

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE**  
**SCHOOL BOARD MEETING**  
**Tuesday, November 23, 2021**  
**Wilton-Lyndeborough Cooperative M/H School**  
**6:30 p.m.**

**Videoconferencing:** [meet.google.com/ief-nrtf-jwt](https://meet.google.com/ief-nrtf-jwt)

**Audio:** [+1 929-299-3768](tel:+19292993768) PIN: 507 714 982#

Due to current events, all videoconferencing options may be subject to modifications. Please check [www.sau63.org](http://www.sau63.org) for the latest information.

- I. CALL TO ORDER-Alexander LoVerme-Chair**
- II. PLEDGE OF ALLEGIANCE**
- III. 6:30PM JOINT BOARD & BUDGET COMMITTEE SESSION**
  - a. FY 2022-2023**
    - i. Revenue, Grants, Facilities, CIP and Warrants
    - ii. YTD Reporting
- IV. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to the Superintendent in accord with the processes set forth in School Board Policies KE and KEB.
- V. ADJUSTMENTS TO THE AGENDA**
- VI. BOARD CORRESPONDENCE**
  - a. Reports**
    - i. Business Administrator's Report
    - ii. Director of Student Support Services Report
    - iii. Director of Technology's Report
- VII. ACTION ITEMS**
  - a. Approve Minutes of Previous Meetings**
  - b. Transportation**
- VIII. ESSER FUNDS**
- IX. POLICIES-3<sup>rd</sup> READING**
  - i. DAF-4- Procurement Additional Provisions Pertinent to Food Service Programs
  - ii. CBI-Evaluation of the Superintendent
  - iii. CBI-R- Evaluation of the Superintendent (Form)
- X. RESIGNATIONS/APPOINTMENTS/LEAVES**
  - i. Resignation-Jayma Walker-SPED Paraprofessional-WLC
  - ii. FYI New Hire-Debbie Nita-SPED Paraprofessional-WLC
- XI. BOARD BUDGET DISCUSSION**
- XII. PUBLIC COMMENTS**
- XIII. SCHOOL BOARD MEMBER COMMENTS**

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

- i. Staffing Matters

**XV. ADJOURNMENT**

**INFORMATION: Next School Board Meeting-December 14, 6:30 PM at WLC**

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

STATE OF NEW HAMPSHIRE  
WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL DISTRICT WARRANT  
FOR ELECTION OF OFFICERS ON MARCH 8, 2022

To the inhabitants of the Wilton-Lyndeborough Cooperative School District in the Towns of Wilton and Lyndeborough, in the County of Hillsborough, State of New Hampshire, qualified to vote upon Wilton-Lyndeborough Cooperative School District affairs:

**You are hereby notified to meet on the eighth day of March 2022  
At the following places in the Town of your residence:**

|               |                                                               |                                     |
|---------------|---------------------------------------------------------------|-------------------------------------|
| <b>Wilton</b> | <b>Wilton-Lyndeborough Cooperative<br/>Middle High School</b> | <b>8:00 o'clock in the forenoon</b> |
|---------------|---------------------------------------------------------------|-------------------------------------|

|                     |                       |                                      |
|---------------------|-----------------------|--------------------------------------|
| <b>Lyndeborough</b> | <b>Citizens' Hall</b> | <b>10:00 o'clock in the forenoon</b> |
|---------------------|-----------------------|--------------------------------------|

**Polls will not close before 7:00 P.M.**

To vote for District officers:

**Article 1:** To choose one (1) Moderator, by ballot, for the ensuing year.

**Article 2:** To choose one (1) At Large Member of the School Board, by ballot, from the Town of Lyndeborough for the ensuing three years; two (2) Members of the School Board, by ballot, from the Town of Wilton for the ensuing three years.

**Article 3:** To choose one (1) At Large Member of the Budget Committee, by ballot, from the Town of Lyndeborough for the ensuing three years; two (2) Members of the Budget Committee, by ballot, from the Town of Wilton for the ensuing three years; one (1) Member of the Budget Committee, by ballot, from the Town of Wilton for the ensuing two years.

GIVEN UNDER OUR HANDS AT SAID WILTON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

Tiffany Cloutier-Cabral

Dennis Golding

Jim Kofalt

Brianne Lavallee

Alexander LoVerme

Matt Mannarino

Charlie Post

Jonathan Vanderhoof

Paul White

**SCHOOL BOARD**

A true copy attest:

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**SCHOOL BOARD**

**Wilton-Lyndeborough Cooperative School District**  
**School Administrative Unit #63**

192 Forest Road Lyndeborough, NH 03082  
603-732-9227

Peter Weaver  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Kristie LaPlante  
Business Administrator

Emily Stefanich  
District Curriculum Coordinator

## **BUSINESS ADMINISTRATOR REPORT**

November 23, 2021

Before I focus on accomplishments, I want to acknowledge the significant delay with completion and submission of District Financials required for our communities to set their 2022 Tax Rates. In October I had reported the process would be nearing completion. Despite all the hard work I previously put in to clean up accounting misclassifications, the deeper I dug while completing the forms the more discrepancies I identified which required extensive research. The last of the paperwork was submitted November 16, 2021.

I am pleased to report the following for FY 21:

- The *unaudited* Fund Balance on June 30, 2021 resulted in a **return of \$1,156,746.48 to the Towns of Wilton and Lyndeborough**. I will have a breakdown for the Board on November 23<sup>rd</sup> to provide clarity around what makes up the totality of that return.
- We are owed nearly \$316,000 in grant projects for which reimbursement has not yet been sought.
- The **average cost per pupil** for our District in FY 21 was \$17,832.
- Plodzik and Sanderson have made outreach to schedule our **FY 21 Audit** for some time in December.

Regarding FY 22, I will email out an *unaudited* report on November 19<sup>th</sup> showing **FY 22 Expenditures from July 1 through October 31<sup>st</sup>**. I continue to identify several accounting misclassifications originating out of Payroll that were inherited by our current Payroll Specialist. While I spend the required time to fully identify and correct those misclassifications, I want the Board to review other expenditures and have an idea of what has been spent or encumbered so far this year.

I have completed timely **reporting and reimbursement** requests for our three grants that expired September 30, 2021:

- 2018-2019 IDEA/Preschool Grant – We spent \$206,832.38 of the total \$206,924.88 grant award, leaving \$92.50 in unspent funds.
- 2019-2020 IDEA/Preschool Grant – We spent \$194,984.28 of the total \$195,230.35 grant award, leaving \$246.07 in unspent funds.
- 2020-2021 Title IA Grant – We spent \$88,897.87 of the total \$97,992.64 grant award, leaving \$9,094.77 in unspent funds. In review of this specific grant, our costs for Summer Academy at FRES and our Indirect Costs came in less than originally anticipated.

The **FY 23 Budget Process** has been fun so far! I have enjoyed working with Building and Program Administrators to better understand their needs; similarly, I have enjoyed working with the School Board and Budget Committee to work to develop a responsible budget that truly meets the District's needs. The first three drafts of the FY 23 Budget have included a generous 5% estimate for Dental and Health Insurance costs. Last week we received our actual rates for FY 23 which call for a 0% increase for Dental and a 2.5% increase for Health Insurance. Those adjustments will be reflected in Draft 4 which will be reviewed November 23<sup>rd</sup>.

As we enter the Holiday season: from my family to you and yours, I wish you all Happy and Healthy Holidays!

***Wilton-Lyndeborough Cooperative School District***  
***School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082  
603-732-9227

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Peter Weaver  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Kristie LaPlante  
Business Administrator

**Student Support Services Report**  
**November 2021**  
**Preschool Planning- 2022-2023**

Our Preschool program for the 2021-2022 school year continues to flourish. Under the direction of Candice Heinemann and her staff, the seven students in the 3 year old program will be joined by three more student after the holidays. Our 4 year old program is serving nine students and they are all doing well! The programs are staffed with a teacher, an aide and an ABA therapist to serve all of our students needs as well as access to speech therapy, occupational therapy, physical therapy and our Board Certified Behavior Analyst (BCBA) as they are needed as listed on a student's IEP.

As you may recall, we made a decision to forego model students for the 20-21 and 21-22 school years due to concerns about having a large class size during these challenging times. As we plan for the 2022-2023 school year, we will need to discuss some important proposed changes to the current structure of the 3 and 4 year old programs in the following areas:

**Model Students and Tuition:** In the past, our model students were selected by a lottery conducted in March of the year prior to enrollment. It is my opinion that March is too early to decide upon models based upon the historical notification from the Early Intervention Program (EI). I would like to further discuss the timing of the lottery with the Board to better predict enrollment projections. Given the number of students that we serve who have IEPs, I would be recommending keeping the numbers of model students to 2 or 3 per program.

The current tuition for models is \$150.00/month which breaks down to approximately \$3.00/hour. While this is a great rate for our parents, it is not within the range of rates of neighboring communities. My office will be conducting a survey of local public school preschool tuition rates for a later discussion with the Board regarding a recommendation for appropriate and reasonable tuition rates for the 2022-2023 school year.

The Wilton-Lyndeborough Preschool programs are an important part of our educational community. We have greatly missed having our model students in both the 3 year old and 4 year old programs for the past two years and we are excited to begin the process of bringing our models back for the 2022-2023 school year. We look forward to our discussions with the Board over the next few months as we prepare for this new beginning.

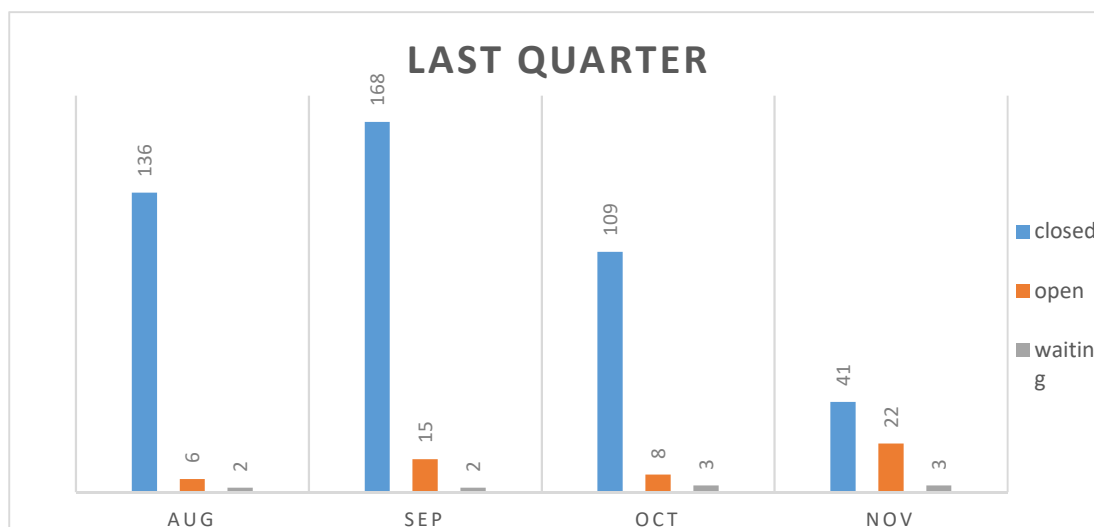
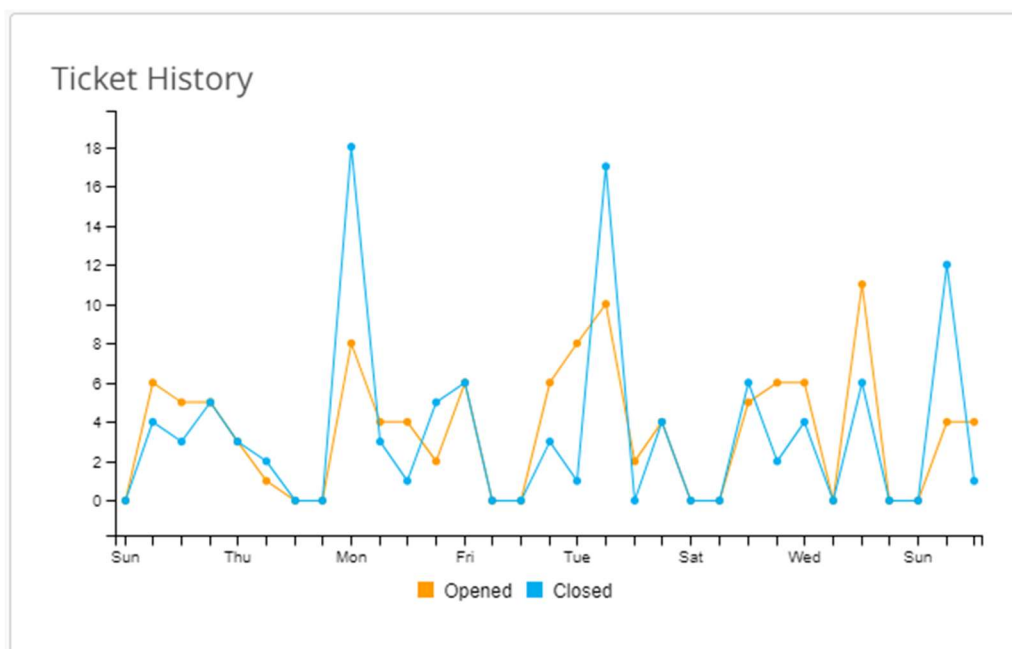
Wilton-Lyndeborough Cooperative School District-School Administrative Unit #63  
Technology Director

