

1 **WILTON-LYNDEBOROUGH COOPERATIVE**
2 **SCHOOL BOARD MEETING AND JOINT BUDGET COMMITTEE SESSION**
3 **Wednesday, March 18, 2015**
4 **Wilton-Lyndeborough Cooperative M/H School-Media Room**
5 **6:30 p.m.**
6

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

9
10 *Superintendent Christine Tyrie, Business Administrator Lise Tucker, Principals Brian Bagley,*
11 *Timothy O'Connell and Clerk Kristina Fowler*
12

13 **I. OATH OF OFFICE-Walter Holland**

14 Newly elected board members, Geoffrey Brock, Carol LeBlanc and Alexander LoVerme took the oath
15 of office administered by Mr. Holland.
16

17 **II. CALL TO ORDER –Christine Tyrie, Superintendent**

18 Superintendent Tyrie called the meeting to order at 6:34pm and asked for nominations for school
19 board chairman.
20

21 *A MOTION was made by Mr. Button and SECONDED by Ms. Guild to nominate Mr. Geoffrey Brock*
22 *as School Board Chairman.*

23 *Voting: all aye; motion carried unanimously.*
24

25 Superintendent Tyrie turned over the meeting to Mr. Brock.
26

27 **III. ELECTIONS/APPOINTMENTS**

28 **i. Board Vice Chair**

29 Mr. Brock asked for nominations for school board vice chairman.
30

31 *A MOTION was made by Mr. Button and SECONDED by Ms. Guild to nominate Mr. Harry Dailey as*
32 *School Board Vice Chairman.*

33 *Voting: all aye; motion carried unanimously.*
34

35 **ii. Appoint Treasurer/Committees**

36 *A MOTION was made by Mr. Dailey and SECONDED by Ms. Guild to nominate Mr. Stanley Greene*
37 *as School Board Treasurer.*

38 *Voting: all aye; motion carried unanimously.*
39

40 *A MOTION was made by Mr. Button and SECONDED by Ms. LeBlanc to reestablish the existing*
41 *committee membership that currently exists.*

42 *Voting: all aye; motion carried unanimously.*
43

44 **IV. 6:45 ELEMENTARY STUDENT OF THE MONTH**

45 Mr. O'Connell honored one student of the month.
46

47 **V. ADJUSTMENTS TO THE AGENDA**

48 Superintendent Tyrie requested to add an action item to the agenda for a collaborative effort with the
49 Southwesters Group of Superintendents. This request was approved.
50

51 **VI. PUBLIC COMMENTS**

There were no public comments to report.

VII. BOARD CORRESPONDENCE

Mr. Brock reviewed the correspondence which included a letter of praise for teacher Sandra Reid from a parent. Another letter was a request for two students to remain at WLC for the remainder of the school year with tuition waived although they will be moving to Milford mid-April.

A MOTION was made by Mr. Dailey and SECONDED by Mr. Ballou to grant the request of Ms. Lucy Noepel with the understanding that no transportation will be provided and they are accountable to get to and from school.

Voting: all aye; motion carried unanimously.

VIII. CONSENT AGENDA

a. Reports

i. Superintendent's Report

ii. Principal's Reports

iii. Co-curricular Updates

iv. Food Service Income Statement

The reports have been reviewed by the Board.

Mr. Dailey removed the Co-curricular Update from the consent agenda for further discussion.

A MOTION was made by Mr. Dailey and SECONDED by Ms. Guild to approve the consent agenda.

Voting: all aye; motion carried unanimously.

Mr. Dailey noted he is disappointed that there is not a school play. Mr. Bagley added that this was based on student numbers but an alternative is being pursued.

IX. ACTION ITEMS

a. 7/7:30 Joint Meeting Budget Committee

Budget Committee Members Present: Don Davidson, Ellen Pomer, Cary Hughes, Leslie Browne, and Jim Kofalt

• CALL TO ORDER-BUDGET COMMITTEE

Chairman Davidson called the Budget Committee to order at 7:03pm.

Bottom Line Reconciliation

• Technology Update

• Freezer Quotes

Superintendent Tyrie reviewed the end of year forecast expenditures document line by line with assumptions for the balances. Ms. Tucker reviewed the general fund revenue document. She noted the parentheses indicate more revenue than expected for example E-Rate, flex spending, CAT aid and Medicaid. Food service is showing a loss of \$39,185. The total surplus revenue projected is \$59,641.

In response to a question from Mr. Davidson, Superintendent Tyrie responded that these are optimistic numbers and all expenses are not in yet. This is still the first review of them.

In response to a question from Mr. LoVerme, Ms. Tucker confirmed that the freezer is not included in reported loss for food service.

In response to a question from Ms. Browne, Superintendent Tyrie responded that the food service loss is more and has increased year to year.

Mr. LoVerme asked for the percentage it is down and this will be provided at another time.

Superintendent Tyrie reviewed the technology proposal. In her proposal she is suggesting for FY 15 transferring \$44,055 from the health care line which has a surplus due to the premium holiday and the rest for FY16 \$28,256 to come from the recently passed warrant article. She noted additional requests that will be brought forward at another time, equipment for a science lab, greenhouse, and vents. The freezer quotes that were previously submitted have also been updated and the cost has increased.

