

**Lyme School District
School Board Regular Meeting
Tuesday, April 27, 2021**

Approved w/ changes 05/11/21

Board Members Present: Phil Barta, Vincent Berk, Jennifer Boylston, Yolanda Bujarski, Sarah Glass, Elizabeth Glenshaw, Hayes Greenway. Administrators: Coordinator of Business Services Janet Mitchell, Bill Waste, Lyme Town Moderator; 5 public via the Internet. Recorded by Roger Lohr

1. Call to Order

Chair Yolanda Bujarski called the meeting to order at 7:10 PM. She read a statement to regarding non-public board meeting minutes and board transparency.

2. Agenda Review

Changes to the agenda included removing agenda items academic report, staff nominations, COVID report and board orientation process.

A motion was made and seconded (Glenshaw, Barta) to accept the proposed changes to the meeting agenda. The motion was unanimously approved with Barta, Berk, Boylston, Bujarski, Glass, Glenshaw, and Greenway, in favor.

3. Public Comment

There were no public or staff comments.

4. Reports

4A. Chair Report

Chair Bujarski referenced the Lyme School Partnership Association, which was established as a nonprofit organization with representatives from the Board and PTO, and the District Administrator. The personnel and education committees will be separate committees. Legal counsel has not been designated for the school district and an RFP for a law firm may be considered.

4B. Superintendent Report

Superintendent Valence stated that the COVID Committee meets on Mondays. The school district goal is for the school program to return to normal in the 2021-22 school year but there will likely be three-foot distancing and masking and budget-related issues. Current screening efforts will not likely continue and a normal school day schedule will be reinstituted. A plan for the school year model will be finalized in June and an overview can be referenced at the District Business Meeting.

4C. Finance Report

Coordinator of Business Services Janet Mitchell cited the financial report and reviewed some of the details including the revenue and expenses. The unanticipated revenues are about \$243,000 including grants and tuition. A new grant expected is the Comp Ed Grant for about \$34,000.

The expenditures have been reviewed to consider releasing some encumbered line items, but special education will increase a projected additional amount of \$42,525 due to areas such as psychological services. The net budget surplus is currently projected at about \$16,000. The fund balance is projected to be \$149,257 and there are proposed Warrant Article transfers for \$133,000. The Board was informed about board expenses. There was a discussion regarding the ITE commitment that was

in the budget at \$5,000 but is expected to be about \$4,200. The heater repair was about \$45,000 and the expense for propane increased. The board discussed the possible stipulations for the ESSER 3 grant.

5. Items for Discussion or Action

5A. Preparation for School District Meeting

The annual School District meeting scheduled for May 15th was discussed. It was stated that the meeting would be a continuation of the town meeting so that the pledge and other introductory comments would be unnecessary. There would be a presentation about the proposed budget followed by the Warrant Articles, a presentation about the state education funding system, questions from the attendees, and acknowledgement of last year's board members.

DA Valence recognized Bill Waste, Lyme School Moderator and Roger Lohr, school board recorder for their long term involvement with the school district.

5B. Board Meeting Schedule

A motion was made and seconded (Glenshaw, Glass) to approve the Board meeting schedule as presented. Discussion: The board meetings were to mostly occur on the third Tuesday of the month and there are some additional dates during budget season. **The motion was unanimously approved with Barta, Berk, Boylston, Bujarski, Glass, Glenshaw, and Greenway, in favor.**

5C. 2021-22 School Calendar

A motion was made and seconded (Glenshaw, Boylston) to approve the Lyme District School Calendar for 2021-22 as presented. Discussion: There will be a trimester system and two conference weeks. The calendar is substantially above the minimum requirements for the number of days and hours in school. The first day of school is September 1 with a 3-4-5 day start to the school year. There will be no partial days and the last day of school is scheduled for June 15 for students and 17th for teachers. The board discussed that there would not be the end-of-year student trips. **The motion was unanimously approved with Barta, Berk, Boylston, Bujarski, Glass, Glenshaw, and Greenway, in favor.**

5D. Federal Grant Assurances

A motion was made and seconded (Glenshaw, Greenway) to acknowledge that the Federal assurances associated with grants will be met as required for the 2021-22 grant year. The motion was unanimously approved with Barta, Berk, Boylston, Bujarski, Glass, Glenshaw, and Greenway, in favor.

5E. Committee Assignments

Finance Comm – Glenshaw (chair), Barta, Boylston.

High School Comm – Barta (chair), Berk.

Policy Comm – Bujarski, Glenshaw, Glass.

Academic Comm – Glass, Greenway.

Personnel Comm – Greenway, Barta, Glass.

Communication Comm – Glass, Glenshaw.

Tech Comm – Berk.

Wellness Comm - Boylston, Greenway.

NHSBA and Legislation liaison, and library board liaison will be decided.

Manifest signers will be a rotation of all board members.

There was a discussion about superintendent evaluation and whether committee meetings have to be warned.

