

**Lyme School District  
School Board Regular Meeting  
Tuesday, June 8, 2021**

*Meeting Minutes approved with changes 9/2/21*

**Board Members Present:** Phil Barta, Vincent Berk, Jennifer Boylston, Yolanda Bujarski, Sarah Glass, Elizabeth Glenshaw, Hayes Greenway. Administrators: DA Jeff Valence, Coordinator of Business Services Janet Mitchell; 9 public via the Internet. Recorded by Roger Lohr

**1. Call to Order**

Chair Yolanda Bujarski called the meeting to order at 7:50 PM.

**2. Agenda Changes**

Chair Bujarski stated that additions to the discussion items at the meeting would include a first reading of Policy GCEE, nomination of a library tech position candidate, and another agenda item added was the approval of May 21<sup>st</sup> minutes.

**3. Announcements**

Chair Bujarski made a comment regarding nonpublic meeting topics that have been discussed by the public with her and she requested that Board members not speak about nonpublic meeting topics in public. She also mentioned that a survey had been distributed to staff regarding to DA evaluation that will provide anonymous feedback.

**4. Public Comment**

Jonathan Voegle inquired about the number of instructional hours and status of whether a waiver from the state was forthcoming.

**5. Reports**

**5A. Finance Report**

Coordinator of Business Services Janet Mitchell submitted various financial reports. She reviewed the food service situation stating that she is uncertain of the exact amount involved with delinquent accounts which will be rectified after the audit. Some of the ESSER grants (for disinfecting, staffing, and supplies to address COVID19) have been received and the projected deficit is about \$57,000 because the grants have not been applied and there are still outstanding grants that have not been accounted for in the end-of-year balance.

Forms for the general assurances to comply with stipulations for the Federal grants that are related to the ESSER funds have been signed by administrators and the Board was made aware of these assurances.

**5B. COVID Committee Report**

The COVID Committee is working on the fall 2021 school reopening plan with regard to masking, distancing, cohorting, and so on. The district will continue with the existing protocols through the end of this school year and will follow NH DHHS guidance which applies universal guidelines.

**6. Items for Discussion or Action**

**6A. Staff Nomination**

**A motion was made and seconded (Glenshaw, Glass) to approve the nomination of Becky Wipfler as Library Technology Integrator for the 2021-22 school year.** Discussion: DA Valence described the candidate background. Board member Vincent Berk stated that he had not seen the specifics of the job description for the position and that he wanted a candidate who can lead in the development of a technology plan for the district.  
**The motion was approved 6-0-1 (Berk abstained).**

6B. Summer Hiring Authorization

**A motion was made and seconded (Glenshaw, Barta) to authorize the District Administrator to approve nominations of staff during the summer if needed for the 2021-22 school year.**

Discussion: DA Valence stated that there may be a special education teacher and some para educators that will be sought during the summer. Board member Hayes Greenway requested that the Board be involved with hiring teachers and Board member Elizabeth Glenshaw stated that hiring teachers was not a board responsibility. An effort will be made to incorporate a Board representative in hiring during the summer but it was understood that timing was critical when hiring in that time period. It was suggested that the Board look into the hiring process policies and procedures.

**The motion was approved 6--1 (Glenshaw opposed).**

6C. Tuition Rate Approval

**A motion was made and seconded (Greenway, Glenshaw) to approve the Lyme School tuition rate in the amount of \$18,500 for the 2021-22 school year.** Discussion: The tuition rate has traditionally been based on being an amount less than the Crossroads tuition and in 2020-21 the Lyme School tuition was \$17,950. The Board discussed the rate of increase for the proposed tuition amount. **The motion was unanimously approved 7-0.**

6D. Student Tuition Requests and Faculty Waiver of Tuition Requests

The Board was informed about the 4 tuition requests and two faculty waiver-of-tuition requests. DA Valence outlined the class size situations associated with each of these respective requests to attend the Lyme School.

**A motion was made and seconded (Boylston, Glenshaw) to approve the 4 student tuition requests (3 new and 1 returning) to attend the Lyme School for the 2021-22 school year. The motion was unanimously approved 7-0.**

**A motion was made and seconded (Greenway, Barta) to approve the 2 faculty waiver-of-tuition requests to attend the Lyme School for the 2021-22 school year. The motion was unanimously approved 7-0.**

6E. Transfer of Unused Vacation Days for Administrators

**A motion was made and seconded (Glenshaw, Greenway) to approve the transfer of unused vacation days to the next fiscal year for administrators as outlined in the contract.** Discussion: Janet Mitchell explained the specifics of this policy. The transfer of unused vacation days at the end of the fiscal year should be used with Board approval prior to the start of the school year. **The motion was unanimously approved 7-0.**

6F. Synopsis of Progress on the Consultant Report

Chair Bujarski gave a progress report on activity on recommendations by the consultant.