In response to a question from Mr. Kofalt, Ms. Tucker responded the electrical costs are not included in the new quotes and “may be a couple thousand”.

Mr. Dailey suggested bundling the freezer with the purchases in the elementary project if possible. He will look into this and report back.

Mr. Bujak suggests using the Technology Capital Reserve Account Fund now instead of taking from the surplus in the health care line.

Mr. Dailey agrees as that money was earmarked for a particular project and he would rather see it be spent on that.

Mr. Ballou reminded the group that this fund is not only used for this project but for emergencies.

Mr. Dailey agreed and noted if something were to happen, April –July, we would need to take \$20,000 out of capital reserve.

Superintendent Tyrie agreed that \$22,000 will fund the April portion that is needed for the network upgrade.

A MOTION was made by Ms. Browne and SECONDED by Ms. Pomer to support the funding for the technology upgrades through the Technology Capital Reserve.

Voting: all aye; motion carried unanimously.

A MOTION was made by Mr. Hughes and SECONDED by Ms. Pomer to support the expenditures for the WLC freezer.

Voting: all aye; motion carried unanimously.

A MOTION was made by Ms. Browne and SECONDED by Mr. Hughes to adjourn the Budget Committee portion of the meeting at 7:40pm.

Voting: all aye; motion carried unanimously.

Additional information will be brought back on the freezer as requested as well as a transfer.

A MOTION was made by Mr. LoVerme and SECONDED by Mr. Dailey to move \$22,000 from the Technology Capital Reserve to expend on internet technology upgrades.

Voting: all aye; motion carried unanimously.

b. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Dailey and SECONDED by Mr. LoVerme to approve the minutes as amended.

Voting: seven ayes; one abstention from Mr. Bujak, motion carried.

154
155 **c. Draft School Calendar**

156 Mr. Dave Weir, WLC teacher and Union President was present for a further explanation of the
157 increase in days in the calendar.

158
159 Mr. Brock reviewed how the “hours” calendar came about essentially from a prior superintendent who
160 suggested since the state had changed the rules you could increase the time and shorten the school year
161 by 5 days. Superintendent Tyrie added with 172 days we do make the required hours we are supposed
162 to. Adding 20 minutes to the day, 3 minutes per class, with the idea that it was the same, she noted she
163 doesn’t feel you obtain the same instructional quality as if you were doing 180 days.

164
165 Superintendent Tyrie explained two instructional days were added to the calendar for 15-16. She
166 polled other districts that are calculated on hours such as ours and most are going 174 or 175 days.
167 She has found the main reason is for staff to get out early. When you balance this, it was always her
168 intention to increase the calendar by two days to 174. She is cutting the instructional time by 5
169 minutes a day which is nearly the exact equivalent to the 2 days.

170
171 Mr. Button added that he is in support of 174 or even 180 days. He noted the last contract read that we
172 could have 175 days and he feels this is a step in the right direction.

173
174 *A MOTION was made by Mr. Ballou and SECONDED by Ms. Guild to approve the School District*
175 *Calendar for 15-16.*

176 *Voting: seven ayes; one abstention from Mr. Bujak, motion carried.*
177

178 **d. School Board Meeting Dates**

179 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Guild to approve the school board*
180 *meeting dates for 15-16.*

181 *Voting: all ayes motion carried unanimously.*
182

183 **e. 2015 Graduation Date-Recommend June 5**

184 Superintendent Tyrie reported the last day of school will be June 11 pending the commissioner granting
185 a waiver for one day then it would be June 10. It is typically best practice for seniors to graduate the
186 last full week of school.

187
188 *A MOTION was made by Mr. LoVerme and SECONDED by Mr. Ballou to move the graduation date*
189 *for seniors to June 5, 2015.*

190 *Voting: all ayes; motion carried unanimously.*
191

192 **f. Emergency Shelter Procedures**

193 Emergency shelter procedures were reviewed and discussed. Mr. Dailey noted Hutter Construction
194 will tell us what it will cost to get the generator up and running and the amount of work to put
195 subpanels in. The generator is nice for the school to have however not necessary.

196
197 *A MOTION was made by Ms. Fisk and SECONDED by Mr. Button to accept the Emergency Shelter*
198 *Memorandum of Understanding.*

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

201 **g. Adjustment to Bus Contract**

202 Mr. Button relayed a request from Steve Brown of Steve’s School Bus that the Board reevaluates the
203 need of a performance bond from him as he has been with the school district for quite some time and
204 feels the added cost could be “taken off the top of his contract” and better utilized by the district.

Mr. Dailey noted that either we do away with them all or keep them all; he further noted it provides protection for the district.

Varying opinions were discussed during this lengthy discussion including what is the value added of performance bonds, what is the risk without a performance bond, should they be dropped from all the contracts and if so how this would be done.

A MOTION was made by Mr. Button and SECONDED by Mr. Ballou to subtract the performance bond from Steve's School Bus transportation contract.