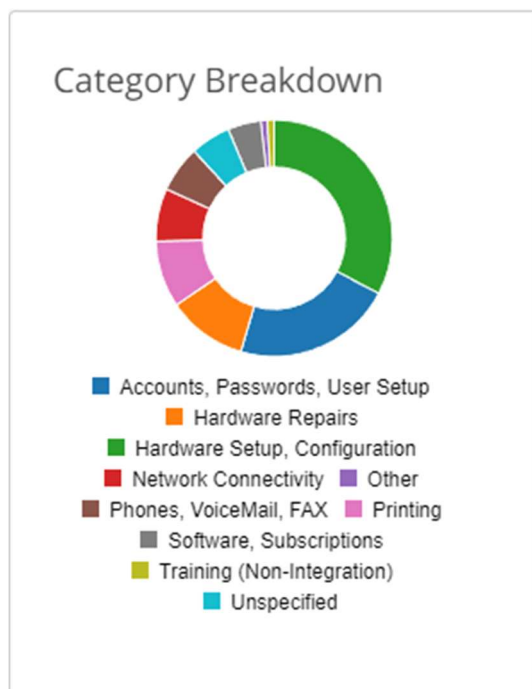
192 Forest Road Lyndeborough, NH 03082 603-732-9340

## NOVEMBER 2021 SAU63 TECHNOLOGY REPORT

Jonathan Bouley Director of Technology

**Support:** In the last 30 days, we had 110 new tickets created down 50 from the previous 30 days. We are hovering around 60 open tickets up 10 from last month. Mostly due to waiting for parts for several tickets causing them to be open longer than normal.





**Categories:** We are back to what I would call a typical breakdown of categories as we move further into the school year we are finding teachers are trying to do new things or use things for the first time and are requiring more of our time trying to configure install or setup technology. New accounts and password changes are still in the top 2, and hardware repairs dropped by 50% this month from last.

**Toner:** There is a worldwide shortage of toner especially for Konica Minolta copier/ printers there was an explosion in the main factory in japan back in September for Konica Minolta and has taken a long time for them to get back up and running they are not at 100% this combined with already strained shipping environment we have been up to a few weeks without replacements for some models and HP and others are starting to feel a crunch as people have switched to other models and the demand for them is now much higher than before. It appears we may be through the worst of it as this week we saw an influx of toner come through but we have a plan in place to start print rationing if it gets worse. Which would require staff to use a code at the printers or during a print job and audit and limit the amount of printing and copies they could do.

**Account audits:** We have been working with HR to get a master list of employees so that we can audit and correct and right size all our systems. As I have been trying to run reports to provide data I have found that most of our systems are wrong/inaccurate, contain contradictory data, or are useless. We pay a lot of these systems by the user, student, or site license, and there has not been a unified checklist for setting up accounts or decommissioning accounts for all our systems. I have been working with Emily the curriculum coordinator, to begin with, a new onboarding process so that we get people turned on in the right systems and turned off when they are done along with how to use those systems and show them what they have access to. Right now it's a guessing game for all parties involved wasting time causing confusion, and a bad experience for all. I believe we are paying for accounts for services that we don't need to be.

**Cyber security:** We are working to have a cybersecurity audit performed in the next 30 days This service will assess the current Information Security practices using a set of guidelines based on industry best practices and aligned with federal agency requirements. And provide us:

- Gap Assessment Report
- Remediation Recommendations

- Written Information Security Plan
- Written Incident Response Plan

Which from my own analysis is really needed as seen with the user account audit already and will be crucial to writing our technology plan moving forward.

**Tyler tech employee portal Project:** We are working with PR/HR to kick off and implement the module they purchased to modernize our employee process to a web-based portal and eliminate a lot of paperwork and manual process.

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, October 26, 2021  
Wilton-Lyndeborough Cooperative M/H School  
6:30 p.m.**

The videoconferencing link was published several places including on the meeting agenda.

Present: *Alex LoVerme, Brianne Lavallee, Jonathan Vanderhoof (attended budget co. mtg.), Jim Kofalt, Dennis Golding, and Paul White, Participating online: Charlie Post*

*Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Principals Sarah Edmunds and Kathleen Chenette, Director of Student Support Services Ned Pratt, Technology Director Jonathan Bouley, Curriculum Coordinator Emily Stefanich, and Clerk Kristina Fowler*

**I. CALL TO ORDER**

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

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. 6:30PM JOINT BOARD & BUDGET COMMITTEE SESSION**

Present: *Jeff Jones, Leslie Browne, Christine Tiedemann, Lisa Post (online), Adam Lavallee, Caitlin Maki, and Bill Ryan*

The joint session started at 6:34pm.

**a. FY2022-2023**

**i. LCS, FRES, MS/HS**

Superintendent provided an overview of the LCS budget showing a reduction of \$7,146. Decrease in replacement furniture of almost \$3,000. The nurse contracted services was moved into the substitute line where he and Ms. LaPlante feel it is better represented; a dollar will be left as a placeholder. General supplies were reduced by about 50%. He thanked Ms. LeBlanc for helping to facilitate the budget discussion in the school and find areas for savings. He confirms LCS is in a good place in regard to replacement furniture; we do not need chairs or shelving but are looking for weather secured, locking storage for outside and move away from the metal storage inside the school for things like athletic equipment and outside activity needs. He spoke of wanting to address the LCS facility and taking a serious look at the maintenance needs as it stood out at community day. There is a concern of rotting wood, window-casing needs painting, cocking is in bad shape around the windows and water could possibly start leaking in. Painting is needed and would help but the wood needs to be pulled and replaced with the back of the building in worse shape than the front. He suggest to have the next facilities meeting at LCS and do a walkthrough taking a hard look at the building and see if it can be supported through the CIP. A question was raised regarding the budget and if there is a need for 2 double locking narcotics cabinets. He will double check on this; he does not believe there is a need for 2.

Principal Chenette expressed this is her first budget here and thanked the educators and administrative assistant for being cautious but diligent on what is needed and wanted. Overall, the budget is showing a decrease of \$5,938. She gave an overview highlighting not a big increase in general supplies; budgeting an average of about \$100 per student (for 232 students) as they feel there is enough supply in the building. They are trying to create a different way of storing supplies and having a handle on what is being asked for and needed with one person managing this. Books and other printed materials is up slightly, one big reason is due to decodable text for reading as these are critical reading materials that early and struggling readers need and there is simply none at FRES. Regarding Project Lead the Way, we are ready to move to the next units, she tried to create a budget in a way that looks across 3-4 years in terms of PD and supplies. Classroom libraries is increased in the 3<sup>rd</sup> grade; this will slowly increase over the next couple of years. New equipment includes "sensory hallways" which is a series of organized pathways that kids can use to do self-regulating. Use can be extended from 2-3 years to up to 4-5 years if put down before the floors are waxed. Replacement equipment is down considerably because there was quite a bit budgeted for this year and moving forward she would like new chairs for the 1<sup>st</sup> grade that are more size appropriate and would like more flexible seating

57 throughout the classrooms. She spoke of new proposal to develop an instructional leadership team having a  
58 representative for specials, SPED and each grade level. It is a team that monitors and really keeps track of the growth  
59 plan, school action plan and achievement. It is the kind of collaboration needed to have significant impact in her  
60 opinion. She would like to do this in lieu of the head teacher stipend; a collection of folks would have this  
61 responsibility instead of one or two individuals. She believes part of her job is to grow leaders. She spoke of a  
62 significant increase in travel for conferences and has priced out what she typically would do, one national and one  
63 state conference; the \$2,700 requested doesn't quite cover all of it but it gets close and includes airfare, registration  
64 etc. Most other lines are either static or show a decrease. Questions were raised regarding the leadership team and it  
65 was noted that the head teacher stipend is included in the CBA. She is aware of this and knows it would not just  
66 happen she would advocate for it. It was noted a team of 8 seems like a large number. She responds that it can be less;  
67 the idea is to increase collaboration so all members have a representative on the team and disperse sharing of the  
68 responsibilities. They will meet twice a month initially and eventually just once a month; there are other tasks they  
69 will be doing such as meeting with the IMPACT team, and instruction and growth. They maintain databases and  
70 develop IMPACT agendas; helping their team to be sure they are on track. A question was raised if the curriculum  
71 stipend (given last year) is still happening. She heard that it was gone because a curriculum coordinator was hired. A  
72 question was raised regarding in-house academic testing which shows 0 expense in FY 21, it is budgeted in years FY  
73 22 and proposed in FY 23 for \$5,938. She noted that is really dedicated to STAR 360 and believes Ms. Stefanich and  
74 Mr. Bouley are working to be sure this is budgeted in the right spot. Additional discussion was had regarding the  
75 leadership team and looking to understand what the objective and desired outcome of having that team is. Principal  
76 Chenette expressed the purpose is to monitor our action plan for improvement and to ensure the outcomes we set for  
77 goals are achieved relative to student achievement. A question was raised how that falls outside the standard duties  
78 that teachers would perform, isn't monitoring academic activity and progress part of what teachers do today. Principal  
79 Chenette added that it is really about collaborative understanding and teachers leaders rising, supporting each other,  
80 growing professionally, and providing the best instruction as possible. She can provide the research she has in  
81 supporting it. It was noted this is being asked to better understand it not necessarily not supporting it. A question was  
82 raised regarding tuition reimbursement showing last year was \$5,000 over budget, where do we stand and are we  
83 going to pass the \$6,000 budgeted this year and if so should we budget more for next year. Principal Chenette spoke  
84 that this is specific to course work and if we hit the \$6,000 budgeted we would not spend more. As far as budgeting, if  
85 the school board supported more funds for this she could adjust her thinking. It was noted that this line is broken up  
86 through each school, is part of the CBA and is a placeholder. Principal Chenette notes that if FRES were getting close  
87 to that number, we would look to see what the whole amount looks like across all the schools. This year so far they  
88 have spent \$1,888.

90 Principal Edmunds expressed she is happy to be here presenting her first budget. She thanked Linda Draper for her  
91 council and amazing work helping throughout the process; she could not have done it without her or the teachers and  
92 staff who worked closely at what they needed. The budget overall is an increase of \$8,327, 2.98%. She notes the  
93 biggest increase is \$5,000 to help with a yearly HS DC trip or something similar. This year they are trying to do the  
94 DC trip without any funding and will do fund raising. She spoke of this being important for kids to spend time with  
95 friends and learning outside of the school, it does not cover it all but will help. She expressed contracted services is  
96 for field maintenance; she has no control over this line. A question was raised if it went out to bid. Superintendent  
97 responded this contract was executed prior to their starting, signed in June of this year. It is the same company who  
98 has done the field work before and is not sure if went out to bid or not. Mr. Erb spoke that this is a limited business, it  
99 is local and highly recommended by the person who did the field before he was here. Mr. Ryan added he also worked  
100 for Souhegan and did several years there. Principal Edmunds notes there is an increase of \$1,550 to the robotics  
101 program which the school board asked to put funds toward. She worked with teacher, Andrew Tyler on this. Under  
102 general supplies, she is asking for "Big Ideas" math for grades 6, 7, and 8, which is an increase of \$1,910. Looking at  
103 scores and moving on the action plan for math, she thought this was a good increase. Purchased services is funding  
104 for counseling office for guest speakers such as red ribbon week, safety before the prom etc., an increase of \$1,125.  
105 We had this before but not in a while and need to get back to doing this. We have many parents asking for these types  
106 of programs, they are important. Books and other printed materials is an increase of \$951 to build back up the books  
107 in the library. Funding for this has been low in the past, students have been asking for different books and the librarian  
108 is trying to keep what they like and keep them reading. There is a line for a stipend in the MS and HS of \$250 each for  
109 a substitute coordinator. This has been done on someone's own time, own cell phone, early in the AM or late in the  
110 PM without compensation. Those were the increases and focused mainly on math and trying to add a sense of  
111 normalcy during the day and provide co-curricular activities. As far as decreases, the van is paid for; there is a \$2,000  
112 decrease in CTE program. Although we are still pushing and promoting but being frugal as we don't have much  
113 interest. Questions were raised regarding this including was it a certain course. Principal Edmunds responded no just

