

**Lyme School District
School Board Regular Meeting
Tuesday, September 24, 2019**

approved w/ changes, 10/22/19

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, staff members: Emily Cushman, Jen Wilcox; 1 public attendee: Jen Boylston. Recorded by Roger Lohr

1. Call to Order

Chair Jonathan Voegele called the meeting to order at 7:06 PM.

2. Public Comment

The Board discussed where the public can see the meeting agenda. It is posted on line (school website) and physically in Lyme at the post office, library, and at the school.

3. Consent Agenda

A motion was made and seconded (Tullar, Hayden) to approve the public meeting minutes of June 18, 2019 as submitted and amended. The motion was approved by all voting Board members. The changes on the Public Hearing motion, add the phrase “and expend” after the word accept; on item 8, replace the time in the motion with 8:45 PM; the public session reconvened at 10:59 PM; and the adjournment was 11:00 PM.

A motion was made and seconded (Hayden, Greenway) to approve the non-public meeting minutes of June 18, 2019 as submitted. The motion was approved 7-0-0.

A motion was made and seconded (Hayden, Barta) to approve the public meeting minutes of August 26, 2019 as submitted and amended. The motion was approved 7-0-0. The changes on item 4B last sentence of first paragraph would be replaced with “Once the 501C3 is established, the balance of the current Principal's Fund will become part of the Petty Cash Fund.” On item 4B, third paragraph replace the surplus with the amount of \$171,503.

4. Reports

A. Chair Report

Chair Jonathan Voegele reported that the application for 501c3 status for the Principal Fund has been submitted and after receiving approval, a bank account will be opened. DA Valence commented that he has been asked to serve on a Opioid Task Force and he has identified the Principal Fund as the recipient of the \$3000 honorarium once it (the 501c3) has been completed. (The Principal's Fund is established to to meet needs which fall outside of the scope of money raised by taxes. The primary focus of this fund it to provide a measure of equity among those within our school community, ensure that no one is excluded from activities due to financial limitations, recognize contributions and service to the Lyme School, and to enable the school to meet needs which are not met by the school's annual budget.)

Chair Voegele also stated that the evaluation of the DA has been concluded and can be shared with the Board in nonpublic session. Board member Tullar reviewed the annual evaluation process.

Chair Voegel stated that a letter has been received regarding the CBA to meet and schedule dates for negotiations with the LEA. The Board Negotiation Committee will include Board members Voegele, Hayden, and Greenway and it is expected that the negotiations will begin in October.

It was announced that the Board Retreat will be rescheduled.

B. Finance Report

Coordinator of Business Services Janet Mitchell reviewed highlights of the district financial documents. The transfers to the Trust Funds have been completed. There will be a per plate cost created for the food service program. A buying group has been joined for the food service program, which is expected to reduce costs.

Revenue has been reduced on the MS 24 for the updated equitable educational aid amount. The fund balance is incorporated in the budget revenue.

The expense report is early for the school year but it is known that a substantial amount will be under budget for the high school tuition due to students moving out of the district and high school choice changes. The van purchase is within three budget line items. Foreign language expenses will be incorporated in the regular instruction budget line. The early projection for the budget is a \$20,000 surplus.

C. Academic Report

Academic Director Elise Foxall distributed documents of “Principles of Learning” and “Habits of Mind and Effort.” These are the school’s guiding K-8 instructional goal documents, which also will include the Strategic Plan.

The math area focus was reviewed by Ms. Foxall with comments about the program including conceptual understanding and problem solving, inquiry based learning, and small group differentiation. The writing area was also covered and Foxall cited research integration in the classes. The professional development in the district will be based on the school instructional goals.

D. Superintendent Report

District Administrator Jeff Valence stated that administrative meetings have been held regarding the Strategic Plan. The high school enrollment was budgeted for 100 students and the current number is 87. Some residents who have high school students left the district, and other students have selected schools that are outside of the district fiscal responsibility.

The budget process timeline and activity was reviewed. Currently the school department budgets are being reviewed and all other budget line items are under consideration by the administrators and coordinator of business services. The draft budget will be brought to the Finance Committee in mid October and the Board on November 19. A presentation for the town Budget Committee is scheduled for December 18 and the budget public hearing is February 5. The proposed budget will not include the increases that may be associated with the CBA as that will be a separate warrant article. There will also be a warrant article to release the balance of the bond funds.

