

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, September 22, 2015
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.**

Present: *Geoff Brock, Harry Dailey, Matt Ballou, Jim Button, Mary Guild, Fran Bujak, Carol LeBlanc, and Alex LoVerme.*

Superintendent Christine Tyrie, Business Administrator Lise Tucker and Clerk Kristina Fowler

I. CALL TO ORDER

Chairman Brock called the meeting to order at 6:31pm.

II. ADJUSTMENTS TO THE AGENDA

Superintendent Tyrie requested to add the bid for #2 oil and propane to the agenda and Mr. LoVerme would like to discuss the parent teacher conferences. Both items have been added.

III. PUBLIC COMMENTS

There was no public comment to report.

IV. PRESENTATION-EARLY LEARNING CENTER & NAEYC

Superintendent Tyrie introduced three core people from the Early Learning Centers Kindergarten program, Nicole Dane, Vicki MacPherson and Theresa Waller. A lively presentation was given that engaged the group in yoga and sign language. Superintendent Tyrie noted she thinks we already have a full day program and it would suffer if went to three full day teachers. We have a rich, innovative and creative program this includes paras and the rest of the team. She feels the piece we are missing is bringing the community in.

In response to a question from Ms. LeBlanc, Superintendent Tyrie replied that Health and Human Services will reimburse for childcare and it is difficult for people to navigate through the system. She is looking into getting an application to see if we can be approved. If we could it would help families who could not afford it. We have lost a couple of students due to not being an approved facility.

Mr. Dailey noted it is important that people know this is not daycare, they are actually learning and it is almost equivalent to full day Kindergarten.

V. BOARD CORRESPONDENCE

There was no correspondence to report.

VI. CONSENT AGENDA

a. Reports

i. Superintendent's Report

ii. Co-curricular Updates

The reports have been reviewed by the Board.

In response to a question from Mr. LoVerme regarding the girls soccer team, Superintendent Tyrie will follow up to determine if we currently have a team.

*A MOTION was made by Mr. Dailey and SECONDED by Mr. Bujak to approve the consent agenda.
Voting: all aye; motion carried unanimously.*

53 • **BIDS FOR #2 OIL AND PROPANE**

54 Ms. Tucker reported she received about a half dozen bids. She is recommending awarding the bid to
55 Ciardelli at \$1.979 for #2 fuel and \$1.219 for propane. She felt going with one company was
56 beneficial. Suburban did have a lower quote for propane at \$1.099 with a 25 thousand gallon
57 maximum.

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59 Mr. Dailey questioned why it was important to keep the business with one company especially since
60 we purchased the tanks at FRES so that we could buy from any company that offered the best price
61 and this is the highest price. Ms. Tucker noted she chose Ciardelli for its service even though it was
62 the highest price.

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64 Mr. Button noted he needed a great justification to go with a company with the highest price.

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66 Most Board members noted they received soliciting emails from one of the bidders.

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68 In response to a question from Mr. LoVerme, Ms. Tucker responded in the bid we asked for a fixed
69 price not to pre-buy. The bids from Suburban for fuel and Ciardelli for oil were the least expensive.

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71 Mr. LoVerme suggested Ms. Tucker discuss with Suburban about increasing the maximum to 35
72 thousand gallons.

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74 *A MOTION was made by Mr. Dailey and SECONDED by Mr. Bujak to accept Ciardelli's bid for #2*
75 *fuel at \$ 1.979 and Suburban's bid for propane at 1.099.*

76 *Voting: all aye; motion carried unanimously.*
77

78 **VII. FINANCE REPORTS**

79 **i. General Fund Revenue Forecast FY 15-16**

80 **ii. General Fund Expenditures Forecast FY 15-16**

81 **iii. General Fund Salary & Benefits Forecast 15-16**

82 Mr. LoVerme questioned that salaries went down but social security went up in which Ms. Tucker
83 responded it is dependent on the benefits.

84
85 Superintendent Tyrie explained that when she budgeted she was very specific, person to person on
86 benefits and when Ms. Tucker "trued up" the numbers for benefits it was based on values from the
87 previous year and not person to person. It also explains why we have a large number on the benefits
88 piece. It is an area we can do better in.

89
90 Mr. Brock questioned teacher retirement, unemployment and workers comp. Ms. Tucker explained
91 we had a premium holiday for workers comp, teacher retirement she needs to look into and
92 unemployment was projected and the policy came in lower so that is a real number.

93
94 Mr. Bujak brought up the auditors letter that was in the Board Information Packet which was
95 reviewed.