\* Board orientation & goals: the orientation for new and existing board members will include a NHSBA representative visit to review board policies and board concerns.

- \* DA evaluation: an anonymous survey has been distributed to the staff and one will be done with board members. No process in place yet, but is noted that any survey result would be subject to the Freedom of Information Availability.
- \* Job description reviews: will be initiated after this school year.
- \* Board roles & responsibilities review: a session was held with the Board and the NHSBA will conduct a session next week. DA Valence stated that the Lyme School District Board orientation packet will also be used to make Board members aware of roles and responsibilities.
- \* Establishing autonomy for administration team members: will involve job descriptions referenced above and a facilitator is being sought for administrators to work on strengthening communication.
- \* Implement mentor program for DA: options are being researched and the cost would be covered by the Small Rural Schools grant.
- \* Develop a positive level of trust among the Board and between the Board and the DA: the chair has been acting as a sounding board and felt things were moving forward.
- \* Return of consultant to conduct additional interviews: this will be done in the future when funds are available. The Board may want to work on “reorientation” and define a clearer purpose for the consultant.

#### 6G. Meeting Location/Modality

The Board has been meeting in person and interest was expressed for continuing the virtual aspect of the Board meetings to encourage increased community participation. It was suggested that Board Committee meetings can also continue virtually. The COVID Committee will consider options for increased attendance at Board meetings and alternative ways for people to watch and participate in Board meetings.

#### 6H. Proposed Policy GCEE – Remote Work Policy

There is interest to develop a policy for some of the Lyme School District staff to be able to work remotely, where acceptable. The proposed Policy GCEE – Remote Work Policy was presented to the Board in a first reading. Other school districts are drafting a similar policy.

**A motion was made and seconded (Glenshaw, Barta) for the Lyme School Board to acknowledge a first reading of Policy GCEE – Remote Work Policy.** Discussion: Board members were asked to provide input on the proposed policy which will be considered after the summer. **The motion was unanimously approved 7-0.**

### 7. Committee Reports

7A. Communications – a draft plan for communications included the committee purpose and 4 community dates to cover themes or topics presented by the Board. On June 22, Board member Boylston will present a virtual forum on state educational funding. Other topics will be in a forum or other platform format in September, December, and February (budget) for the Board to convey selected issues. The existing Lyme School District Strategic Plan was a resource used to develop the committee plan.

7B. Finance – met to discuss the cashflow issue and reserve trust transfers.

7C. Tech – a statement was made regarding management of technology in the Lyme School and in favor of developing a comprehensive technology plan for the School District. This committee is working to develop such a plan whereby for example, technology would be used in a coordinated way for the school so that teachers could incorporate technology for instruction.

7D. High School – met with Thetford Academy to finalize a continuing 4-year contract agreeing on special education cost responsibilities. Special Education Director Miki McGee was acknowledged for her role in making this happen.

7E. Policy - will meet after graduation to consider Policy GCEE – Remote Work and Board related policy review.

## **8. Minutes Approval**

**8A. A motion was made and seconded (Glenshaw, Barta) to approve the Lyme School Board public meeting minutes of May 18, 2021 as submitted. The motion was approved 6-0-1 (Greenway abstained).**

**8B. A motion was made and seconded (Glenshaw, Barta) to approve the Lyme School Board nonpublic meeting minutes of May 18, 2021 as submitted. The motion was approved 6-0-1 (Greenway abstained).**

**8C. A motion was made and seconded (Glenshaw, Barta) to approve the public meeting minutes of May 21, 2021 as submitted. The motion was approved 6-0-1 (Greenway abstained).**

**8D. A motion was made and seconded (Glenshaw, Barta) to approve the nonpublic meeting minutes of May 21, 2021 as submitted. The motion was approved 6-0-1 (Greenway abstained).**

## **9. Nonpublic Session**

**A motion was made and seconded (Greenway, Glenshaw) to enter nonpublic session in accordance with NH RSA 91-A:3 II (a) to address confidential employee matters. The motion was unanimously approved.**

The roll call was conducted and the Board entered nonpublic session at 10:05 PM.

After a motion to leave nonpublic session (Glenshaw, Barta), the public session reconvened at 11:20 PM.

## **10. Adjournment**

**A motion was made and seconded (Greenway, Glenshaw) to adjourn the meeting at 11:20 PM. The motion was unanimously approved.**