A MOTION was made by Mr. Bujak and SECONDED by Mr. LoVerme to AMMEND Mr. Button's motion (as long as the SAU can execute it) to waive performance bonds for all providers under the condition that all monies are paid to reduce the contracts.

Mr. Dailey noted this would put the district at risk further he believes and Mr. Ballou added he would not vote for anything that would remove insurance from the district.

Mr. Button noted he is not comfortable with new providers not having a performance bond but is comfortable with not having one on Mr. Brown's contract and further noted he did not have one on his last contract.

Voting: (amendment): one aye; seven nays motion does not carry.

Voting: (original motion) five ayes; four nays motion carries.

h. Maintenance Plan Subcommittee

Mr. Button suggested tasking the Facilities Committee with developing a maintenance plan with the end result being a good written plan with good guidelines, standards being set and a sense of responsibility. Time will be devoted to the process with ongoing support to maintain nice and clean buildings.

A MOTION was made by Mr. Button and SECONDED by Mr. LoVerme to task the development of a maintenance plan to the Facilities Committee, work on it and report back to the Board.

Voting: all ayes; motion carried unanimously.

i. Program of Studies

The Program of Studies was reviewed by the Board.

Superintendent Tyrie noted there are very few changes from last year.

Mr. Bujak suggested to add to the "parking lot" to be reviewed at a future meeting increasing computer credit from a half to a full.

A MOTION was made by Mr. Dailey and SECONDED by Mr. LoVerme to accept the Program of Studies.

Voting: all ayes; motion carried unanimously.

• COLLABORATIVE INITIATIVE

Superintendent Tyrie reviewed with the board that the Southwesterners Group (of superintendents) would like to investigate ways to collaborate with other districts utilizing services such as SPED or

business administrators for example. Because we are geographically large it may not work for us. They are requesting an investment of \$1,000-\$2,000 to investigate the need.

Mr. Dailey noted that our district has done a lot to address some of the issues other districts are facing and it may not be the best option.

A MOTION was made by Mr. Dailey and SECONDED by Mr. Bujak to respectfully decline involvement in the collaborative initiative with the southwesters group and possibly readdress at a future date.

Voting: all ayes; motion carried unanimously.

j. Policies

i. IK-Earning of Credit-2nd Read

In response to a question from Mr. Bujak, Mr. Bagley responded if a student proves they are competent in class they don't necessarily have to take the class, competencies are doing one thing, it awards credit to the student, we still use traditional credit for a wide variety of things, GPA etc. they still have to get those credits as well. A presentation will be brought forward to the Board in the future on this topic.

A MOTION was made by Mr. Dailey and SECONDED by Ms. Guild to adopt revised policy IK-Earning of Credit as written.

Voting: all ayes; motion carried unanimously.

ii. DFA-Investment Policy-1st Read

The changes to this policy were brought forward by Ms. Tucker. The board reviewed the policy and changes were suggested for section 2 under "Standards of Care".

This policy will be brought back at a future meeting.

X. COMMITTEE REPORTS

i. Elementary Building Committee

Mr. Dailey reported there was a little delay in the project, the demolition that should have taken place this week will be next week for various reasons. The kitchen design was reviewed and he is looking for support to either go with the existing design or go with a modified design. There is money in the budget for a "full blown" kitchen but is 6 times what was in FRES previously. If they do not spend all the money in the kitchen which he feels may not be necessary it will leave money left over to spend elsewhere such as the gym. It would still be impressive and better than what either elementary school had previously. He noted the food service director has had input as well as a kitchen designer brought in. They can accommodate 96 students at a time which means 3 lunch servings will be needed.

Mr. Ballou noted that if something were to happen at WLC, having the full kitchen as designed would serve as an alternative. If this is reduced, it eliminates this option.

A formal Motion was not made but support was given to the Elementary Building Committees direction to reduce the design of the kitchen at FRES and not add the steam tables and walk in freezer.

There is a public tour of the addition at FRES on March 19 at 6PM. The board reviewed the rough plan of the layout of LCS offices which was on the back of the Superintendent's Report.

XI. RESIGNATIONS / APPOINTMENTS / LEAVES

Dr. Tyrie informed the board of the resignation of Courtney Clark, ABA Therapist.

307
308 **XII. PUBLIC COMMENTS**

309 Mr. Ballou congratulated the boys basketball team for their win.
310

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

312 *A MOTION was made by Ms. Guild and SECONDED by Mr. Ballou to enter Non-Public Session to*
313 *discuss compensation. RSA 91-A: 3 II (A) (C) at 9:26pm.*

314 *Voting: all aye; motion carried unanimously.*
315

316 **RETURN TO PUBLIC SESSION**

317 The Board entered public session at 10:30pm.
318

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

321 *Voting: all aye; motion carried unanimously.*
322

323 **XIV. ADJOURNMENT**

324 *A MOTION was made by Mr. Ballou and SECONDED by Ms. Guild to adjourn the Board meeting at*
325 *10:30pm.*

326 *Voting: all aye; motion carried unanimously.*
327

328 *Respectfully submitted,*

329 *Kristina Fowler*
330