96
97 **VIII. ACTION ITEMS**

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

99 *A MOTION was made by Ms. Guild and SECONDED by Mr. LoVerme to approve the minutes for*
100 *September 8, 2015 as amended.*

101 *Voting: all aye; motion carried unanimously.*
102

103 **b. Policies**

104 **i. Attendance Policy -1st Read**

Superintendent Tyrie reported that Pat Walz in HR, collected data which showed out of 55 active teachers, 8 had exceeded 10 sick days, 2 were on FMLA, this left 6 which are still employed in the district. Patterns were looked at for Mondays and Fridays, or before or after holidays. She spoke to administration and they feel they would prefer to follow up on those people rather than have a policy.

In response to a question from Mr. Button, Superintendent Tyrie responded that she didn't know how many were out 5 days but she can obtain this information. It is difficult to make decisions without data or even know if we have improved it. Before a policy is made negotiators and the Board should discuss this as there was a reason fifteen days was there historically but it doesn't make sense now.

Mr. Dailey commented that we need to be proactive with policies. He would like to see the consequences written in the policy.

Mr. Bujak noted that the whole district needs to be reviewed no matter what position they have in the district. He clarified that the intent of his draft policy was that a doctor's note was supposed to be had for each time going forward but no one's pay was to be affected.

Some minor adjustments will be made and the policy will be brought back for a second read.

ii. Social Media Policy -1st Read

Superintendent Tyrie reported that she, Mr. O'Connell and Mr. Bagley recently attended a conference where social media was discussed and how Twitter and Facebook are used to promote your school district. Both Mr. Bagley and Mr. O'Connell are ready to move forward using tools such as these.

Mr. Dailey commented that it needs to be controlled by a small group of people.

Ms. LeBlanc suggested mastering our new website and getting that completed before we start something else.

Mr. Ballou suggested if we do come up with an official social media site that you come up with some access for students and staff and how to deal with them accessing it during school.

Superintendent Tyrie acknowledged the Board is "on board" with some version of discouraging staff from the use of social networking and moving forward slowly, using it for some purpose of social media. She was thinking of creating a mobile app, instead of calling off school with the alert phone message or going with the WMUR app.

The two policies will be "uncoupled" and the Employee Use of Social Networking Websites will be brought back for a second read after some adjustments are made.

c. Maintenance Staffing

Superintendent Tyrie reported we have a vacant position at LCS. The prior employee was working 5 hours and it would be beneficial if we could have maintenance during the day and to add things that are not necessarily happening now. She is requesting to post a 6 hour position from 12-6. We are currently outsourcing the cleaning.

In response to a question from Mr. Brock, at 30 hours we offer healthcare and 35 hours retirement "kicks in" Superintendent Tyrie replied.

Mr. Button noted that when the maintenance plan is developed he believes we will find that the amount of staff at FRES will not be adequate given the addition of the square footage and perhaps we should look at this as a district wide position.

Mr. Bujak added that currently the staff is set up to do daily cleaning but not the deep cleaning and corners and high and low that needs to be done. There is plenty of work within the district and suggests it be an 8 hour position and Ms. LeBlanc agrees as the benefits are the same for 6 hours as they are for 8.

A MOTION was made by Mr. Dailey and SECONDED by Mr. Ballou to hire an 8 hour person to be flexible throughout the district with a primary location of LCS.

Voting: all aye; motion carried unanimously.

d. Request for Professional Development

Superintendent Tyrie is requesting professional development for herself and Shirley Schneider, Math Teacher, to attend the National Council of Teachers of Mathematics, Regional Conference in Minneapolis, November 11-13, 2015. They will attend the technology strand of the conference.

Responding to a question from Mr. Brock, Superintendent Tyrie replied that there is money budgeted for summer curriculum at the high school which can be used for Ms. Schneider and the Superintendent has money budgeted in the professional development line that can be used.

A MOTION was made by Mr. Dailey and SECONDED by Mr. Button to approve the request for professional development to the NCTM, Regional Conference.

Voting: all aye; motion carried unanimously.

• PARENT TEACHER CONFERENCES

Mr. LoVerme questioned the amount of time the teachers are spending for parent teacher conferences and if it was equivalent to the full day off they receive. Also, he was being offered 3:20-5:15 for appointment times and would prefer later evening options.

Mr. Button noted that in the past, there was one in the fall and then one in the spring and over time it began to shrink. He is not sure that something can be changed now but feels it should be looked at.

Ms. LeBlanc suggested if the time is not equivalent perhaps we could add a conference in the spring.

Superintendent Tyrie will look into this.

• NHSBA RESOLUTIONS

Mr. Brock asked members for any resolutions to consider. There were none.

• LCS WELL

Mr. Brock noted that in the Board Information Packet, there was a letter from the Drinking and Groundwater Bureau regarding Lyndeborough Central School. Superintendent Tyrie added that we were granted a waiver for 18 months on testing the well for synthetic organic compounds. This was due to Mr. Erb fixing it by raising the well head. We still have to test for volatile organic compounds and we also have to send out a mailing to abutters.

