

**Lyme School District  
School Board Reorganization and Regular Meeting  
Tuesday, March 19, 2019**

approved w/ changes, 4/23/19

**Board Members Present:** Phil Barta, Yolanda Bujarski, Hayes Greenway, Matthew Hayden, Pinky Tullar, Jonathan Voegele, Becky Wipfler. **Administrators:** District Administrator Jeff Valence, Coordinator of Business Services Janet Mitchell, Academic Director Elise Foxall; Jenn Boylston.  
Recorded by Roger Lohr

**1. Call to Order**

District Administrator Jeff Valence called the meeting to order at 7:07 PM. He introduced and congratulated the new Board members Yolanda Bujarski (2 year term), Becky Wipfler (3 year term), and Phil Barta (3 year term).

**2. Public Comment**

Three documents were distributed to the Board regarding the state school funding and equity among school districts in the state.

**3. Election of Officers**

The board election process was then explained and the nominations were opened.

Pinky Tullar nominated Jonathan Voegele for the position of Board Chair and the nomination was seconded by Hayes Greenway. There being no other nominations, the vote was taken and Jonathan Voegele was elected as Board Chair unanimously.

Chair Jonathan Voegele then opened nominations for the position of Board Vice Chair. Hayes Greenway nominated Matt Hayden as Vice Chair and the nomination was seconded by Pinky Tullar. There being no other nominations, the vote was taken and Matt Hayden was elected unanimously as Board Vice Chair.

Chair Jonathan Voegele then opened nominations for the position of Board Secretary. Matt Hayden nominated Hayes Greenway as Secretary and the nomination was seconded by Jonathan Voegele. There being no other nominations, the vote was taken and Hayes Greenway was elected unanimously as Board Secretary.

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

A. Minutes Approval

**A motion was made and seconded (Greenway, Tullar) to approve the Lyme School Board meeting minutes of February 5, 2019 as submitted and amended. The motion was approved 4-0-3 (abstentions were Bujarski, Wipfler, Barta).** The change in item 7D was to replace the word extending with informing.

**A motion was made and seconded (Hayden, Greenway) to approve the Lyme School Board meeting minutes of March 4, 2019 as submitted. The motion was approved 4-0-3 (abstentions were Bujarski, Wipfler, Barta).**

## B. Chair Report

Chair Voegele commented that the food service director position has been discussed and either will be replaced by an individual or it may involve a managing company to run the food service program at the Lyme School. An RFP has been produced to begin looking at food service companies.

## C. Finance Report

Coordinator of Business Services Janet Mitchell distributed the financial report and reviewed some of the details including the food service, revenue, and expenses. Board members were invited to get tutorials on the school district finances and budget process.

The food service is projected to have a year-end deficit and there is \$20,000 in the budget for this but it is projected to be higher. Last year the deficit was \$27,000.

The revenues were reviewed and highlighted by an unanticipated \$97,204. The expenses that had variances were reviewed but there was no need for any additional transfers from the trust funds. There was a discussion about psychological services. The budget is expected to be over by \$56,155 and there currently is a projected end of year surplus of \$14,309. The first \$45,000 of surplus is committed to building the trust funds by the Warrant Articles that were passed, and amounts above that would be returned to taxpayers. Mr. Valence indicated that he will be presenting suggested options the board should consider to manage the impact of lost revenue on next years tax liability. The carryover of purchase orders from last year was explained. The unrestricted fund balance is \$84,775 and the restricted donations are \$15,811.

## D. Superintendent Report

### D1. School Calendar

The proposed 2019-20 school calendar was distributed to the Board. The faculty will review the calendar and the Board will vote on approval at the April meeting.

### D2. MS 22

The Board signed the MS22 document.

### D3. Audit

The Board was informed about the Auditor's Report for 2017-18, which was distributed to the Board via email. The report was discussed by the Finance Committee and the Board will be informed about any findings at a future meeting.

**A motion was made and seconded (Hayden, Greenway) to accept the Auditor's Report for 2017-18 as presented. The motion was approved 6-0-1 (Barta abstained).**

### D4. Custodian Nomination

Mr. Valence informed the Board about the process undertaken to fill the custodian position at the Lyme School.

**A motion was made and seconded (Greenway, Hayden) to approve the Jim Smith as custodian at the Lyme School. The motion was approved 7-0-0.**

### D5. On Call Substitute

Mr. Valence explained the on-call substitute at the Lyme School.

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

#### E. Policy AAA – Administrative Structure

The Board had a first read of Policy AAA and discussed issues related to the administrator roles and responsibilities and how policies will refer to the position. A different title may be sought for the position and the policy was intended to provide clarity in correlating existing titles to titles denoted in current policies (e.g. Superintendent and Principal). There was discussion of how we might publish the school's organization so that it is clear to others. The Board discussed the use of the titles superintendent, principal, and district administrator, which is an outdated title on the state level.

#### F. Committee Assignments

Chair Voegele will recommend committee assignments and Board members can consider the appointments before they are finalized.

Chair Voegele also asked the Board to look at the Con-Val lawsuit to develop a perspective for the Lyme Board to consider at the April Board meeting.

### 5. Committee Reports

Academic – A survey about the language program at Lyme School has been circulated and the Board discussed how the teacher replacement might impact the foreign language program at the Lyme School. The survey is intended to inform future decision making that may or may not be incorporated in the immediate hiring decision.

High School – no report; Faculty – no report; Finance – no report;

Building and Grounds – The committee will be looking at the gym floor and basketball hoop/backboard and will hold discussions with the town recreation department regarding these projects.

Policy – The committee will be looking at necessary policies related to the data retention and security issue.

Wellness – The committee has been discussing the food service at the Lyme School and a student lunch survey will be conducted. Middle school parents are being asked for input on digital device use and screen time. The committee is also discussing wellness in the community and how it may integrate with school activities.

Personnel – The committee is working on superintendent evaluation and former Board member Jay Davis is helping.

Strategic Planning – There will be more information about the Strategic Plan at a future Board meeting.

### 6. Board Orientation

A document packet was distributed to provide new board members with general information about being a school board member. The Board reviewed some of the discussion points in the document and Mr. Valence asked Board members to review the documents in the packet and bring questions or requests for clarification forward. The Board Google Docs online will help Board members to find what they need and it will be explained further at a future Board meeting as it becomes finalized. It should include a board and committee calendar and all related board documents.

Some of the issues about board operations involved the lines between committees and the full board. There was a discussion about using a so-called executive committee that could act in an advisory capacity to the superintendent. It was felt that such a 3-person committee would be a valuable component for the board and district. The Board also had a discussion about building trust and

transparency so Board members who wanted to get additional information on various topics were able to do so.

There will be five board manifest signers including new Board member Yolanda Bujarski.

### **7. Adjournment**

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

The next Lyme School Board meeting is scheduled for Tuesday, April 23, 2019 at 7:00 PM. A Board meeting schedule for next year will be created and the meetings are generally scheduled for the third Tuesday of the month.