

**Lyme School District,
Public Hearing and School Board Regular Meeting
Tuesday, September 25, 2018**

approved w/ changes, 10/23/18

Board Members Present: Jay Davis, Elizabeth Glenshaw, Hayes Greenway, Matthew Hayden, Sam Levey, Pinky Tullar, Jonathan Voegele. District Administrator Jeff Valence, Coordinator of Business Services Janet Mitchell, Faculty Steve Dayno and Mindy Lyons; Recorded by Roger Lohr

1. Public Hearing

Chair Sam Levey opened the Public Hearing at 7:04 PM in accordance with RSA 198:20-b to accept and expend unanticipated funds.

A. Life Innovation Fund

The Lyme Foundation donated a contribution in the amount of \$45,085 from LIFE Fund to the Lyme School. These resources will support programs such as the design lab supplies and equipment.

A motion was made and seconded (Glenshaw, Hayden) to accept \$45,018 from the Lyme Foundation for the Innovation Fund. The motion was approved 7-0-0.

B. Counselor Position

The Lyme Foundation donated \$30,000 to date and up to \$45,000 for the Lyme School counselor position. The school may request the additional \$15,000, if necessary.

A motion was made and seconded (Glenshaw, Greenway) to accept \$30,000 from the Lyme Foundation for the Lyme School counselor position. The motion was approved 7-0-0.

C. In accordance with RSA 198:20-c. to expend from reserve funds for the Post Retirement Benefit Capital Reserve Fund. The withdrawal from the reserve fund was for a retiree benefit leave payout.

A motion was made and seconded (Glenshaw, Voegele) to expend the amount of \$18,002 from the Lyme School Post Retirement Benefit Capital Reserve Fund for a retiree benefit leave payout. The motion was approved 7-0-0.

Chair Sam Levey closed the Public Hearing at 7:11 PM

2. Regular Meeting Call to Order

Chair Sam Levey called the Lyme School Board regular meeting to order at 7:11 PM.

3. Business Requiring Action

A. Minutes Approval

A motion was made and seconded (Glenshaw, Davis) to approve the Lyme School Board regular meeting minutes of June 19, 2018 as submitted. The motion was approved 7-0-0.

A motion was made and seconded (Glenshaw, Hayden) to approve the Lyme School Board nonpublic meeting minutes of June 19, 2018 as submitted. The motion was approved 7-0-0.

A motion was made and seconded (Glenshaw, Davis) to approve the Lyme School Board regular meeting minutes of August 21, 2018 as submitted and amended. The motion was approved 7-0-0. The changes include in item 2C replace assistance with “Assistants”; apostrophe in

the 4th sentence employee's; replace the word "of" with "with" in the last sentence of 5C before the motion; add the phrase "and Personnel Committee" after Educational Assistants .

4. Business Requiring Discussion

A. Full Day Kindergarten

Mindy Lyons reported that the Lyme School Full Day Kindergarten program is going well and providing more time available for scheduled blocks. Lunch is at 12:45 and it seems to work well with the morning snack time. There are two students that are attending half days in kindergarten on all or part of the week. The state funding for full day kindergarten is based on average daily attendance and the amount expected from the state for Lyme School associated with the kindergarten program is \$18,700. Additionally, the full day program allows the students to participate with the rest of the students in various school activities.

B. Financial Reports

Coordinator of Business Services Janet Mitchell reviewed documents on the Lyme School budget. It is preliminary information this early in the school year. Expenses have higher regular instruction costs due to the music and aide positions. The roof project costs are less than anticipated. There is a \$20,000 transfer planned in the budget food service but it was \$30,000 last year. The Board discussed handling open purchase orders that were carried over into the next fiscal year. It was suggested that spending will be closed earlier in the spring to avoid the projects that have to be paid later into the next fiscal year.

A document outlining the costs associated with the commons room and extra offices was \$22,513 which was near the estimate for the projects.