5. Business Requiring Action or Discussion

A. Additional Hours for Educational Assistant

DA Valence stated that there is a need for a supervisor in the French virtual learning academy program.

A motion was made and seconded (Greenway, Hayden) to authorize adding hours for a part time educational assistant to supervise the French program at Lyme School for the 2019-20 school year.

Discussion:

Valence reviewed and updated the board about the 8th grade transition French course. Which will require a few additional Para Educator hours for supervision of the students

The motion was approved by all voting Board members 7-0-0.

B. Legal Services

Chair Voegelé stated that he has received recommendations from the NHSBA and the Hanover/Dresden school district regarding using an attorney for the CBA. The rate of the lawyer for this purpose was quoted at \$275 per hour.

A motion was made and seconded (Tullar, Hayden) to authorize the Board chair to sign an agreement with an attorney for the CBA negotiations. The motion was approved 7-0-0.

C. Course Credit

DA Valence explained the need for the district to cover costs for a teacher to get training in the Wilson Reading Program for 9 credits which exceeds the amount allowed in the CBA. Grants would be used to cover these costs.

A motion was made and seconded (Wipfler, Barta) to approve the course credit request for a training program that exceeds the CBA limits.

Discussion: The next CBA will address and clarify teacher credit course in the upcoming negotiations.

The motion was approved 7-0-0

D. Administrative Input on the Proposed Strategic Plan

A motion was made and seconded (Bujarski, Hayden) to approve the Lyme School 5-year Strategic Plan as submitted and amended.

Discussion: The Board raised issues with the Strategic Plan and there were changes made to the document. These discussions included the plan priorities that would be considered by the administration and the Board; the definition of “differentiation” was clarified in terms of parental expectations; the Board discussed the difference between individualization and differentiation; accountability for goals is embedded in the evaluation system; communication is the largest element in the plan; the school would strive to encourage public participation in school and classroom activities that was active (such as speaking to students in a classroom) and/or active (such as attending a school play).

The motion passed 7-0-0

6. Policies

There was a first reading of Policy EEA – Student Transportation Services.

7. Committee Reports

A. Faculty – Jen Wilcox has initiated the reading intervention K-3 program with assessments. The fitness group at the Lyme School reported setting student goals for their respective personal challenges. Updates were given for the grades including wellness concepts that are specifically being incorporated into some classrooms. Track My Progress assessments will be used K-8 in math and reading to provide immediate feedback in conjunction with other assessments. Outdoor programs at the school for science and environmental are being conducted and it was reported that there is a noticeable enthusiasm in the school and the new additions to the faculty are working well.

B. High School – This committee will schedule a meeting.

C. Education – a meeting was held to hear public comments regarding how class lists are created for split classes and differentiation within the 7th grade math program. Instructional goals were reviewed

and model policy on instruction will be reviewed this year. This committee will consider purposes at the Board Retreat.

D. Policy – a first read for Policy EEA was brought to the Board and other policies that are needed for compliance will be reviewed.

E. Wellness – committee met to plan the upcoming Fair and talk about the middle school curriculum on health, and had a discussion with the food service chef.

E. Finance & Buildings/Grounds - DA Valence attended the town budget meeting and shared a copy of the presentation he gave at the meeting to the Board which is also available from the town. The committee will look at the Strategic Plan for budget implications in the upcoming budget cycle. At the Retreat the Board will look at topics for the Buildings and Grounds. The Board discussed the donations for the water fountain upgrades.

G. Communications – will schedule a meeting.

8. Non Public Session

A motion was made and seconded (Tullar, Bujarski) to enter nonpublic session in accordance with NH RSA 91-A:3 II (c) to address matters related to individual reputation. The motion passed 7-0-0. The roll call was conducted and the Board entered nonpublic session at 9:58 PM.

A motion to reconvene the public meeting was made and seconded (Hayden, Barta). The motion passed 7-0-0.

The public session reconvened at 10:11 PM.

9. Adjournment

A motion was made and seconded (Hayden, Barta) to adjourn the meeting at 11:00 PM. The motion was approved 7-0-0.