in general. A question was raised what districts we contract with. She responded Mascenic, Milford, ConVal (firefighting program is not running) and this is all we are currently sending students to. It was asked what courses are offered. She responded video production, some automotive but will get back to the Board with an exact answer. She does not believe carpentry is but if there were interest, we would want to send them. Firefighting is going through Don Nourse at Wilton Fire Department. She explained some students know these programs exist; Ms. Kovaliv gets the information to parents and speaks of it at Step-Up Night, it is part of the program of studies. Some students approach us and if we see real promise in something, we may ask the student about it. A brief discussion was had regarding the courses. Superintendent Weaver spoke that he thinks the last 2 years has made CTE programs less desirable; they didn't have classes but we had classes and this year there seems to just be less interest. There is an opportunity and a critical need for some of these programs. He doesn't understand why and we need to do a better job to get the here to promote their programs. There are success stories and kids come out with a skill set that is instantly marketable. A question was raised what percentage of our students end up in a 4 year college, is it a higher percentage going to a 2 year and if it is, wouldn't it make more sense to focus more on that as it may serve our population a little better. Superintendent spoke about how it has changed over the years and the need to market this and get kids who are interested to get out there. Kids can get internships or go to a 2-year college; he would like to grow this but does believe it is reasonable to decrease it by \$2,000. It was noted another idea is that there are healthcare buildings in the area that a lot of times run programs. We had another student get her LNA on her own last year while in school; if the person works there, sometimes it is paid for and they host the kids coming in. A question was raised if there is a look to bring some of that in-house. Superintendent spoke of early childhood education and perhaps partnering with a daycare to get kids taking classes and using the center as a lab base making this a win, win. They take what they learn in class and apply it in the lab and the daycare gets labor at some level supporting the kids. It does not have to be a big program but it is about developing that partnership. A question was raised if we can offer allied health classes or contract with someone for LNA classes. We could have kids finish with a diploma and certification and then they could decide how they want to continue in the field. Some can work at the age of 18. Thinking of these ideas that are doable but cost effective is something we could possibly do locally and not have to send our kids to another district. A question was raised regarding the library books and weren't we on a 3 year plan to build that back up. Principal Edmunds spoke that her understanding from Ms. Draper is that it went from a larger number to a smaller and smaller number in the past couple of years and has remained small. She does not believe we are on a replacement plan currently. A question was raised regarding the storage container. Principal Edmunds explained this is for athletics storage outside; we have sheds that are not holding the equipment well. It was noted Mark Bausha believes the sheds can still be utilized and taken care of and you don't need another box out there. Superintendent spoke that the price has increased since something happened with the supply ships and cost has gone up to \$8,000 for one. Mr. Erb spoke the container will last for years and is the only way to keep rodents and everything out. They usually would cost about \$3,600 but we can't get them right now. We can rent one but it is cheaper to buy it. We may be able to get one next summer perhaps. It was noted that they will not be available for a long time, there is a container order back up and will last probably until at least 2023. Principal Edmunds confirmed it is to store equipment not uniforms. A question was raised about purchased services, looking at actual 2021, (COVID years); what is it used for as both years we were under budget, this year it is over even what we budgeted last year. Principal Edmunds responded it is to pay for officials and "Family ID" which is a way for the nurse and athletic director to work together, it's a computer program allowing parents to put in information such as impact testing and that is part of the increase. Police coverage is needed at each basketball game. Officials are included in this and get meager earnings but we do pay them and the increase you are seeing is for that Family ID program. It is annual she believes but will need to check. A question was raised why this is not under technology services. She will check on this. Ms. LaPlante spoke regarding library books, in FY 18 \$9,900 was budgeted combined, in FY 19 and FY 20 \$4,000, FY 21 \$2,000 last year was \$3,000 and looking for \$4,730 this year. Superintendent spoke that the services costs are not things within our control they just keep going up. It was asked to itemize those costs in purchased services for both MS and HS. It was also noted both of those years were impacted by COVID. Ms. LaPlante confirmed the nurse contracted services is now being budgeted under the substitute line for each school. A question was raised if there is fund raising for uniforms. It was noted there was some fund raising done for MS baseball uniforms through the PTO it is believed. Principal Edmunds confirmed Big Ideas math is an every year purchase, there are times we try to have students off line giving some resemblance of this is my work, my portfolio; teachers were asking for it. It was noted MS students can be less engaged in online work. This allows them to go back and analyze the errors.

## **ii. Curriculum**

Ms. Stefanich spoke that since the first draft, they have trimmed \$5,000. She gave an overview including seeing a need for math and early literacy support and which was identified as goals and most of her budget reflects that. There are increases in MS and HS curriculum development. The same is for FRES and LCS including money for curriculum development. We are asking for \$10,000 at FRES for numbers training. She and Principal Chenette worked together

to pilot K-2<sup>nd</sup> grade theory and background and classroom classification. It is not program specific and any curriculum can be used going forward; we will expand it once it is successful past the 2<sup>nd</sup> grade. Principal Chenette added those modules are very specific and we are finding areas of need in increasing teacher training. Ms. Stefanich noted she and Principal Chenette took training in responsive classroom, which is \$21,000, and we now have it in-house and a few others like Project Lead the Way that Principal Chenette is working on and will bring it back to the district. We will improve culture and community with Bill Preble and in math, improve instructional practices. It was suggested if successful, perhaps a parent night could be offered to teach parents how to assist their children with math homework. This is some feedback that has been given from parents even at the 4<sup>th</sup> and 5<sup>th</sup> grade level it can be hard to understand. Principal Chenette spoke that the intervention team is creating a series of videos that will be put out over time as a way to build that library and a way to share. A question was asked what are the actual programs Ms. Stefanich is looking for, what is the background behind it. Ms. Stefanich explained it is numbers training called Voyager Sopras; they will do 2-4 days training onsite. They come in to teach theory, knowledge and some other skills and progression over grades, instructional practices that build skills. Principal Chenette spoke that she will train in LETRS, and will do that delivery in-house. Ms. Stefanich confirms it is an estimate of cost and an increase of \$7,000 even though \$4,000 was removed for a stipend for Responsive Classroom. She and Principal Chenette will do that facilitating, it is for them to come in and train teachers. She explained what Responsive Classroom is, it is based in Amherst, Mass a national program for social emotional and it is the way we operate in the building not just in the classroom. It is classroom management. She confirmed she had training in Responsive Classroom with her prior school.

#### **b. YTD Reports**

Ms. LaPlante apologized that she intended to attach the Year to Date (YTD) Report in the email that went out. This report is from July 1-September 30. We are having issues with the way employees are allocated and that is why this report doesn't include any wages or benefits as it will be misleading. She wanted to give an idea of why it appears we are over budget but we are really not. She wanted to give more information than not enough. She will send it out electronically. A question was raised how many more of these lines will we see for funds for COVID not properly budgeted. She notes it's a great question and is working with Mr. Bouley on this. He has to price out some things and make sure we are not having duplicated programs. She will try to have that for the next meeting.

#### **IV. PUBLIC COMMENTS**

The public comment section of the agenda was read. Chairman called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

There was no public comment.

*A MOTION was made by Ms. Tiedemann and SECONDED by Mr. Lavallee to adjourn the Budget Committee joint session at 7:37pm.*

*Voting: all aye; motion carried unanimously.*

Mr. Vanderhoof joined the Budget Committee to continue their meeting.

#### **V. ADJUSTMENTS TO THE AGENDA**

A request was made to add a nonpublic session for personal matters. Superintendent added a second need for nonpublic personnel matter.

*A MOTION was made by Mr. White and SECONDED by Mr. Kofalt to accept the adjustments to the agenda.*

*Voting: via roll call vote, five ayes; one abstention from Chairman LoVerme, motion carried.*

#### **VI. BOARD CORRESPONDENCE**

##### **a. Reports**

##### **i. Business Administrator's Report**

Ms. LaPlante spoke of appreciating the Board's understanding that things are coming out a day or 2 late and not because she disrespects their intentions but wants them accurate. She asked for any questions on reporting she can also be emailed with questions.

##### **ii. Director of Student Support Services Report**

Mr. Pratt spoke regarding the data provided, there had been a question about “move ins” previously. He reports, there were 24 students who joined us from other districts prek-12, they are kids that moved in, in the same time period 16 kids left us leaving a net of 8. It didn’t put any undue stress on any programs. He apologized for it taking so long and anticipated the data to look different. He is looking at the increase of students entering RISE and whether current programming sustains or do we need to do something different; he hopes to share that information soon. The bigger piece is the increase in students needing behavior health and need for expanding programs; we are getting to the point with the number of out of district students and the number who access our mental health clinicians, we may need to begin to think about these things. We will look at where we are and are, programs around us, and the ability to do it and can we pull from other districts. There is a lack of a lot of programing for kids who need out of district in NH. That will be a second analysis that is highlighted, as he gets ready for his budget presentation. A question was raised if he is seeing more IEP’s with behavior plans. Mr. Pratt responded yes, seeing more with counseling services and looking for support from paraprofessionals and ABA therapists, which is increasing. He is not sure if it is a function of something we have gone through and there is a need to delve deeper. A question was raised if he has an idea of what he may or may not need. He responded kids do better when they are in their own district mostly. Will we have the capacity to provide that type of program; it is a small district, there will be cost associated. He wants to be able to see how we would do it and not break the bank. A question was raised how we are doing with having contracted out for testing and managing the IEP demands in regard to the counseling part without having our own mental health professional. He responded that it is working well; we were able to sustain that figure he believes. There may be some benefit line items this year with part time school psychologist and a licensed social worker that we have. Anytime we bring someone in to do counseling, it is different. It has been great; seeing some kids live, some online, it has really worked out well. We are evaluating if it is enough right now and it is covering our needs and see some overlap of the social worker seeing some regular education kids as well.

### **iii. Director of Technology’s Report**

Mr. Bouley gave an overview of his report, which included a lot of screen breakages this year, and he passed out an example of one of the cases he purchased for the MS, which was where much of this was occurring. He is happy with them and they are less expensive than some looked at and feels they will meet our need. So far, none have been returned with broken screens that have a case. He spoke of the number of new help tickets being down from 98 from the previous 30 days, hovering around 80 open tickets. He has been working on replacing old projectors and broken Promethean Boards with new line interactive boards. One was present to view, fully interactive 75-inch screens, student interaction and captures data. We have 4 purchased for this year and came in after 6 months. One will go to FRES for the RISE program as they do not have anything and was purchased from a grant that Mr. Pratt got us. He spoke of Superintendent Weaver getting 1100 Chromebooks through the United Way from Nashua High; they wanted someone to upgrade them to send out to different schools or families. We helped with this by sending our intern, and in return got to 60 Chromebooks, our intern got their community service requirement filled. We will continue to work on that partnership as things may come up in the future. The Chromebooks are good for another year but will be great for spares and for the library cart; we are happy to work with them and they were happy to receive our help. We are starting to wrap up the InformaCast project which was another contract signed prior to his coming here. It replaces Copsync for emergency notification and will do more than just call the police; it will send alerts, paging and pre-recorded email messages and can be tied into all systems. He and Superintendent Weaver took a trip to Hollis/Brookline School District and had a demo of their conference room set up, they gave us a lot of information of what was successful and was not. He built a preliminary budget and right now is just under \$10,000. It is not cheap, some of the things he wanted to do he could not because of the expense. It will accommodate mics, in-house speakers; there will be a 5-week delay on shipping he believes, as there are a lot of people doing the same thing. Expenses have also increased. He believes it can be done within the amount the Board gave as guidance. He has a basic list of what is needed and made it as portable as possible so it can be brought from site to site as needed and is not tied into any subscription-based service. It was noted the “new line board” is great, it is not attached to a wall and gives so much more flexibility for teachers and more user friendly it appears. Mr. Bouley noted it is also \$400 cheaper. It was asked that a proposal be brought to the next board meeting for the media system. He was asked to provide more information on Copsync. Mr. Bouley spoke that it was cancelled previously and one of the issues was the laptops are moved from room to room and because it is on the laptop it can put out the wrong location like the LCS and it was supposed to be from FRES. Appreciation was expressed for getting the 60 Chromebooks and sending the intern who got the community service. Mr. Bouley expressed he would like to continue the program having an intern and will work on a selection process, what the qualifiers will be and what does it mean for us. Good job was also noted for getting the help tickets down.

## **b. Letters/Information**

### **i. Enrollment**

Superintendent reviewed enrollment is at 571 for fall enrollment. It has been stable with not much change. It was questioned if there was an issue with the 10<sup>th</sup> grade as it dropped 4 students from the first day. He spoke that he is not aware of any issue or a rush to leave the district. Parents could have decided to go with VLACS possibly. He spoke of discussing this when we talk about salaries and there being a concern at the bubbles in the elementary school; looking to see if staffing meets the expectation of students ratios and will probably do this next month to see if we need to increase staff there and possibly reduce somewhere else.

## **VII. ACTION ITEMS**

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

*A MOTION was made by Ms. Lavallee and SECONDED by Mr. Golding to approve the minutes of October 12, 2021 as amended.*

*Voting: via roll call vote, five ayes; one abstention from Chairman LoVerme, motion carried.*

*A MOTION was made by Mr. White and SECONDED by Ms. Lavallee to approve the nonpublic minutes of October 12, 2021 as written.*

*Voting: via roll call vote, five ayes; one abstention from Chairman LoVerme, motion carried.*

### **b. Request for Funds from Building/Equipment & Roadway Capital Reserve**

Superintendent reviewed we have an invoice for the roof work that has come due in the amount of \$67,056 to Prime Roofing Corp. We are requesting the equal amount to be withdrawn from the capital reserve account.