C. Committee Priorities

I. High School Committee – will review the Thetford agreement and the Lyme Board will be involved with the new Thetford headmaster search.

II. Finance Committee – this is combined with the Buildings & Grounds Committee and the budget calendar was distributed.

III. Academic Committee – will be monitoring the changes including the full day kindergarten, advisory, clubs and it will look at foreign language in the upcoming year.

IV. Personnel Committee – procedures on hiring for administration and staff and evaluation for administration with the Executive Committee. The committee will monitor the administrative configuration with faculty input.

V. Wellness Committee – revising and developing policies and will conduct a wellness series and a lunch survey.

VI. Policy Committee – policies on guns, wellness, electronic devices at school have been done and the committee will be involved with board roles, administration, evaluations, and human resources. The town community development committee is working on a survey that the school board discussed how it can cooperate and provide a perspective with this town committee.

VII. Faculty Report – Steve Dayno thanked the Board for its support and stated that the staff is looking for more ways to increase communication. He recognized new staff members and the hiring efforts. He outlined some programs at the school and referenced the commitment level and opportunities for the staff and students to grow particularly in the areas of the middle school, design

lab, and literacy. He called for enhancing music instruction in the lower school. Mr. Valence spoke about the music program and changes with the FTEs and the schedule.

D. Board Norms

A document was distributed to the Board that included the input from Board members that converged on respect, participatory inclusion, meeting efficiency, and being well informed. Chair Levey will draft a synopsis of the Board norms.

E. Budget Timeline

The budget calendar was reviewed by the Board with general budget-oriented topics that are reviewed by the Board and how the town Budget Committee is involved. It was suggested that Board members should attend a town Budget Committee meeting to become more aware of its process and how the school district is perceived. New Board members can get a review of the school district budget and the process to make recommendations about the school budget.

F. After School Electives

The Curious Minds science after school program will get separate insurance coverage. The Board discussed the process for new electives and getting feedback about current programs. The school is not involved with planning or funding for after school programs. The number of students in the Curious Minds program is 19 for first and second grades, and 12 for third and fourth grades, which is about half the student population in those grades. One factor about the after school programs is that there is a stipulation associated with the school bond that does not allow commercial use of the school. It was suggested that a Board Ad Hoc Committee be created to consider the after school programs. Volunteers to serve on this committee include Board members Voegele, Tullar, and Glenshaw. It was suggested that the staff and community members could be involved, too. The committee objectives include identifying the degree of interest in after school programs, specific ideas for programs and structure, and the role of the existing after school program.

G. Policy JICJ Digital Wellness

The updated Electronic Devices policy is JICJ and the regulation is JICJ-R and they were reviewed in a second reading. It was suggested that the regulation about class trips eliminate the last part of the last sentence. The Board discussed use of PEDs on class trips and it was suggested that stakeholders discuss the PED policy for class trips.

A motion was made and seconded (Glenshaw, Hayden) to approve Policy JICJ Electronic Devices as submitted, and JICJ-R Implementation of Policy JICJ as submitted and amended. The motion was approved 7-0-0.

The second reading of Policy EFC was tabled.

H. Committee Reports

I. Wellness Committee – the policies for the electronic devices have been developed and the concepts have been well received. A series about digital wellness is planned and a survey about the topic will be conducted at the Open House Night scheduled for October 18. A school lunch survey and awareness of food issues will be addressed by the committee. The Community Café concept will increase communication with residents with an invitation to dine with the students. It was suggested that the wellness work should include more of the school staff. Posters about food choices are planned to be displayed in the cafeteria. The Wellness Committee can work with other committees on

some issues and it was suggested that additional board members or non-board participants could be helpful on the Wellness Committee.

II. Academic Committee – the families electing to not take advantage of full day kindergarten may be discussed in a future nonpublic meeting.

The Chair reminded the Board that there should be coordination of orientation for new board members and administrators.

5. Adjournment

The meeting was adjourned at 9:27 PM.