had not.

Ms. LeBlanc questioned the status of the Technology Committee; Superintendent Lane will look into this.

### **XI. BOARD BUDGET DISCUSSION**

There was no additional discussion.

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203 **XII. RESIGNATIONS / APPOINTMENTS / LEAVES**

204 There were none to report.

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206 Superintendent Lane asked if a Board member could fill in signing manifests for Ms. Fisk and Mr.  
207 Ballou volunteered.

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209 **XIII. PUBLIC COMMENTS**

210 There were no comments to report.

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212 **XIV. NON-PUBLIC SESSION RSA 91-A: 3 II (A)**

213 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Post to enter Non-Public Session to*  
214 *discuss negotiations RSA 91-A: 3 II (A) at 7:50pm.*

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

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217 **• RETURN TO PUBLIC SESSION**

218 The Board entered public session at 8:20pm.

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220 *A MOTION was made to seal the non-public session minutes for 50 years by Mr. LoVerme and*  
221 *SECONDED by Mr. Ballou.*

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

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224 **XV. ADJOURNMENT**

225 *A MOTION was made by Mr. Ballou and SECONDED by Mr. LoVerme to adjourn the Board*  
226 *meeting at 8:20pm.*

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

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229 *Respectfully submitted,*

230 *Kristina Fowler*

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