5F. School District Audit

A motion was made and seconded (Berk, Glenshaw) to accept the 2020-21 Lyme School District Audit as presented. Discussion: The letter of recommendations was cited and the board was asked to review the audit details. It was expressed that specific issues raised by the auditors would be considered by Board committees. **The motion was unanimously approved with Barta, Berk, Bujarski, Boylston, Glass, Glenshaw, and Greenway, in favor.**

5G. Policy Approvals

A motion was made and seconded (Glenshaw, Greenway) to approve Policy GBRIA – School Year Support Staff Employee Benefit/Leave Policy as presented. Discussion: The policy changes were reiterated. **The motion was unanimously approved with Barta, Berk, Bujarski, Boylston, Glass, Glenshaw, and Greenway, in favor.**

A motion was made and seconded (Greenway, Glenshaw) to approve Policy GBRIB – Year Round Support Staff Employee Benefit/Leave Policy as presented. Discussion: These policies will be posted on the website. **The motion was unanimously approved with Barta, Berk, Bujarski, Boylston, Glass, Glenshaw, and Greenway, in favor.**

5H. Budget Presentation

The slide presentation for the annual School District Meeting was displayed and reviewed by DA Valence. There is a 3.8% increase in the proposed budget compared to last year's budget. Currently there are 17 registrations for kindergarten next year and there may be more prior to the start of the school year. It was stated that special education is currently \$125,000 over budget and the Board may consider using the Special Education Trust to cover some of that expense. Presentation topics at the annual School District Meeting will include:

Intro – Bujarski

COVID info - Valence

Budget – Barta

Trust Update – Greenway

State Education Funding – Boylston

Closing - Berk

6. Minutes Approval

6A. A motion was made and seconded (Greenway, Barta) to approve the Lyme School Board public meeting minutes of March 23, 2021 as submitted and amended.

Discussion: Change Zoom to GoogleMeets; replace 85 students with “15 students that is expected to decline to 5 students;” incorporate Vincent as Berk’s first name and Jen as Boylston’s first name; insert statement in item 6 The Covid Team presented data about the severity of the Moderna side-effects and modeled the likely number of staff that will need at least 48 hours to recover. They calculated that there would very likely not have enough staff to be operable, given that the substitute teachers are also getting vaccinated at the same time; the motion to enter nonpublic session was made by Greenway, Glenshaw; replace the time of reconvening the public meeting and adjournment with 9:54 PM.

The motion was unanimously approved with Barta, Berk, Boylston, Bujarski, Glass, Glenshaw, and Greenway, in favor.

6B. A motion was made and seconded (Greenway, Glenshaw) to approve the Lyme School Board nonpublic meeting minutes of March 23, 2021 as submitted. The motion was approved by Barta, Berk, Bujarski, Boylston, Glass, Glenshaw, and Greenway, in favor.

6C. A motion was made and seconded (Glenshaw, Berk) to approve the public meeting minutes of March 29, 2021 as submitted and amended. Discussion: replace regular meeting with special meeting in heading; in item 3, the board chair requested to change the meeting agenda to include the nomination of a staff person; add that the science teacher was hired via written recommendation by DA Valence, who was available remotely for questions. **The motion was unanimously approved with Barta, Berk, Bujarski, Boylston, Glass, Glenshaw, and Greenway, in favor.**

6D. A motion was made and seconded (Glenshaw, Berk) to approve the nonpublic meeting minutes of March 29, 2021 as submitted and amended. Discussion: add starting time of 8:00 PM; add "I" to the RSA motion topic for nonpublic and in item 3; add "under the prior board;" motion to exit nonpublic was at 9:29 PM. **The motion was unanimously approved with Barta, Berk, Bujarski, Boylston, Glass, Glenshaw, and Greenway, in favor.**

6E. A motion was made and seconded (Greenway, Glenshaw) to approve the public meeting minutes of April 6, 2021 as submitted and amended. Discussion: in item 3, add the correct RSA reason for going into nonpublic session. **The motion was unanimously approved with Barta, Berk, Bujarski, Boylston, Glass, Glenshaw, and Greenway, in favor.**

6F. A motion was made and seconded (Glenshaw, Barta) to approve the nonpublic meeting minutes of April 6, 2021 as submitted and amended. Discussion: ended at 9:44 PM.. **The motion was unanimously approved with Barta, Berk, Bujarski, Boylston, Glass, Glenshaw, and Greenway, in favor.**

6G. A motion was made and seconded (Glenshaw, Barta) to approve the public meeting minutes of April 20, 2021 as submitted and amended. Discussion: in item 3, add that the board received the staff nominations slate; replace Zoom with "on line;" replace Vincent and Jen on roster; replace 3.6% with 3.8%; in item 4, replace in paragraph 2 with "expected to be spent in FY 22;" on item 5, replace with 9:44 PM. **The motion was unanimously approved with Barta, Berk, Bujarski, Boylston, Glass, Glenshaw, and Greenway, in favor.**

6H. A motion was made and seconded (Glenshaw, Berk) to approve the nonpublic meeting minutes of April 20, 2021 as submitted and amended. Discussion: start time was 9:44 PM. **The motion was unanimously approved with Barta, Berk, Bujarski, Boylston, Glass, Glenshaw, and Greenway, in favor.**

7. Non Public Session

A motion was made and seconded (Greenway, Glenshaw) to enter nonpublic session in accordance with NH RSA 91-A:3 II (c and l) to address concern on reputation and legal matters. The motion was unanimously approved with Barta, Berk, Boylston, Bujarski, Glass, Glenshaw, and Greenway, in favor.

The roll call was conducted and the Board entered nonpublic session at 10:00 PM.

The public session reconvened at 11:29 PM.

8. Adjournment

A motion was made and seconded (Greenway, Barta) to adjourn the meeting at 11:29 PM. The motion was unanimously approved with Barta, Berk, Bujarski, Boylston, Glass, Glenshaw, and Greenway, in favor.