*A MOTION was made by Ms. Lavallee and SECONDED by Mr. White to authorize the release of \$67,046 from the Building/Equipment and Roadway Capital Reserve for repairs to the roof.*

*Voting: via roll call vote, five ayes; one abstention from Chairman LoVerme, motion carried.*

## **VIII. POLICIES-1<sup>st</sup> Read**

### **i. DAF-4 Procurement-Additional Provisions Pertinent to Food Service Program**

Ms. Lavallee reported the Policy Committee reviewed this and took time to match it with what was suggested by NHSBA and it is up to date. We noticed the NHSBA had put all the DAF policies together as one and this district did not do that and there are still some additional we need to look at. This one is ready for review and to be adopted. It will return officially for a 2<sup>nd</sup> reading without changes.

### **ii. CBI-Evaluation of the Superintendent**

### **iii. CBI-R- Evaluation of the Superintendent**

Ms. Lavallee reported both policies had changes to align them with the principal evaluation. When we have a new Superintendent, we will evaluate them twice a year for 3 years so we give the very important feedback mid-year if they need to work on anything and give positive reinforcement for things we like. She hopes to have a meeting in December with the Board to discuss the evaluation and invite the Superintendent in January for the first evaluation. To clarify, meet in December as a Board and discuss it with the Superintendent in January. In December if the Board agrees on what we want to include, hold the meeting with the Superintendent with just the Board Chair and Vice Chair and not the full Board. After 3 years, it would move to an annual review but it is the Board's prerogative if we want to meet more than once. She confirmed it would work the same with an interim Superintendent. It was discussed if the words "first three years should be removed. This will be amended. It was noted when you are doing the check-in there should be no surprises for either parties. It was agreed the policy does not need to go back to the Policy Committee for rewording. On last page, the sentence "New Superintendents will be evaluated at least twice in writing for each of the first three years of their employment" will be removed. Language will be added to include, annually the Board will complete the 9-page evaluation form and in the winter will have a separate written evaluation. Ms. Lavallee will work with Ms. Fowler to provide final language and this will be brought back for a 2<sup>nd</sup> reading. She noted learning that years ago the Board had spoken of reworking the form but it did not happen. She questions if the Board wanted to look at that. The Policy Committee did discuss this but given the extensive amount of policies that have legal requirements we felt it was not appropriate to put efforts into the evaluation form when there was a higher need. Mr. Vanderhoof joined the group at 8:16pm. It was suggested in policy CBI-R to change on last page, signature part from "President of the Board" to "Chairman of the Board". This change will be made. All policies considered to have official the 1<sup>st</sup> reading tonight and will return for a 2<sup>nd</sup> reading.

## **IX.COMMITTEE REPORTS**

### **i. Finance Committee**

Mr. Kofalt reported the committee met last Wednesday, they looked at the YTD expenses without salaries. They made a couple of comments regarding the format and he had asked if the budget was a total year budget column or a YTD budget column. It was confirmed it is a total YTD budget column. As those reports start to happen we may want to tweak the standard format a little, we talked about that and the procurement policy. Between the previous meeting and this one, Ms. Lavallee discovered that in fact the procurement policy had been adopted, just not available at the audit or not presented at that time. In any case, it was a load off the plate. There are some other policies that needed to be done and the Finance Committee will take that as a delegated task from the Policy Committee and will review other procurement policies.

#### **ii. Policy Committee**

Ms. Lavallee reported we had a lengthy meeting the other day. In attending the webinar and getting information from the NHSBA and going through our policies, she found that the amount of work going into this is even more extensive than she thought last month. They made it through most of what they wanted and will continue to look at more. She took the time to meet with Ms. Fowler and go over what has happened with the committee over the years. There had been a change in how it was dealt with and the School Board informed the SAU that we were supposed to manage the policies from a School Board perspective but there was a little lack of follow through in getting legal updates. She found that out because of Mr. Kofalt's comment that back in 2017, we were supposed to adopt policy IGE to bring in compliance with parental objection and that was not done. We will work through the identified policies and work from there. She will try to obtain the old presentations from last year and moving forward this will be a multi-year process. The committee will meet in November to finalize policies discussed in the last meeting and probably in December, a number of policies will need to be looked at for review and start the adoption process.

#### **iii. Nurse Committee**

Mr. Post reported the committee met yesterday. They were able to meet in a small group and met for an hour and a half. Some wanted to meet as public and were unable to. We were better able to address the issue but it is complex. The committee walked through the process and components. They identified the problem and it is different than he assumed. It will be discussed in nonpublic later. We have a good solution but won't solve the problem until the pandemic is over but believes it is a good solution for moving forward. Additional discussion will be had.

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

The issue of stipends was brought up. There was discussion last year when there were people working on curriculum related things. It makes sense for a district to pay stipends under certain circumstances. Stipends were brought up a few times during the budget discussion and there is a fuzzy line between job duties and extra work. It is unclear how a leadership meeting constitutes an over and above. It is suggested to have a review and list of all stipends being paid in the district and what they are for. Superintendent will have this for the next meeting. Happiness was expressed to see replacement uniforms and the HS trip in the budget. It was noted that during the budget discussion, tuition reimbursement was mentioned and that is all CBA related and the overall number is \$20,000 and is not specifically assigned to one school. A question was raised if there is a reason why we cannot have it in one single line item. Ms. LaPlante responded we break it out for DOE reporting and is broken out by school. A question was raised for more information regarding what the "Other Information-Resources" line (database for student research) is this for, how it is used and which students are using this, and are there class assignments that require this. Superintendent will find out and report back. A question was raised regarding lines 4 and 7 (WLC budget) music and robotics, why are they on 2 different lines. Ms. LaPlante believes that is likely an error created by copying and pasting and on lines 5 and 6. She will look at this and correct it. It was suggested when someone is proposing a new software program that it would be nice to have it as a resource to look at, perhaps have a link available to see a demo such as with the sports one discussed tonight. It was agreed and it would be nice to have this for the public as well to get the information.

### **XI. PUBLIC COMMENTS**

The public comment section of the agenda was read. Chairman called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

There was no public comment.

### **XII. SCHOOL BOARD MEMBER COMMENTS**

Mr. Golding reported he enjoyed being allowed to attend the Wilton-Lyndeborough film this week. There were things he didn't know and it was excellent! He appreciates the Historical Society and Ms. Mortvedt for handing out the tickets.

Mr. Vanderhoof spoke regarding the Delegate Assembly that was 2 weeks ago. They passed all the continuing resolutions; number 7 was edited quite a bit. They passed new resolution 10 and 12 and the minutes are now available. Our resolution did not get a 2<sup>nd</sup> therefore there was no discussion. He had asked the amount of dues paid that goes to the National School Board Association from the NHSBA that is \$21,660. He has additional information available about finances etc. He thanked the group for a well-organized budget presentation and it was very well done. It was a breath of fresh air.

Ms. Lavalley spoke that she believes the budget was easy to follow this year and had a harder time last year. She thanked the staff, and spoke of taking the time to come in the buildings; she helped in preschool which was amazing, she enjoyed coming into the kitchen at WLC handing out ice cream and peeked in classrooms. She thanked the staff and kids for being welcoming and it was great to see teachers in action and especially the excitement of the little ones.

Mr. White echoed the others regarding the budget. It was great, keeping it clear and concise; it is nice to see it going in the right direction.

Mr. Kofalt spoke of one minor note pertaining to the agenda. It listed a generic description of the “request for funds from the capital reserve”, it is helpful to have a one-paragraph memo that explains what it is about, and some background on it so that the members can look into it if they have questions. He notes in this case, it is a nonissue but it is nice to have some background on every agenda item.

Chairman LoVerme thanked everyone for putting the budget presentations together. He thanked everyone and especially the school nurses with the COVID cases. He thanked everyone for the work that has been done on that, and voiced appreciation for administration, staff, teachers and the school board.

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

*A MOTION was made by Mr. White and SECONDED by Mr. Kofalt to enter Non-Public Session to discuss personnel matters RSA 91-A: 3 II (A) (C) at 8:36pm.*

*Voting: via roll call vote, six ayes; one abstention from Chairman LoVerme, motion carried.*

### **RETURN TO PUBLIC SESSION**

The Board entered public session at 9:53pm.

Mr. Vanderhoof commented that this is a big government solution. We have not changed any of the circumstances that are creating the problem and we have not added any resources to deal with the problem. All we are doing is throwing money at it and acting like the problem has gone away when we have not changed anything. If we were giving our employee some money for the work they have done going above and beyond in addition to solving the problem so it would not continue I would be all for it. Just throwing money at this is not solving the problem, burnout is a real issue and we should have a proper solution to this.

*A MOTION was made by Mr. Kofalt and SECONDED by Mr. Post to allocate \$3,000 to be paid from ESSER funds for a 90 day stipend for school nurse or nurses to acknowledge the additional work she is doing outside of normal responsibilities.*

*Voting: via roll call vote, five ayes; one nay from Mr. Vanderhoof, one abstention from Chairman LoVerme, motion carried.*

*A MOTION was made to seal the non-public session minutes by Mr. White and SECONDED by Mr. Post.*

*Voting: via roll call vote, six ayes; one abstention from Chairman LoVerme, motion carried.*

### **XIV. ADJOURNMENT**

*A MOTION was made by Mr. White and SECONDED by Mr. Golding to adjourn the Board meeting at 9:54pm.*

*Voting: via roll call vote, six ayes; one abstention from Chairman LoVerme, motion carried.*

*Respectfully submitted,  
Kristina Fowler*

**WILTON-LYNDEBOROUGH COOPERATIVE  
SCHOOL BOARD MEETING  
Tuesday, November 9, 2021  
Wilton-Lyndeborough Cooperative M/H School  
6:30 p.m.**

The videoconferencing link was published several places including on the meeting agenda.

Present: *Brianne Lavallee, Jonathan Vanderhoof, Dennis Golding, Matt Mannarino, Jim Kofalt, and Charlie Post*  
(6:52pm)

*Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Principals Sarah Edmunds and Kathleen Chenette, Director of Student Support Services Ned Pratt, Technology Director Jonathan Bouley, Curriculum Coordinator Emily Stefanich, and Clerk Kristina Fowler*

**I. CALL TO ORDER**

Vice Chair Lavallee called the meeting to order at 6:36pm.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**III. 6:30PM JOINT BOARD & BUDGET COMMITTEE SESSION**

**a. FY 2022-2023**

**i. Technology, SPED, Transportation, Food Services**

Present: *Jeff Jones, Leslie Browne, Darlene Anzalone, Caitlin Maki, Lisa Post, Bill Ryan, and Christine Tiedemann*

Mr. Jones reviewed which budgets would be looked at this evening. **Technology** was first. Ms. LaPlante reviewed this is the 3<sup>rd</sup> draft of the budget and changes are highlighted in yellow. She introduced Mr. Bouley who reviewed his technology budget. He reported some accounts have been moved from school budgets into the technology budget. The biggest thing he tried to do this year was to eliminate duplicate software. We purchased a lot of software and a lot overlapped; some used for remote learning and funded by ESSER funds and grants, which added cost (to this budget). Our network is at its end of life, end of service, cannot buy support contracts for it, and no longer get updates or antivirus. It needs to be replaced. We are using E-Rate and have been qualified for \$94,000; we can get reimbursement from the federal government on qualified items for reimbursement. We would get 60% back on the \$94,000. Quote we received for the network replacement is just under \$100,000. We budgeted less than 60% back, which lowered some of his budget. They are looking to move to a 5-year rotation on computers. Purchasing 200 Chromebooks will bring us to 1:1 in grades 1-12 and allow us to replace 2<sup>nd</sup> grade in the first year. All else is pretty much a continuation of contracts. A question was raised regarding Google Spaces for Education and if this was being moved from another budget line or are we just increasing this (lines 33-36). It looks to be about \$14,000 of an increase. Mr. Bouley responded that it looks like we increased our Google license during the pandemic and it was free with the stipulation that we pay for it going forward. He thinks they did that to increase some of the Google Meet time limits and how many people you can allow in. He wants to trim that back to the lower tier. A clarifying question was asked if he is saying that we may have committed to spending money in the coming year. Mr. Bouley confirmed that for 1 year and he is working with the reseller on this and hopes to trim that down, as we don't need it for all students and only do for a few top-level accounts. It was suggested to look into seeing if it can be classified as a COVID related expense as it is shifting cost from last year to next but the reason was directly COVID related. A question was raised regarding 1:1. Mr. Bouley confirmed the 1<sup>st</sup> and 2<sup>nd</sup> grade do not have 1:1 currently (he believes it is 3:1 on iPads); we have 1:1 in grades 3-12. He read that part of the original the district vision wanted to be 1<sup>st</sup>-12 1:1. Most of this has been paid for with grants and COVID funds over the last couple of years. We can apply for an ECF fund to gain reimbursed up to \$400 per unit but it is not guaranteed. Concern was raised regarding the 1:1 use in the lower grades; it was requested to see data regarding the use of these in the lower grades and for what. Purchasing 100 units in the 2<sup>nd</sup> and 3<sup>rd</sup> grade; is this a tool that is being used enough to purchase one for every 2<sup>nd</sup> and 3<sup>rd</sup> grader. There are additional educational questions regarding if it is even something that should be pursued. Mr. Bouley noted 1:1 is still the gold standard. It was noted, that at the last meeting there was discussion regarding the MS using workbooks and it seems like we are going in a different direction here. A question was raised what kind of

assessments have been done on our use of software and are we sure it is all software that is being used? Mr. Bouley notes one of the requirements for keeping software is keeping statistics. Most of the software is not “his software” he manages it and does the updates. The teachers are the users. He looked at replacing some software for others and it is a tough topic for some but believes we can do more of that next year and trim it down to things we need. It was noted we can probably agree that we need the strategic plan for technology updated so that we have transparency and know what the costs are going to be especially since we costs increase. Mr. Bouley was asked to review which technology costs have rolled into the technology budget from other budgets, as it is not transparent looking at the spreadsheet. Mr. Bouley notes he may not have the exact lines but gave an example of line 6, MS software \$3,621 was not a “T” line (representing technology) and is rolled into line 5. Ms. LaPlante clarified that there were things classified as “software” and theoretically, it should fall in the technology budget; without that type of observation, it can be duplicated. A question was raised to clarify that it was in the MS budget and now is in the technology budget then we should see those decreasing in the MS budget. Ms. LaPlante responded no, the cost was shifted, anything that was technology was moved to the technology budget, and those lines were deleted (in the school budget) as the Principals did not have control over those. It gives a better vision of what each building looks like. It does show in the overall draft budget. She confirmed the function of the source never changed.

