

**Lyme School District
School Board Regular Meeting and Public Hearing
Tuesday, February 5, 2019**

approved w/ changes, 3/19/19

Board Members Present: Jay Davis, Elizabeth Glenshaw, Hayes Greenway, Matthew Hayden, Jim Nourse, Pinky Tullar, Jonathan Voegelé. **Administrators:** District Administrator Jeff Valence, Coordinator of Business Services Janet Mitchell. **Public** Jennifer Boylston. **Recorded by** Roger Lohr

1. Call to Order

Chair Elizabeth Glenshaw called the meeting to order at 7:06 PM.

2. Public Hearing for a transfer of fund from the Maintenance Capital Expenditure Fund

The tractor purchase required a transfer from the Maintenance Capital Expenditure Trust in the amount of \$30,000. The balance of the trust was \$63,449 before the transfer.

There being no other comments, the public hearing was closed and the regular meeting was reconvened.

3. Agenda Review

The Strategic Plan Committee report was moved earlier in the meeting agenda.

4. Strategic Plan Committee Report

The Strategic Plan Committee recommendations document was distributed to the Board and Board members were asked to provide feedback by Sunday. The review should be both from a Board perspective and separately from a parent or community view. The other sections of the plan will include the accomplishments associated with the previous strategic plan and an explanation of the plan process.

On behalf of the Board and the school district Board member Davis expressed appreciation to Jim Nourse and Jennifer Boylston for their work on the Strategic Plan.

5. Minutes Approval

A motion was made and seconded (Hayden, Tullar) to approve the Lyme School Board regular meeting minutes of January 8, 2019 as submitted and amended. The motion was approved 7-0-0. The change was the time of adjournment at 11:10 PM.

A motion was made and seconded (Hayden, Tullar) to approve Lyme School Board nonpublic meeting minutes of January 8, 2019 as submitted. The motion was approved 7-0-0

6. Business Requiring Discussion and/or Action

A. Transfer from Reserve Fund

A motion was made and seconded (Voegelé, Hayden) to approve a transfer from the Lyme School Maintenance Capital Expenditure Fund in the amount of \$30,000. The motion was approved 7-0-0.

B. School District Financial Review

Coordinator of Business Services Janet Mitchell gave the financial update. The food service line was highlighted and the deficit is projected at \$5,597. Special Education Aid was higher than anticipated and the grant amounts have been adjusted to show the actual numbers. The unanticipated revenue is \$94,699.

The roof project was \$26,739 under budget. There was a discussion about the loan duration decision to get a lower payment versus higher amount of interest over a longer term. It was suggested that such loans be contracted in writing in the future. The loan is currently at a 2.75% rate and the options will be looked into.

Expenses were reviewed and the high school tuition is over budget \$20,261. The budget this year has an anticipated use of High School Trust in the amount of \$105,000. We would expect to see an overage in this line of \$105,000. We are currently paying the second semester invoices, so we will be closer to a final high school number in the next month or so. Two high school students have left Thetford in the second semester, which has given us a credit of \$19,000+ (equivalent to one tuition student). It is anticipated that the high school tuition budget to actual will be even, which may result in no draw from trust. The guidance amount will change with the application of the grant. Speech services are under budget and there are consultation fees resulting in an overage in Supervision Improvement. The school board expense is up because of the required GASB 75 documents, which were not anticipated. Part of the overage in buildings and grounds will be covered by a transfer from the Maintenance Capital Reserve Fund. There are a number of budget accounts that are heavily encumbered (\$70,000) and those will be reviewed this spring.

All the fund balance transfers to the trust funds have been completed. It was stated that the town budget committee has suggested the school district use the trust funds and keep lower reserves. The high school trust fund is the one that is most often applied.

C. Budget Re-Approval

District Administrator Jeff Valence reviewed the changes to the budget, to decrease the proposed budget increase from 5.3% to 3.7% . There will be more withdrawn from the High School Trust Fund and reductions in various accounts were reviewed. The reductions led to a 3.7% increase, which excludes the roof project and 1.1% budget-to-budget. The tax increase would be 1.01% associated with the school budget presuming the previous year's town valuation.

The Board discussed the order of the Warrant Articles and depending upon the amount of the end-of-year surplus, how the transfers would be accomplished.

A motion was made and seconded (Voegelé, Hayden) to approve the proposed 2019-20 operating budget for the Lyme School in the amount of \$7,320,373. The motion was approved 7-0-0.

D. Warrant Articles

The Warrant Articles were reviewed and semantic corrections were made to the articles.

A motion was made and seconded (Hayden, Voegelé) to approve the 2019 Warrant as presented and amended at the February 5, 2019 Lyme School Board meeting. The motion was approved 7-0-0.

Board members signed the documents.

E. Substitutes at the Lyme School

District Administrator Valence cited the issue with substitutes and requested that a substitute be available to the district on a daily basis and paid for time at the school, but the substitute would be dismissed if not needed.

A motion was made and seconded (Voegelé, Tullar) to approve an on-call substitute until the next Board meeting. The motion was approved 7-0-0.

F. Policies

F1. Policy GCI and GCI-R School Business and Professional Development Expense Reimbursement
The Policy GCI and its regulation were explained by Board member Voegelé. The policies will be posted on the school website.

A motion was made and seconded (Hayden, Nourse) to approve Policy GCI – School Business and Professional Development Reimbursement as presented. The motion was approved 7-0-0.

F2. Policy JFAB Non Resident Student Tuition

Policy JFAB was explained by Board member Voegelé. The topics of criteria, discrimination, and nonresident tuition decisions were discussed. The school has blanket nondiscrimination policy statements. It was suggested that item 1D in the Policy JFAB be struck.

A motion was made and seconded (Nourse, Davis) to approve Policy JFAB Non Resident Student Tuition and submitted and amended to remove item 1D from Policy JFAB. The motion was approved 7-0-0.

7. Committee Reports

7A. High School Committee – invited Sharon Academy to present to the Lyme School Board.

7B. Academic Committee – met and covered foreign language and a parent survey. Communication will incorporate a newsletter delivered via MailChimp.

7C. Personnel – met and discussed teacher evaluation plan, the district administrator evaluation process, and the teacher hiring process flow chart is posted on the website.

7D. Wellness Committee – met and discussed the food service program. An RFP is being produced and there will be a student survey about meal food. The middle school night information about electronic devices will be looked at for informing the policies to the lower school.

7E. Finance Committee – met and is working on the efforts regarding the budget and warrant presentation at the town meeting that will include strategic plan and alumni information.

8. Other Business

The Board discussed cell phone use on field trips and a plan was considered to discuss the issue with teachers, parents, chaperones, and students. The Wellness Committee would look at the most recent policy on the issue and create a process to get clarity on it.

District Administrator Valence referenced an employee issue.

9. Adjournment

A motion was made and seconded (Voegelé, Tullar) to adjourn the meeting at 9:22 PM. The motion was approved 7-0-0.