IX. COMMITTEE REPORTS

i. Elementary Building Renovation Committee

Mr. Dailey reported that they are working on a punch list of about 30-40 items at FRES and are getting close to the end. The goal would be to have it completed by October 1. He is not authorizing any payments until it is completed. The meeting on Friday will be to go over anything that is not done. The open house is on October 6 at LCS and small tours will be given and at FRES on October 7 with tours and a very short ceremony at 6 to recognize people involved in the project and light

refreshments. Fifth graders will be doing scripted tours during different parts of the tour and question and answer by committee members in the gym. On Friday there is a meeting to do a final punch list for LCS which should also be done by October 1 although there are lead times to contend with. We are pretty much on budget almost to the dollar. He is hoping all the members of the board can attend both days of the open houses. There are serious concerns around traffic flow at FRES about pick up and drop off. They had to change the way the buses come in because of parent pick up and drop off which has backed up around Livermore Street. They have made a change which is not the best option and now is somewhat of a financial issue due to underutilization of buses but the main concern is safety. He is not sure how this will be resolved.

Mr. LoVerme suggested stop signs which Mr. Dailey noted he has brought that issue up and also spoke to Steve Elliot about a painted sidewalk and lines.

Mr. Button questioned if the Board should consider adopting a policy for Lyndeborough students walking unattended to and from school and also consider adding a bus stop at the store.

Mr. Dailey noted he had only seen one walker at LCS the two days he had observed.

ii. Elementary Building History Committee

Mr. Brock reported the committee just met and decided Dog Ear Publishing was the best option and most cost effective with an upfront fee of \$1099.00 based on 100 books. (There is a charge of .045 per page if over 100 pages). We could break even at \$23.99 per book. It is an 8 x 10 hard cover book with color photos, online and delivery. We have two committees, one working on Wilton and one working on Lyndeborough and are looking for additional help and have identified some people.

In response to a question from Mr. Brock regarding the best way for the Board to process this, Ms. Tucker responded that there is interest money from the project that was not used which was more than the warrant article was.

Mr. LoVerme suggested the PTO sell books.

Mr. Brock questioned how the money would be processed if there is money made in which Superintendent Tyrie replied you would offset the expense and Ms. Tucker noted it would have to be reclassified.

In response to a question from Mr. Ballou asking if it would be a problem with the auditors, Ms. Tucker replied it would not be as long as there was a paper trail.

A MOTION was made by Mr. Dailey and SECONDED by Ms. LeBlanc authorize funds to hire Dog Ear Publishing for the books to come out of the general fund \$1099.00 x 2, one for Lyndeborough and one for Wilton.

Voting: all aye; motion carried unanimously.

iii. Facilities Committee

Mr. Bujak reported they reviewed the CIP. They are looking to move up the vestibule project at WLC. There is \$40,000 in the CIP for roadwork at WLC or they could pull it out of the \$100,000 in the surplus area. There is roadwork at the bottom and drainage issue to deal with and the \$40,000 is a rough estimate so experts are needed to look at it. Coming off the CIP is the LCS boiler as it doesn't exist any longer and there is \$30,000 approved for American Tank who now wants \$45,000 and Mr. Erb is looking for someone else. The controls for WLC, we will try to do over the winter. There is a first draft of recurring items which should go to all board members and anything that is not on there

we want to get a handle on and added. We now have updated snow load data. We will make a plan for building walkthroughs.

In response to a question from Mr. Dailey, Mr. Bujak responded they did not add the “outside of LCS” to the CIP but they did discuss it and will come up some ideas if it’s a repair or replacement and if so to what level.

X. RESIGNATIONS / APPOINTMENTS / LEAVES

There were none to report.

XI. PUBLIC COMMENTS

Mr. Bujak suggested adding a future agenda item to possibly hold the district meeting at FRES.

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

A MOTION was made by Ms. Guild and SECONDED by Mr. LoVerme to enter Non-Public Session, RSA 91-A: 3 II (A) (C) at 9:26pm.

Voting: all aye; motion carried unanimously.

RETURN TO PUBLIC SESSION

The Board entered public session at 10:05pm.

A MOTION was made to seal the non-public session minutes for 50 years by Mr. Ballou and SECONDED by Ms. Guild.

Voting: all aye; motion carried unanimously.

XIII. ADJOURNMENT

A MOTION was made by Mr. Dailey and SECONDED by Mr. Ballou to adjourn the Board meeting at 10:05pm.

Voting: all aye; motion carried unanimously.

Respectfully submitted,

Kristina Fowler