Mr. Pratt reviewed the **SPED** budget. For FY23, the budget request is \$1,166,441. The increase from FY 22 to FY 23 is \$145,280, an increase of 8.75%. There are 3 major changes/additions to the SPED budget. The out of district increase is \$71,900, which represents 49.5% of the total increase. We anticipate 2 out of district students next year. He spoke of the time between submitting the budget until the beginning of school, the SPED out of district situation is always in flux; this is the best representation of what we have with the data in front of us. SPED transportation (lines 87-90) have increased \$36,470 and represents 25.1% of the total increase. Transportation runs about \$280 per day. There are times we can combine buses etc.; one part of this is the out of district and the other is the SPED transportation provider Durham. We are up for negotiation this year and are working closely with them. We have had many bumps this year and last and are trying to figure out the best course of action; he has built in some increase. SPED tutors and contracted services (lines 23-27) has an increase of \$19,242, 13.2 %. We have more students accessing ESY (extended school year) and more students with deeper and broader needs. We had conversations at the Board level about COVID and time out of school and how that may impact some increase. These are the 3 major increases totaling 87.8% of the requested increase. There are a number of smaller increases representing 12.2 % spread throughout the budget. He spoke of being appreciative of the work and support that has been provided from the towns, Board and committees. He knows the money is always scarce but at the same time, it is his responsibility to provide his best estimation in consultation with many in this room representing the best possible picture he can provide; this is what he has presented. A question was raised regarding revenue and does it include the ESY programs that are necessary. Mr. Pratt responded we do not have any revenue from ESY; it is part of a student’s IEP and must offer it. We do get some revenue through Medicaid; the program has taken on an almost “psychotic personality” in terms of trying follow the rules. We have SPED aid based upon out of district placements but this has been going down due to a deductible of about \$50,000. We are not really recouping any money. Even though we have some revenues, none are ESY and ones we do have are going down. He confirms we are required to provide ESY if the IEP team deems it. A question was raised how you estimate the cost of out of district placement. Mr. Pratt spoke that it is part of the analysis we do if we have some students that may be progressing out, we look at what type of programs may be appropriate and the cost that we could possibly send them to. In this instance we are looking at \$50,000 per student; we had some carry over money last year and only need \$71,000. It is an analysis on programming however; we do not know if they get in there, it is our best estimate. He spoke of the Board, committees and towns committing to a SPED capital reserve, which is growing yearly and is a nice buffer to have if someone moves in or there is a need for a residential placement. He confirms there is no buffer built into the budget. A question was raised regarding no amount was budgeted for out of state tuition at the MS. Mr. Pratt confirms that is correct, there is not a need for it at the moment. A question was raised how many children are budgeted for FRES’s out of state tuition as it is a huge increase from last year. Mr. Pratt responds one was an adjustment from last year; we had a different pot of money for out of district and this references 2 elementary students. A question was raised, 2 students at \$154,000 as opposed to the actual of FY 21 of \$47,000. He confirms this is correct. It was asked how much is left in the SPED capital reserve account. Ms. LaPlante confirms \$248,000 once we make the obligated payments.

Ms. LaPlante spoke of the **transportation** budget. She did not provide a separated budget but it is included in the whole budget. She reports the reason is that our original transportation contract has an option for another one-year extension. We have a one-year extension now and the original has the option of this for 2 years. She needs to know from the Board if we will go out to full bid or offer a one-year contract to our current vendor. She confirms the lines

related are 887-890. She adds hopefully, we will have a better idea at the next meeting based on what the school board would like to do. A question was raised if the increases were based on fuel. Ms. LaPlante responds, no it doesn't have a rhyme or reason, she just looked at the worst-case scenario and hopes to be in line with that. The reason it looks inflated is because it was previously budgeted, then there was the realization of this one-year extension. What we are currently paying in FY 22 based on the current contract about \$7,000 more than budgeted. It is about 6% from FY 22 to FY 23. She has approximately a 4% estimated buffer.

Ms. LaPlante introduced Ms. Erin Smith, **Food Service** Director who reviewed her budget. She reports her budget overall is about \$11,000 higher than last year. Ms. LaPlante added it is a total of \$42,000 if we include the wages and benefits. Ms. Smith spoke noting the cost of food and milk is higher; this is her best educated guess of what it will cost us next year. She has added \$800 for things like aprons, chef coats, sheets pans, spatulas. This is her first year in school food services. She is trying hard to work toward making food instead of buying prepared food. She needs more tools; she is training staff on these processes rather than what was previously done. That is the only things she added or changed from the basic budget. A question was raised how it works with the free food program and are we seeing the actual expense. Ms. Smith responded that we have to buy the food first and need the money to buy it, then monthly after it is served, 1 breakfast, 1 lunch, free per student; she then submits the paperwork for reimbursement. Breakfast cost is \$2.46 and lunch is about \$4.32. Last year it was lower. Ms. LaPlante added we have to budget the expenditure and then see it back as revenue. She clarified for every lunch and breakfast served that money comes back to us through the USDA voucher that the State of NH provides. A question was raised if it changed from how revenue was received in the past. Ms. LaPlante reported total revenue for food service last year including the \$25,000 of the district portion, was \$176,257, which includes the value of the meals for students. She doesn't have accurate records to see what the student portion was and federal portion for free and reduced (F & R). It was noted in theory; we should not have to offset the food service budget with \$25,000 if we are being reimbursed for every meal. Ms. LaPlante agrees in theory. A question was raised if families are still filling out F & R paperwork and how does filling out the paperwork play into it. Ms. Smith responded we have about 125 families and are in the process of reaching out to those who didn't submit to see if we could collect more. She believes we have about 23% back. A question was raised if we get different funds back. Ms. LaPlante spoke that the additional revenue we get back does not come in through food service; nothing additional comes through food service. Regarding the \$25,000 that the district "kicks in"; we do not know if we will have the free food program next year. A question was raised if rates have been set for next year. Ms. Smith responded this is for next year she doesn't have prior years. A question was raised if it is tied to CPI. Ms. LaPlante does not know but will look into it. A discussion was had regarding it being surprising that according to lines 53-60 (new and replacement equipment) it does not appear that we have spent much money although it seems we hear yearly of issues such as sink broke, steamer broke etc. Ms. LaPlante responded she knows of some repairs that have been made but also there was cost for the purchase of large piece of equipment last year. She was wondering if it was categorized against a different expense, she is not sure. It was noted a steamer was purchased last year. Mr. Ryan added for several years the equipment replacement and new equipment was going into the facilities accounts and that was not that many years ago then it was separated into their own accounts. Discussion was had regarding if the facilities committee looks at the food service equipment and what may be needed. A question was raised if there is any equipment that may need to be replaced. Ms. Smith spoke that the dishwasher probably will need to be replaced it is definitely aging. The refrigerator has been serviced twice for not holding the temperature. Some of the things are just maintenance. The stove, she questioned if there are gas hookups; it works but is not the best. A question was raised since we are giving out free meals, could the stove be replaced with COVID funds. Ms. LaPlante confirms yes, it is a great idea. The administration team has been working on ESSER fund ideas and a list will be put together for the school board. A question was raised if it would make sense to have a capital reserve fund and a plan for what we may need to cover over the next few years plus what the cost would look like. It was noted that is a great idea, when we needed the steamer, it took so long to get the funding approved and if we had a reserve fund in place it would also help the taxpayers plan for the expense and help the kitchen staff. Ms. Browne reviewed that the dishwasher is on the CIP for this year. Ms. LaPlante spoke that the definition and purpose is broad enough that we can use it. Ms. Smith spoke that she was told the freezer and fridge were done 5 years ago, the seals and gaskets had to be replaced. She adds there is some work that needs to be done including the floor seals. We had the condenser in the freezer fixed as it froze up a month into school starting. It was noted that should be added to maintenance cost and should get it done.

#### IV. ADJUSTMENTS TO THE AGENDA

Superintendent requested to allow the curriculum coordinator to report prior to the Superintendent's report.

*A MOTION was made by Mr. Post and SECONDED by Mr. Mannarino to accept the adjustments to the agenda.*

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

172  
173 **V. PUBLIC COMMENTS**

174 The public comment section of the agenda was read.

175 Vice Chair called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

176  
177 There was no public comment.

178  
179 *A MOTION was made by Ms. Tiedemann and SECONDED by Mr. Ryan to recess the budget committee meeting at*  
180 *7:28pm.*

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

182  
183 **VI. BOARD CORRESPONDENCE**

184 **a. Reports**

185 Ms. Stefanich reported on curriculum. The main thing she wanted to talk about is shifting from Star 360 to Iready.  
186 She spoke of spending a lot of time talking with Mr. Bouley about the upload from STAR and had to manually  
187 upload it and they realized there are other platforms that are more cost effective and do more. Iready will give us the  
188 same thing and provide same reports; it connects to PowerSchool and is less expensive. We did find the major  
189 challenge is adjusting to a new system. We have some hiccups in understanding and they will offer some training;  
190 that was our only pitfall. She provided examples of reporting to the Board for review. A question was raised how you  
191 will be able to compare this year from the last year. Ms. Stefanich responded it will provide the same thing, telling us  
192 if students are on grade level or not, essentially its apples to apples. The only shift is they don't have a "blue rating"  
193 which STAR has showing close to proficient, Iready only shows on grade level not almost at grade level. A question  
194 was raised if we have to pay for extra training; first year is \$9,000 and half of that in subsequent years. Ms. Stefanich  
195 responded that is the \$4,500 in the first year, getting us set up and training. She confirms it is part of the \$9,000. A  
196 question was raised if she has concerns comparing apples to apples in prior years. Ms. Stefanich reports most are in  
197 par, pulling from state assessments and tailored to that grade level. She doesn't see that will be a major difference. A  
198 question was raised how long Iready has been around. Ms. Stefanich responded she remembers it in 2012. They have  
199 had different iterations and updates. A question was raised if she was able to talk to anyone who was involved in the  
200 decision of using STAR 360. Ms. Stefanich responded she spoke other curriculum coordinators and it seems like  
201 most are moving away from STAR for various reasons of cost and other pieces. It was noted it sounds like what they  
202 said when they brought STAR 360 to the Board. A question was raised if she spoke to anyone in our district who was  
203 part of that decision to go with STAR 360; there should be people available who were involved as it was not that  
204 long ago. Why did we choose STAR 360 and not Iready? Ms. Stefanich responded she was not able to reach out to  
205 people like that but can follow up. It was noted Dr. Heon was a big part of that. Ms. Stefanich responded when she  
206 spoke to Dr. Heon and the FRES Principal she learned that it was on the radar and discussed. She can follow up with  
207 Dr. Heon to find out. A question was raised if it is approved, what can we have in place for parents to compare data  
208 they receive. There may be a need to help parents interpret if students have improved or not. It was noted the report  
209 does have grade level specifics, which is good; it would be helpful to have a plan in place for parents. Ms. Stefanich  
210 responded they have a guide that goes home to help parents. We could put something on the website saying it's new  
211 and coming and give an overview and show similarities and differences. Principal Chenette added we could have  
212 conference with parents too. A question was raised, from an early literacy perspective have we had feedback from  
213 the early learning teachers. Principal Chenette spoke that we have some great tools we use to fine-tune the data,  
214 better than STAR 360 and we are relying on those measures. Ms. Lavallee noted one benefit she saw was not only  
215 helping teachers figure out action steps but also if the student may require acceleration that is something we need in  
216 the district. A question was raised when teachers look at that is there a way parents will also see that. Ms. Stefanich  
217 responded those come in with the conversations teachers and parents have. Superintendent spoke that we have to be  
218 intentional with gifted and talented, if Iready identifies them, how can we support that. There may be a program in  
219 place he is not sure. It is something we have talked about moving forward. We are good at paying attention to  
220 struggling learners but in general, it feels the gifted and talented get left to themselves because they are so driven. He  
221 spoke of when he looks at this data; one mistake we make is comparing data from year to year and that one data  
222 point. It is about individual growth rate, how much is reasonable at the quarter mark, half-year mark, is it a  
223 reasonable expectation if they didn't meet, why and what do we do about it. Principal Chenette noted she appreciates  
224 Iready has a "stretch growth". Ms. Stefanich confirms it will be for grades K-8, same as STAR. We can add it for HS  
225 with additional cost, which we can explore later on if things go well with our students. She confirms the cost is less  
226 and it is better.

