

**Lyme School District  
School Board Regular Meeting  
Thursday, January 18, 2018**

approved as is, 2/1/18

**Board Members Present:** Jay Davis, Elizabeth Glenshaw, Hayes Greenway, Heidi Lange, Sam Levey, Pinky Tullar, Alicia Willette. **Administrators:** Jeff Valence, Elise Foxall, Janet Mitchell; 2 public attendees. Recorded by Roger Lohr

**1. Call to Order** The meeting was called to order at 7:00 PM by Board Chair Elizabeth Glenshaw.

**2. Business Requiring Action**

a. Minutes Approval

**A motion was made and seconded (Davis, Greenway) to approve the Lyme School Board regular meeting minutes of December 14, 2017 as submitted and amended. The motion was approved 7-0-0.** The change was regarding the stipend.

**3. Business Requiring Discussion and/or Action**

A. Policies

I. Policy JCCBA-2 High School Placement and Tuition

Board member Sam Levey reviewed the Policy JCCBA-2 and discussed the partnerships, criteria, and procedure for approval with the high schools. The role of the superintendent and school board on the high school placement was reviewed. State laws on the matter were also discussed as well as special education categories, acceptance of public tuition funds, escape clauses, and so on. The second reading of this policy will be held at the next meeting.

II. Policy DJH – Purchasing and Contracting: Procurement Staff Code of Conduct.

**A motion was made and seconded (Davis, Tullar) to approve the Policy DJH – Purchasing and Contracting: Procurement Staff Code of Conduct as presented. The motion was approved 7-0-0.**

III. Policy DJE – Purchasing of Goods and Services

The Board had a first reading of Policy DJE. This is a revision of an existing policy and Policy DJE – R based on the Federal Procurement Manual will need to be adopted. The Board discussed whether it should revise the top paragraphs of the policy. This policy relates to the Food Service Audit and it can be addressed later in the school year.

IV. Policy BCB Board Member Conflict of Interest

The Board discussed revisions in Policy BCB in a first read.

**4. Superintendent Report**

The Board discussed when the Warrant Article document can be signed in the office and when the vote to recommend the articles would be held prior to January 31. The Warrant Articles would be written and sent to the DRA before the Board would officially vote to recommend each article followed by delivery to the Budget Committee for its recommendations.

Superintendent Valence announced that the school has received conditional approval from the state on the safety grant for \$24,288, which would require the district spend \$6,000 on toward the safety upgrades.

On financial matters, the Food Service is projected to have a \$2,288 deficit. There have been additional revenues totaling \$51,743.12. It was stated that the propane pre-buy has been spent and that there will be a higher price per gallon for the rest of the school year. Expenditures are under budget and the total end-of-year surplus associated with revenue and expense is expected to be \$47,611.

## **5. Committee Reports**

High School – discussed the policy.

Academic – met to discuss scheduling with the Personnel Committee so that it can meet twice between now and the February vacation.

Personnel – referenced in Academic report.

Policy – met and discussed the policies that were submitted to the Board.

Strategic Planning – met and finalized survey which will be send out in February.

Financial – met with Budget Committee

Wellness – was asked to consider the cell phone-at-school rules. Currently cell phones are to be kept in lockers from 8-3 and may not be used in the classes or hallways. The Board discussed enforcement and consequences of this rule.

Teachers will be involved with the committees and a Teacher Report will be added to the Board meeting. Six students participate on an Advisory Council and there is interest to open lines of communication to the school board.

It was also announced that the DOE has given Lyme School the Governor's Award. The MLK celebration was successful. Eighth graders are considering high school choice decisions. Hanover held a fair and there were visits from representatives from Thetford and St. Johnsbury. Shadow days have been held at high schools and open houses have been conducted.

Open Board seat candidates were discussed.

## **6. Warrant Articles**

### **A. Sequence of Warrant Articles**

The suggested Warrant Articles were read by Superintendent Valence.

Article 1 – Reports

Article 2 – Budget approval

Article 3 – Put \$45,000 funding from surplus into Enrollment Stabilization Reserve

Article 4 – Put \$45,000 funding from surplus into High School Trust

Article 5 – Withdraw \$50,000 from the High School Reserve

Article 6 – Withdraw \$25,000 from the Special Education Reserve

Article 7 – To undertake the school roof project for \$180,000 at 2.65% loan with an annual payment from a 10-year loan at \$20,514 per year. This was recommended by the Lyme Budget Committee.

The Board discussed the need for bolstering the Enrollment Reserve to cover one teacher at \$95,000. There was a Board consensus for the sequence of the Warrant Articles as proposed and on the school district officer salaries as proposed.

**A motion was made and seconded (Davis, Greenway) to approve the Lyme School Warrant Articles sequence as proposed. The motion was approved 7-0-0.**

**A motion was made and seconded (Davis, Greenway) to approve the Lyme School Warrant Article officer salaries as proposed. The motion was approved 7-0-0.** Treasurer \$825; Clerk \$100; Moderator \$100.

**A motion was made and seconded (Davis, Greenway) to approve the Lyme School Warrant Article on the roof project as proposed. The motion was approved 7-0-0.**

#### B. Full Day Kindergarten

The Board discussed the full day kindergarten issue regarding a Warrant Article on the topic that could be brought forth. It was expected that the Board majority would vote to oppose recommending the kindergarten article if it was on the Warrant. The new Strategic Plan will enlighten the Board on priorities but the plan will not be completed prior to the end of this school year.

The Board discussed putting the school district priorities on the Warrant Articles as a cascade of articles and there was a Board consensus to not put these priority questions on the Warrants. The Board discussed state funding for full day kindergarten (Keno bill) and criteria to be determined as a full day kindergarten program (450 hours). The definition of instructional time used for the full day kindergarten determination and eligibility for Keno funding might include recess and lunch. The funding is \$1,100 per kindergarten student based on the previous year's ADM (average daily membership) which involves attendance and the number of instructional hours. It was stated that Lyme School has 630 hours of kindergarten time and the estimated revenue could range between \$9,000 and about \$21,000, or none at all.

This income statistic is needed because if there is a kindergarten Warrant Article for a hybrid program it would need to define the financial aspects. These financial aspects could include the state funding, some amount from the school budget for scholarships, and parent tuition. The entire kindergarten budget would be among the Lyme School budget expenses and the expenses would be offset by state revenue, parent tuition, and resident taxes. It was estimated that the parent tuition for each student could be \$2,000 to \$3,000.

The Board discussed the voter perception about the hybrid kindergarten program and ramifications if there is a disjointed presentation of the issue at the Annual School District Meeting. There is a Board consensus about the value of the kindergarten program and whether it will lead to a full day kindergarten program. There was uncertainty that the hybrid kindergarten program will be eligible for Keno funding. The deadline for the petition Warrant Article is February 6. The Board is concerned that there could be an enrollment need to split the kindergarten and the issue will continue to be explored for more particulars.

The Budget Committee meets on January 31 and the public hearing is scheduled for February 7.

## 7. Other Business

The Board decided to hold a special meeting on Tuesday, January 23 at 8:00 PM to approve the Warrant Articles and give provisional approval of the kindergarten article.

**8. Adjournment**

**A motion was made and seconded (Levey, Lange) to adjourn the meeting at 10:37 PM. The motion was approved 7-0-0.**

The next Lyme School Board meeting is scheduled for January 23, 2018 at 8:00 PM.