

**Lyme School District
School Board Public Hearing and Regular Meeting
Tuesday, June 18, 2019**

approved w/ changes, 9/24/19

Board Members Present: Phil Barta, Yolanda Bujarski, Hayes Greenway, Matthew Hayden, Pinky Tullar, Jonathan Voegelé. Administrators: District Administrator Jeff Valence, Coordinator of Business Services Janet Mitchell. Recorded by Roger Lohr

Public Hearing

Chair Jonathan Voegelé opened the Public Hearing in accordance with NH state law RSA 198:20-b to accept and expend unanticipated revenue funds and authorize expenditure.

Coordinator of Business Services Janet Mitchell reviewed the document that listed the unanticipated revenues including:

Tuition \$29,630; Contributions/Donations \$150; Scholarship Income \$2,822.12; Art Department Fund \$1,505; Drama Fund \$1,600.35; Lunch Scholarship \$1,000; Idea B Grant \$127.49; Small Rural School Grants \$24,395.57; Title I Grant \$16,120.17; Title II Grant \$8,787.97; Title IV Grant \$3,900; Principal's Fund \$1,520. The total amount of Unanticipated Funds was \$91,558.67.

A motion was made and seconded (Barta, Greenway) to accept the amount \$91,558.67 of unanticipated revenue listed on the document presented to the Lyme School Board on June 18, 2019.

Discussion: The nature of unanticipated funds was explained and some of the items on the list were also specifically described.

The vote passed 6-0-0.

There being no other business or public comments, Chair Jonathan Voegelé closed the public hearing at 7:14 PM.

1. Call to Order

Chair Jonathan Voegelé called the meeting to order at 7:14 PM.

2. Agenda Review

Items from the proposed agenda that were tabled included the Academic Director Report, the DA Contract, and the Strategic Plan discussion.

3. Minutes Approval

A motion was made and seconded (Greenway, Bujarski) to approve the Lyme School Board meeting minutes of the regular meeting held on May 21, 2019 as presented and amended. The motion was approved 6-0-0. The changes: on the roster and item two spelling of Lynore Bolton.

A motion was made and seconded (Hayden, Greenway) to approve the Nonpublic meeting minutes of the meeting held on May 21, 2019 as presented and amended. The motion was approved 6-0-0. The change was to end the item one sentence after the word "students."

4. Reports

A. Finance Report

Coordinator of Business Services Janet Mitchell reviewed the financial report. Work has been done to project the end-of-the-year fund balance and release funds that have not been spent (encumbrances, open purchase orders, and liability accounts).

The food service report was updated with the Dowd's Tavern invoice for food which was about \$12,000. Last year there was a \$27,000 transfer for the food service and this year it will be about \$20,000. The USDA commodities order was \$408 and there is an option to purchase up to \$5,000.

The revenues have an unanticipated total of \$137,047.73 from tuition, state aid, and grants. Vocational aid was an additional \$955. Expenses are under budget by about \$72,000. The expenses and revenues totaled a current end of year balance of \$188,734. There was \$33,000 incorporated that was associated with last year's remaining open purchase orders.

DA Valence expects a budget in the coming year which will be closer to the actual expense and revenue numbers due to stabilization of staffing – a result of temporary employees in positions which opened late in the hiring season. The Board discussed accounting for appreciation gifts and the administrators will look into it. A document of the Trust Fund balances was distributed showing \$1,057,340.34 as of the end of June 2019.

B. Superintendent Report

DA Valence asked the Board to allow administration vacation days to be used during the summer because they do not roll over to the next school year.

A motion was made and seconded (Greenway, Tullar) to amend the Lyme School 260-day staff agreement to use vacation days during the summer. The motion was approved 6-0-0.

The Academic Director Report will be a regular component Board meetings starting in the fall.

5. Business Requiring Discussion and/or Action

A. Staff Nominations

DA Valence reported that a candidate has been found to fill the first grade teacher position and the band instructor agreement will be continued. He asked the Board to authorize him to hire during the summer. There are some para educator positions that need to be filled.

A motion was made and seconded (Greenway, Tullar) to authorize the Lyme School DA to hire staff during the summer. The motion was approved 6-0-0.

Other personnel issues were to be addressed by the Board in a nonpublic meeting.

B. Strategic Plan

The Board cited their input on the Strategic Plan which will be considered in the August Board meeting. DA Valence and Academic Director Foxhall will work on the Strategic Plan specifics during the summer. The Board will review for final consideration of the document at the August Board meeting.

6. Policies

A. Policy DAF-9 Grants Time and Efforts

A motion was made and seconded (Hayden, Greenway) to approve Policy DAF-9 – Grants Time and Efforts as submitted. The motion was approved 6-0-0.

B. Policy JJF – Student Activities Fund Management

A motion was made and seconded (Hayden, Greenway) to approve Policy JJF – Student Activities Fund Management as submitted. The motion was approved 6-0-0.

The Board discussed the 8th grade fund designation and how to handle the amount.

C. Policy BCB – Board Member Conflict of Interest

A motion was made and seconded (Hayden, Barta) to approve Policy BCB – Board Member Conflicts of Interest as submitted and amended. The motion was approved 6-0-0.

The Board discussed the ramifications of conflict of interest and three levels of responses were suggested.

D. Policy DAF – Cash Management Fund Control

A motion was made and seconded (Greenway, Hayden) to approve Policy DAF – Cash Management Fund Control as submitted. The motion was approved 6-0-0.

7. Committee Reports

A. Education – The committee discussed surveys, block scheduling, and electives to make recommendations on the topics. A plan was developed for 8th grader French instruction.

B. Strategic Plan – The plan was addressed earlier in the meeting regarding Board input and the review of the plan for the Board to consider approval at the August Board meeting.

C. Finance/Faculty – The budget surplus will be reviewed with the committee in mid July to prepare for the audit in mid August.

8. Non Public Meeting

A motion was made and seconded (Hayden, Greenway) to enter nonpublic session in accordance with NH RSA 91-A:3 II (a) to address matters related to employees. The motion passed 6-0-0. The roll call was conducted and the Board entered nonpublic session at 8:45 PM.

A motion to reconvene the public meeting was made and seconded (Hayden, Greenway). The motion passed 6-0-0.

The public session reconvened at 10:59 PM and adjourned at 11:00 pm.

9. Adjournment

A motion was made and seconded (Hayden, Greenway) to adjourn the meeting at 9:02 PM. The motion was approved 6-0-0.