## **i. Superintendent's Report**

Superintendent gave an overview of his report. He tried to find some balance as there is a lot of good news. The LCS community clean-up day was awesome. There were not as many community members as hoped but the ones who were there completed a ton of work. It is great to see the playground in good condition and the wall was painted too. He would like to do more of this. We had a pretty amazing trick-or-treat day. We took the dressed up kindergarteners to WLC for trick-or-treat. He notes it was one of the best days he has had in his 27 years of education. It was great to see the kindergarten students with the MS and HS students. Some kindergarten teachers saw students they have not seen in a long time. It was a great day for the community and a great day for the SAU. He had a couple of conversations with Amherst Tool (part of Quabbin Inc.). Originally, he was going to ask for donations and it led to a good conversation. They have CNC machines and skilled workers. The discussion was regarding how we can get our kids to tour this plant and future ideas of internships. They have worked with Milford School District and it is a good opportunity to get our kids exposed to manufacturing. He will meet Friday with the president. The conversation was also, about how do we get kids to understand this is a viable path and get them exposed and excited about it. Their headquarters are in Wilton; this region can supply highly skilled labor and we would like our kids to be a part of it and not have to look just to Milford or ConVal. That is the next step, how we can build a partnership with them. A discussion was had regarding the potential of having a CTE program. Superintendent spoke that it would be great to take students in the van or they drive themselves, whether we call it a mentor program, CTE program etc. It is also about getting adults excited to work with kids. There is no reason we can't do it. We are talking about 2-3 students and if we can get them interested in that and land them an opportunity to work locally it makes sense. We need to find better ways to get kids excited about other programs. He spoke of providing Thanksgiving baskets to those in need in the community. The Village Store donated 36 cans of chicken soup; we have businesses and community members who are so open to be supportive and helpful to our communities. Regarding the balance of good news and bad, he reports the bad news is there are 3 more walls that need painting at LCS. He spoke of being concerned along with Mr. Erb about how many years it will take the rot to rot through. They need a tall enough ladder to reach the peak of the building for some of the painting. It is not necessarily bad news but wants to have the same attention paid to LCS as is with the other schools. There is also concern with the window seals. A question was raised when the next facilities committee meeting is. Superintendent notes we did talk about having the next meeting at LCS. It was noted it is important to have the facilities committee look at it, assess it and determine what needs to be done and the cost. Superintendent added Mr. Erb is looking at that and we do need to set some short and long term goals.

Ms. Lavallee recognized Mrs. MacPherson's students who sent notes and drew pictures to the volunteers on community day. She thanked them for doing this and Mrs. MacPherson for initiating it.

## **ii. Principals' Reports**

Principal Chenette reported 593 is the number of items that our community donated to the Veterans this year. She spoke of the generosity of the community and it being a blessing each time they reach out. FRES had a card writing campaign; purpose was for children to understand what Veterans are and to be part of the process of giving back. We are excited to bring these things later in the week to the Manchester VA Hospital. A boy and girl from each grade level will go to represent our school; they will ride with Mr. Ryan so they can experience that. She thanked the students who stayed after school to count all of the items. She spoke of the great time the students had viewing the film that was created by the Historical Society and would love with permission to invite a handful of the students to come in and tell you of what they are learning and how they are extending that into their 4<sup>th</sup> and 5<sup>th</sup> grade classes. Board response was this would be great. Principal Chenette would also like to have the children who went to the VA to also come and share. She spoke of having a good turnout for parent/teacher conferences, which were offered, in person, virtual or by phone. Teachers are actively working to contact each parent they didn't meet with and those meetings will happen after school. She spoke of a concern shared previously about student absences and reports an average of 22 a day. These can be long periods, 10 days, 20 days and it being a real heavy lift for classroom teachers. They are doing great catching the students up when it's a day or two but difficult for the lengthy ones. Some do not come and pick up the missed work; it is a challenge to make up a live reading lesson with papers going home. She is concerned about this and eager to talk about using ESSER funds to help with this. A question was raised if it is the same students. Principal Chenette responded after a certain number of days, they get a call from her. She confirms they have the ability to log into the virtual classroom but no one has. If you are not able to access it, she ask parents to please call her and she will walk you through it. She confirms it seems the absences are excessive for the number of positive cases. She notes absences due to a number of things and can provide more detail information as it is monitored daily. She confirms there are families that are truant. Ms. Lavallee notes she likes what FRES is doing for Veteran's Day and believes these types of activities stick with the students and are great for the hands on interaction. She is thankful that Principal Chenette included reporting on the 4<sup>th</sup> and 5<sup>th</sup> grade regarding the history of the town

movie. Students gasped when they recognized things and it was lovely for them to hear the story of FRES. She also thanked the Historical Society.

Principal Edmunds reported so much has happened in the last month. The school approval for facilities has happened and we did a good job this year. Ms. Marjorie Schoonmaker (from the DOE) told us our building has made strides since the last time she was here. Mr. Erb was here and happy we passed with flying colors. In response to the data Ms. Stefanich and team are looking at, they have been working to adjust the schedule for MS, calling it “content literacy” and trying to target kids in the red and yellow areas. WLC is also collecting Thanksgiving baskets. There are at least 20 families we want to help this holiday and are still collecting items. Veteran’s Day is coming up and tomorrow WLC will host our first celebration. We are inviting Veterans and family of Veterans into the building. Student will be here, we will have 2 speakers, Major Adam Rickenbach, US Marine Corps, retired, also WLC teacher and Lieutenant Cornel Dennis Garnham US Army retired. Two Patriots Pen students will share their essays on what it means to be an American; the choir will sing the National Anthem and America the Beautiful. The National Honor Society will serve goodies in Mrs. Clark’s room. We can learn about them and they can learn about us. It is important to show this to our kids, allow them to show respect and meet the Veterans. It starts at 9am tomorrow everyone is welcome. The LED lighting project is under way at WLC. We have been working with each other and the electricians have been great, working after hours and in empty classrooms and will finish the gym on Thursday. The kids have been respectful of them and we expect it to be finished soon. Red Ribbon Week was wonderful, we talked about drug abuse, substance abuse, speakers came in, separate for MS and HS. She spoke of having a wonderful Halloween here. The Deputy of Education and Valerie Sununu visited our school to meet teacher, Andrew Tyler as candidate for teacher of the year. He did not get teacher of the year but he is teacher of the year for us. A question was raised if we have sent a HOBY representative in the past and did we initiate the process or does the student. Principal Edmunds confirms we have sent a HOBY representative in the past usually each year and believes Ms. Kovaliv does some prodding in the right direction. It was noted in her report they were looking for fund raising help to the DC trip. Principal Edmunds confirms that this year they are trying to do the trip without any buffer and doing fund raising for it. The kids asked for it and are excited about it. They are looking for ideas or anything you may have to help. The first payment is due Nov. 20 but they are not going until April vacation. It is based on 40 students, they probably won’t have that many and cost is about \$600 per student. Students will have the opportunity to be part of the ceremony of the tomb of the Unknown Soldier, go to all the museums, some real special things. It has been done in the past, just not since she has been here. A question was raised if they have started talking about Ecology School for the MS. Principal Edmunds responded, teacher, Cathy Blais has been in contact and things are in limbo, we are waiting on dates. She spoke of being proud of the faculty and students, COVID has hit the building hard in the past month, people keep showing up for the kids, and the kids keep showing up and doing their best. We have a different situation with absences; we have the same number of high absences, it is listed on the dashboard. She spoke of the real need for substitutes, teachers are keeping their Google Classroom up to date, and we are working hard to get students back up to speed. She spoke of the teachers and principals subbing too, there are just not enough substitutes.

Principal Chenette voiced appreciation for Ms. Smith dropping food off (for student) so they had their lunches and the parent was quite appreciative. She confirmed there are 30 students in the Chess Club. Ms. Lavallee added there are students that are sad that Chess Club only has one more week. If there are any volunteers who would offer time a day after school so that we can have more after school activities it would be great to have multiple programs. Principal Edmunds noted they had some MS interest, and doesn’t know if they can join. Principal Chenette responded that if you send a parent with them, we absolutely would host it.

### **iii. Curriculum Coordinator’s Report**

See above.

## **VII. WLCTA**

Ms. Andrea Petrone reported they always like to ask teachers for good news or anything-amazing going on. The parent/teacher conference came and went. Teachers always appreciate the opportunity to talk to parents about the amazing things going on in the classroom and set goals for the year. They thanked all the parents who came remotely or face to face. HS teachers are excited about Veteran’s Day tomorrow and Ms. Clark’s café. One of the AP science classes is collecting plastic film (wrappers etc.) trying to reach 500 pounds between now and end of the year and if they do one of the truck companies will donate a bench so they are trying to reach that goal. The MS started the National Junior Honor Society, they are thrilled and worked hard to get into that. The teachers appreciated the MS and HS administration for listening to their staff on how to better support their students including all the members LGBTQ community. Professional Development has been helpful in all aspects. They have been holding curriculum

committee meetings after school once a month, and talk about things that will help with curriculum and professional development to further their learning as teachers. At FRES, they have a holiday concert in December. They will do a coin drive for the turkey trot, had the Halloween parade, which was a huge success. They echo the concern Principal Chenette raised about student absences and are looking to partner together to find a solution. Ms. Petrone thanked the Board for allowing them to come and participate. It was confirmed the holiday concert will include grades 3, 4, 5 and it will be held in the evening.

## **VIII. PROPOSAL FOR MEDIA SYSTEM**

Mr. Bouley provided a detailed list of the equipment to purchase. He notes he thought it would be easier with the funds the Board provided however it was hard to keep it under the budget. Some things were not available at all. He designed it to start with 10 mics, which can be expanded. It is mobile and can be contained and the speakers are on wheels. It can be moved from building to building. He and the Superintendent went to Hollis/Brookline; spoke to other districts about what they are using, some spent \$30,000, and some spent \$5,000 with varied levels of success. He took the best of what we could find and put together a package. He is hoping it is plug and play. He kept it just under \$10,000. Some items are 5-6 weeks out for shipping with no anticipation of that changing. We would be looking at some time the end of December if authorized to purchase. It is possible to have it up and running by beginning of January. A question was raised if we could use it in the gym for a large district meeting. Mr. Bouley confirms it has 10 mics and can add up to 16. It was noted there had been discussion of needing it to be utilized in both rooms, café and gym for district meeting. Mr. Bouley responded it would allow us to link up to multiple systems. The biggest piece is to digitize it to get it without the feedback. It should be the whole “kit and caboodle”. Superintendent added we do not need each member to have a mic; they can be shared. It was noted at the last district meeting there was outright anger about not being able to hear and the system didn’t work for people participating at home. Mr. Post was out of town for the last meeting and could not hear a thing, could not even follow it.

*A MOTION was made by Mr. Post and SECONDED by Mr. Mannarino to authorize spending \$9,988.77 to come out of ESSER funds for the media system.*

*Voting: all aye; motion carried unanimously.*

A question was raised how often we should be looking at updated ESSER funds as a Board. We should know where we are. Ms. LaPlante agreed and will provide monthly summaries of ESSER funds spent and obligated. Superintendent added we will discuss ESSER next meeting, we have done some brainstorming on this and will discuss then.

## **IX. POLICIES 2<sup>ND</sup> READ**

- i. DAF-4 Procurement-Additional Provisions Pertinent to Food Service Program**
- ii. CBI-Evaluation of the Superintendent**
- iii. CBI-R-Evaluation of the Superintendent**

Ms. Lavallee reviewed these policies are ready for the 2<sup>nd</sup> read. There were no changes to DAF, changes were made to policy CBI as indicated by the Board to include a mid-year less formal evaluation, CBI-R is the evaluation form and only change was on the signature piece for “President of the Board to “Chairman of the Board”. Members are welcomed to provide feedback on the policies. Mr. Post questioned what the cadence of the informal mid-term review was. Ms. Lavallee reviewed at the last meeting, they policy committee had reviewed policy CBI and determined we should align the evaluation of the superintendent with what we do with the Principal and for the first 3 years of the Superintendent’s appointment we would review with them mid-year and at the end of the year. During Board discussion it was determined by consensus, we should always do an additional review mid-year but a less informal one. In looking at the timeline, we should have that meeting in January with Superintendent Weaver and in December have a nonpublic session for the Board to discuss what we would bring forward to the Superintendent. In January, the Chair and Vice Chair should meet with Superintendent Weaver to provide the Board’s information. All of these policies will return for a 3<sup>rd</sup> reading with no changes.

## **X. ACTION ITEMS**

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

Mr. Vanderhoof noted comments he made upon returning to public session from the nonpublic session were not included in the minutes. He questioned Ms. Fowler if she had these. Ms. Fowler responded she does not know and would have to go back and look at her notes. Mr. Vanderhoof noted if she does not have a record of it, he can send them to her. He notes it was regarding the motion to allocated \$3,000 from ESSER funds. He clarified for her it was not after a public comment but after the nonpublic session when returning to public session. She will go back and

look at her notes; there is no recording of this. It was agreed Mr. Vanderhoof will send her his comments and the minutes will be amended and return at the next meeting for approval.

*A MOTION was made by Mr. Vanderhoof to table the minutes.*

It was noted no motion is required; no action was taken.

## **XI. COMMITTEE REPORTS**

### **i. Budget Liaison**

Mr. Vanderhoof reported there is not a lot to report; most of what is happening is in the joint meetings. They are in support of funding for the D.C. trip. There was discussion around how they will get families to fill out the F & R paperwork. Most of what was done last week was to approve the minutes. He thinks everyone is happy with where we are at, at the moment. There are no arguments about formatting and things are where they should be which is a plus. We are where we would normally be. There are no major complaints that he can see. There is not a lot to report, the last meeting was almost all reviewing minutes. He is sure as we get closer to the deadline, there will be. He confirms there has been no discussion about warrant articles.

## **XII. RESIGNATIONS / APPOINTMENTS / LEAVES**

### **a. FYI- New Hire-Jamin LaPonsie-WLC SPED Paraprofessional**

### **b. FYI-New Hire-Kyle Gilmore-WLC SPED Paraprofessional**

Superintendent reported we have 2 new paraprofessionals; this is an FYI. The Board needs no action. Ms. Lavallee welcomed the new employees.

## **XIII. BOARD BUDGET DISCUSSION**

Mr. Post spoke that it seems to be going pretty smooth, with inflation no one knows where this will go.

Mr. Kofalt spoke of concern regarding the overall number. He realizes so much is outside our control. He referred to the technology budget as an example, (he doesn't mean to pick on it) we have all these subscriptions, professional development and curriculum programs. How much are they being used? Someone "sort of" hinted at that before. Is it a subscription from 2 years ago that someone thought we needed and sometimes people log into it once in a while. He believes there will be a point where we have to make not necessarily tough decisions but exercise one additional level of discernment, what is being used, what do we need, what is providing value and what is not providing as much value.

Mr. Vanderhoof spoke about the 1:1 computers and how much time students are spending on that. He questions if that is the best approach educationally. He asked his 2<sup>nd</sup> grader and she says they use them once or twice a week, which is consistent with what the teachers reported 2 years ago to the Budget Committee. He feels like technology at that level, as far as a student sitting in front of a computer, could be isolated to computer class. For him this is more of the question, is this the best thing educationally, even assuming they are using them is that the best teaching method from what we have seen and if it is, are the teachers using it. The answer is no. He notes going through the budget, 50 for 6<sup>th</sup>, 50 for 9<sup>th</sup> and 100 for 2<sup>nd</sup> grade, it adds up quickly especially if we are not utilizing them.

Superintendent Weaver spoke that it is an important point. He notes this is the first district he worked in that had a vision for 1:1; typically, they are used at the upper levels. He thinks it's a really good question to explore what value are we getting if they are not using them regularly every day and is there a better way to allocate the resource. We will explore this. If you are right, they are only using them for limited time, does it make more sense to use carts?

Mr. Vanderhoof spoke of speaking with others who run charter schools and they will tell you that no students under 3<sup>rd</sup> grade will touch a computer. He notes it seems we have conflicting visions with this regarding MS going back to workbooks. He suggests we figure it out before we spend a ton of money. Ms. Lavallee questioned how much of the actual curriculum we have as at that level it has been in place for a while. She would like to see what Ms. Stefanich has to say about that. If we are not using it for an extensive amount of actual curriculum and it is just an "on top of", she agrees with Mr. Vanderhoof, are we getting the value from it. She does remember a 1<sup>st</sup> grade teacher being part of a discussion at the Board level and she raised the same concern. If she would have a classroom interaction she would rather have it in a different way and didn't see the value in the cost.

## **XIV. PUBLIC COMMENTS**

The public comment section of the agenda was read.

Vice Chair called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

Ms. Lisa Post commented that the Budget Committee went back to their meeting and what Mr. Vanderhoof was saying about technology was a concern that maybe the estimate on computers was a little high and what the usage really is, that was a concern by the committee. They had a conversation around how we can get parents to fill out forms for F & R lunches so we can get funding. She spoke to them about getting a lot of literature from other schools and having people fill them out regardless and it came up that the color of the paper was pink and that's a red flag. It would be easier to slip it in if it were the same color as the other papers. It is something we should think about talking about. Maybe we can do some events for the kids and have parents sign things while they are there just a way to get us extra funds for some of the programs to help out.

#### **XV. SCHOOL BOARD MEMBER COMMENTS**

Mr. Golding commented he loves seeing this kind of stuff, things the kids are doing; it is excellent and he applauds them.

Mr. Kofalt is happy to see the Veteran's Day celebration and getting kids involved with the cards etc. He voiced appreciation for the media system proposal from Mr. Bouley and knows it was a lot of work.

Mr. Mannarino echoed the sentiments about Veteran's Day and comments that having Mr. Putnam, as part of the Halloween celebration was great, he was glad to see him recognized.

Ms. Lavallee echoed the sentiments of the Veteran's celebrations; she recognized Chairman LoVerme and Mr. White for their service, they are both Veterans. She voiced appreciation for the hard work on the media system and to everyone for their work on the budgets.

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

##### **i. Review Nonpublic Minutes**

*A MOTION was made by Mr. Mannarino and SECONDED by Mr. Golding to enter Non-Public Session to review nonpublic minutes RSA 91-A: 3 II (A) (B) (C) at 8:49pm.*

*Voting: all aye, motion carried unanimously.*

#### **RETURN TO PUBLIC SESSION**

The Board entered public session at 9:01pm.

#### **XVII. ADJOURNMENT**

*A MOTION was made by Mr. Golding and SECONDED by Mr. Kofalt to adjourn the Board meeting at 9:01pm.*

*Voting: all aye; motion carried unanimously.*

*Respectfully submitted,*

*Kristina Fowler*

**Nonpublic Session Minutes  
Wilton-Lyndeborough Cooperative School District**

**Date:** 11/9/21 **Time:** 8:49 PM

**Members Present:** Jonathan Vanderhoof, Matt Mannarino, Dennis Golding, Jim Kofalt, Brianne Lavallee and Charlie Post

*A MOTION was made by Mr. Mannarino and SECONDED by Mr. Golding to enter Non-Public Session to review nonpublic minutes RSA 91-A: 3 II (A) (B) (C) at 8:49pm.  
Voting: all aye, motion carried unanimously.*

**Specific Statutory Reason** cited as foundation for the nonpublic session:

  x   RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

       RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

  x   RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

       RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

       RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

       RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

**Entered nonpublic session** at 8:49 p.m.

**Other persons present** during nonpublic session: Peter Weaver Superintendent, Kristie LaPlante Business Administrator, and Kristina Fowler Clerk

**Description of matters** discussed and final decisions made: Nonpublic minutes from October 26, 2021 were reviewed.

*A MOTION was made by Mr. Post and SECONDED by Mr. Golding to approve the nonpublic minutes of October 26, 2021 as written.*

*Voting: five ayes, one abstention from Mr. Mannarino, motion carried.*

Staffing matters were discussed. No action taken.

**Note:** Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

*A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to exit Non-Public Session at 9:01pm.*

*Voting: all aye, motion carried unanimously.*

**Public session reconvened at 9:01 p.m.**

**These minutes recorded by: Kristina Fowler**

***Wilton-Lyndeborough Cooperative School District***  
***School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082  
603-732-9227

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Peter Weaver  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Kristie LaPlante  
Business Administrator

Emily Stefanich  
District Curriculum Coordinator

**Transportation Costs – FY 23**  
November 23, 2021

The original Transportation Contract between the School District and Steve's School Bus Service, Inc. was a three-year contract expiring June 30, 2021 with an option to extend the contract for two one-year terms. The contract extension is contingent on a satisfactory performance *as determined by* the School Board.

In late May 2021, a one-year extension was authorized which extended the contract through June 2022; there is currently an option for one more one-year extension which would give us a Transportation Contract through June 2023.

At the November 23<sup>rd</sup> meeting, Superintendent Weaver and I will be requesting the Board's feedback and direction on the Student Transportation Contract for July 1, 2022 through June 30, 2023 to determine if the Board wants a one-year extension or if the Board wants us to go back out to bid.

# Original Contract through June 2021

## Wilton-Lyndeborough Cooperative School District TRANSPORTATION CONTRACT

This Agreement made this 16th day of July 2018, is hereby made by and between **Steve's School Bus Service, Inc.** of Lyndeborough, New Hampshire 03082, hereinafter called the "**Carrier**", and the **Wilton-Lyndeborough Cooperative School District** in the towns of Wilton 03086 and Lyndeborough 03082, New Hampshire, hereinafter called the "**District**".

The parties agree as follows:

1. **Term.** The **District** agrees to employ the **Carrier** as a transporter of school children for a period of three (3) years commencing July 1, 2018, through June 30, 2021, with an option to extend the contract for two (1) one-year terms. The contract extension will be contingent on a satisfactory performance as determined by the school board. Such extension will be made by the school board no later than September 1, 2020 for the first year's extension to begin July 1, 2021 and September 30, 2021 for the second year to begin July 1, 2022 if the first year extension is agreed to.
2. **Regular Routes.** The **Carrier** agrees to supply buses and drivers to transport pupils assigned by the **District**, on routes and at such times as developed by the **Carrier** approved by the **District's** Superintendent, for each and every day that school is in session during the term of this agreement. Routes will be assigned to a regular driver. These route assignments will take precedence over assignments to charters and special events.

The **Carrier** shall, with the information provided by the **District**, transport pupils on the routes described which may be altered from time to time by the **District**, without additional expense, provided that the total mileage is not increased. Final determination of the schedules and routes shall be vested in the **District**.

**Other Routes (Field Trips, Athletic Trips).** These Routes shall be determined based on the needs of students at the discretion of the Principal or designee working in cooperation with the **Carrier**.

3. **Contract Price and Payment Procedures.** All transportation is to be conducted in accordance with the Contract Documents. The **District** shall pay the **Carrier** per the attached Exhibits – **Cost Statements**.

The **District** shall pay the **Carrier** for its services on a monthly basis on or about the 15<sup>th</sup> of each month provided that invoices have been sent to the **District** by the first of each respective month.

4. **Timing.** The Wilton routes should be arranged so that the pupils will arrive at school no earlier than 7:30 a.m. and no later than 7:50 a.m.; in the afternoon, the buses will not leave the school area any earlier than 2:45 p.m. or any later than 3:00 p.m. The Lyndeborough routes should be arranged so that the pupils will arrive at school no earlier than 7:45 a.m. and no later than 8:00 a.m.; in the afternoon, the buses will not leave the school area any earlier than 2:50 p.m. or any later than 3:10 p.m.

*Note: these times are subject to change.*

 Initials

one year extension through June 2022

Wilton-Lyndeborough Cooperative School District

## TRANSPORTATION CONTRACT

This Agreement made this **25th day of May 2021**, is hereby made by and between **Steve's School Bus Service, Inc.** of Lyndeborough, New Hampshire 03082, hereinafter called the "**Carrier**", and the **Wilton-Lyndeborough Cooperative School District** in the towns of Wilton 03086 and Lyndeborough 03082, New Hampshire, hereinafter called the "**District**".

The parties agree as follows:

- I
1. **Term.** The **District** agrees to employ the **Carrier** as a transporter of school children for a period of one (1) year commencing July 1, 2021, through June 30, 2022.
  2. **Regular Routes.** The **Carrier** agrees to supply buses and drivers to transport pupils assigned by the **District**, on routes and at such times as developed by the **Carrier** approved by the District's Superintendent, for each and every day that school is in session during the term of this agreement. Routes will be assigned to a regular driver. These route assignments will take precedence over assignments to charters and special events.

The **Carrier** shall, with the information provided by the **District**, transport pupils on the routes described which may be altered from time to time by the **District**, without additional expense, provided that the total mileage is not increased. Final determination of the schedules and routes shall be vested in the **District**.

**Other Routes (Field Trips, Athletic Trips).** These Routes shall be determined based on the needs of students at the discretion of the Principal or designee working in cooperation with the **Carrier**.

3. **Contract Price and Payment Procedures.** All transportation is to be conducted in accordance with the Contract Documents. The **District** shall pay the **Carrier** per the attached Exhibits – **Cost Statements**.

The **District** shall pay the **Carrier** for its services on a monthly basis on or about the 15<sup>th</sup> of each month provided that invoices have been sent to the **District** by the first of each respective month.

4. **Timing.** The Wilton routes should be arranged so that the pupils will arrive at school no earlier than 7:30 a.m. and no later than 7:50 a.m.; in the afternoon, the buses will not leave the school area any earlier than 2:45 p.m. or any later than 3:00 p.m. The Lyndeborough routes should be arranged so that the pupils will arrive at school no earlier than 7:45 a.m. and no later than 8:00 a.m.; in the afternoon, the buses will not leave the school area any earlier than 2:50 p.m. or any later than 3:10 p.m.

*Note: these times are subject to change.*

5. **Fuel and Mileage.** The **Carrier** shall provide all the fuel required to operate the buses and the cost of fuel is included in the bid price.

## DAF-4 – PROCUREMENT-ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

- A. **Mandatory Contract Clauses:** The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:
1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
  2. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
  3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
  4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
  5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
  6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
  7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.
- B. **Contracts with Food Service Management Companies:** Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the NHDOE, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.

**C. "Buy American" Requirement:**

Under the "Buy American" provision of the National School Lunch Act (the "NSLA"), school food authorities (SFAs) are required to purchase, to the maximum extent practicable, *domestic commodity or product*. As an SFA, the District is required to comply with the "Buy American" procurement standards set forth in 7 CFR Part 210.21(d) when purchasing commercial food products served in the school meals programs. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g., food service management companies, group purchasing cooperatives, shared purchasing, etc.).

Under the NSLA, "*domestic commodity or product*" is defined as an agricultural commodity or product that is produced or processed in the United States using "*substantial*" agricultural commodities that are produced in the United States. For purposes of the act, "*substantial*" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowable under this provision as territories of the United States.

1. Exceptions: The two main exceptions to the Buy American requirements are:
  - a) The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
  - b) Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.
2. Steps to Comply with Buy American Requirements: In order to help assure that the District remains in compliance with the Buy American requirement, the Food Service Director, shall
  - a) Include a Buy American clause in all procurement documents (product specifications, bid solicitations, requests for proposals, purchase orders, etc.);
  - b) Monitor contractor performance;
  - c) Require suppliers to certify the origin of the product;
  - d) Examine product packaging for identification of the country of origin; and
  - e) Require suppliers to provide specific information about the percentage of U.S. content in food products from time to time.

***First Reading:*** October 26, 2021

***Second Reading:*** November 9, 2021

***Final Adoption:***

## **CBI - EVALUATION OF THE SUPERINTENDENT**

The Wilton-Lyndeborough Cooperative School Board shall annually evaluate the Superintendent based on written criteria as established by the Board in policy CBI-R. An additional informal written evaluation will be conducted mid-year. Through evaluation of the Superintendent, the Board shall:

1. Clarify for the Superintendent his/her role in the School system as seen by the Board.
2. Clarify for all Board members the role of the Superintendent in the light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Board and the Superintendent.
3. Assess the Superintendent's performance as it relates to the Superintendent's:
  - (a) Overall administration of district schools;
  - (b) Delivery of district instructional goals; and
  - (c) Relationship with the Board, staff and community.
4. Strive to develop harmonious working relationships between the Board and Superintendent.

The Board will provide the Superintendent with periodic opportunities to discuss Superintendent-Board relationships, and provide written comments to the SAU Board for evaluation for the performance of the Superintendent.

See Appendix: CBI-R

### ***Legal References:***

*N.H. Code of Administrative Rules, Section Ed303.01(k), Substantive Duties of School Boards, Superintendent of Evaluation*

***First Reading:*** September 14, 2010, October 26, 2021

***Second Reading:*** October 12, 2010, November 9, 2021

***Final Adoption:*** October 12, 2010

## EVALUATION OF THE SUPERINTENDENT

The Wilton-Lyndeborough Cooperative School Board shall conduct a minimum of one (1) annual formal evaluation of the Superintendent.

Members of the Board will first evaluate the Superintendent independently, using a written form adopted by the Board for this purpose. The Board will convene to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full Board and the Superintendent. The Board and the Superintendent will each retain a copy of the written evaluation report.

Evaluation of the Superintendent shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the Superintendent that will support and promote the Superintendent's professional growth and development;
2. Help the Board evaluate its work in planning the educational program in this community; and
3. Strengthen the working relationship between the Board and the Superintendent by providing a comprehensive vehicle of communication.
4. Identify strengths and weaknesses of the Superintendent, and make appropriate recommendations.

*See Superintendent Evaluation Form*

-- Sample --

### SUPERINTENDENT EVALUATION FORM

Name of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

All items rated with a "1" require additional explanation. The reverse side of the page may be used for explanations and additional comments.

3 - Commendable    2 - Meets Expectations    1 - Needs Improvement

#### ADMINISTRATION

3                      2                      1

1. Exerts strong educational leadership, develops a strong management team, and delegates responsibility. \_\_\_\_\_

2. Establishes and maintains a sound plan of organization and assignment of staff personnel which will provide the proper framework for accomplishing District objectives. \_\_\_\_\_

3. Fulfills the Board's goals and policies successfully. \_\_\_\_\_

4. Demonstrates skill in developing long-range planning activities based on program needs and enrollment projections.

5. Employs a team effort in analyzing, planning, implementing, and evaluating policies, programs, and personnel.

6. Implements procedures to carry out a continuous program of evaluation.

7. Recommends for employment personnel who have proper certification and skills for the position.

8. Organizes the roles and responsibilities of staff members so as to optimize their effectiveness and to encourage harmonious relationships among various segments of the school system.

9. Provides to the Board and the general public an organized and informative annual report of the state of the District.

10. Maintains liaison with state and federal legislators, as well as other outside agencies, in efforts to accomplish legislation needed for school improvement.

Rating for this Category

In the area of administration, what is the strongest asset?

---

### COMMENTS:

---

3 - Commendable      2 - Meets Expectations      1 - Needs Improvement

What specific area could be most improved?

---

### INSTRUCTION

3                      2                      1

1. Provides overall leadership in the development and implementation of a productive instructional delivery system.

2. Identifies and facilitates instruction and student achievement as the focal point of the School District.

3. Identifies instructional objectives in terms of students and implements programs to meet the diverse needs of students.

4. Capitalizes on the abilities and talents of the professional staff in curriculum development, implementation, and evaluation.

- 5. Provides to staff throughout the system the time for organization and the resources required to improve instruction. \_\_\_\_\_
- 6. Provides for continued monitoring and evaluation of instructional activities. \_\_\_\_\_
- 7. Promotes high academic expectations and standards for students. \_\_\_\_\_
- 8. Incorporates useful new ideas into the instruction program. \_\_\_\_\_
- 9. Maintains a working knowledge of current educational research, reports useful new concepts and shares that information with the Board. \_\_\_\_\_
- 10. Keeps the Board informed on the analysis, planning, implementation, and evaluation of instructional activities. \_\_\_\_\_
- 11. Keeps the community informed of the program of instruction and plans for improvement. \_\_\_\_\_

Rating for this Category \_\_\_\_\_

In the area of instruction what is the strongest asset? \_\_\_\_\_

---

**COMMENTS:**

---

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

What specific area could be most improved?

---

| RELATIONSHIP WITH THE BOARD                                                                                                              | 3 | 2 | 1 |
|------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| 1. Works with the Board in the areas of analyzing, planning, implementing and evaluating policies.                                       |   |   |   |
| 2. Informs the Board on issues, operations, the instruction program, and needs of the school system.                                     |   |   |   |
| 3. Informs the Board on educational activities at the state and national levels.                                                         |   |   |   |
| 4. Has an harmonious working relationship and maintains a professional relationship with members of the Board.                           |   |   |   |
| 5. Interprets and supports Board policy and decisions to the public and staff.                                                           |   |   |   |
| 6. Provides the Board members with reports and information which will enable them to sufficiently review the operations of the district. |   |   |   |

7. Gives constructive advice and guidance to the Board regarding possibilities for District improvement.

8. States his/her convictions in matters before the Board.

9. Utilizes the strengths of individual Board members and the Board itself in the decision-making process.

10. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.

Rating for this Category

In the area of Board relationship what is the strongest asset?

---

**COMMENTS:**

---

3 - Commendable      2 - Meets Expectations      1 - Needs Improvement

What specific area could be most improved?

---

**RELATIONSHIP WITH THE STAFF**

3                      2                      1

1. Includes the participation of faculty and staff in the establishment and the implementation of District-wide goals, objectives, and programs.

2. Facilitates high standards of performance for all staff members.

3. Facilitates evaluation of staff performance as required by state law and by Board policy.

4. Facilitates two-way communication and interaction with staff.

5. Promotes programs for staff growth and development.

6. Strives to maintain positive morale by:

- a. minimizing arbitrary decision-making and favorites;
- b. giving fair and impartial treatment to all parties in a dispute; and
- c. giving recognition and appreciation for a job well done.

7. Instills confidence and self-respect among staff.

8. Meets and confers with employee groups representing the interests and directives of the Board.

9. Communicates effectively the concerns of employee groups to the Board and Board responses to these concerns to employee groups.

\_\_\_\_\_

Rating for this Category

\_\_\_\_\_

In the area of staff relationship what is the strongest asset?

**COMMENTS:**

3 - Commendable      2 - Meets Expectations      1 - Needs Improvement

What specific area could be most improved?

**RELATIONSHIP WITH THE COMMUNITY                      3                      2                      1**

- 1. Facilitates communication within the community through an effective public information program based on the needs and successes of the district.
- 2. Seeks meaningful community involvement in the establishment, implementation, and evaluation of district-wide goals, objectives, priorities, and programs.
- 3. Develops and maintains a cooperative relationship with the news media.
- 4. Establishes a procedure for studying and acting on complaints, criticisms, and concerns of individuals and/or community.
- 5. Is actively involved in community arenas.
- 6. Maintains a professional posture with other public officials and community leaders.
- 7. Has the ability to face controversy and work effectively with it.
- 8. Understands and responds to the unique and changing needs of the community.
- 9. Accepts and solicits input from interested groups and individuals in the decision-making process.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rating for this Category

\_\_\_\_\_

In the area of community relationships what is the strongest asset?

\_\_\_\_\_

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**COMMENTS:**

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3 - Commendable      2 - Meets Expectations      1 - Needs Improvement

What specific area could be most improved?

---

**PERSONAL QUALITIES**

3                      2                      1

1. Sustains physical and mental health and appropriate energy to cope with the Superintendent's tasks.

2. Defends principle and conviction in the face of pressure and partisan influence, yet is able to compromise.

3. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.

4. Uses English effectively in dealing with staff members, the Board and the public.

5. Speaks well before large and small groups, expressing ideas in a logical and forthright manner.

6. Accepts and shares failure as well as success.

7. Is able to identify and discuss own strengths and weaknesses.

8. Welcomes questions and open discussion when presenting ideas.

9. Exercises good judgment and involves appropriate others in the decision-making process.

10. Maintains a balance of professional development by reading, attending conferences, working on professional committees, visiting other Districts and meeting with other Superintendents.

Rating for this Category

In the area of personal qualities what is the strongest asset?

---

---

**COMMENTS:**

---

3 - Commendable      2 - Meets Expectations      1 - Needs Improvement

What specific area could be most improved?

**FINANCIAL**

3                      2                      1

1. Keeps informed of the needs of the school program -- supplies, equipment, plant, and facilities.

2. Assumes responsibility for overall financial planning for the District, including short-term priorities and long-range planning.

3. Coordinates the preparation of the annual budget utilizing teacher and staff input; submits the budget to the Board for input and approval.

4. Evaluates financial needs and makes timely recommendations for adequate funding.

5. Determines that funds are spent and invested wisely; ensures that adequate controls and accounting are achieved.

6. Provides leadership in solving major problems and achieving maximum utilization of resources.

Rating for this Category

In the area of finances, what is the strongest asset?

**COMMENTS:**

3 - Commendable      2 - Meets Expectations      1 - Needs Improvement

What specific area could be most improved?

Signed:

Chairman of the Board

Superintendent

Date:

*See Policy CBI*

***First Reading:*** September 14, 2010, October 26, 2021

***Second Reading:*** October 12, 2010, November 9, 2021

***Final Adoption:*** October 12, 2010

***Wilton-Lyndeborough Cooperative School District  
School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082  
603-732-9227

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Peter Weaver  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Kristie LaPlante  
Business Administrator

To: Jayma Walker  
FROM: Peter Weaver  
DATE: November 15, 2021  
RE: Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.

I am in receipt of your letter dated October 26 that you intend to resign your position as paraprofessional. Thank you for your service and we wish you well in the future.

Wilton-Lyndeborough Cooperative School District provides a safe and educational environment that promotes student exploration, critical thinking and responsible citizenship.

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The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.