

**Lyme School District  
School Board Regular Meeting  
Tuesday, November 19, 2019**

approved w/ changes, 12/10/19

Board Members Present: Phil Barta, Vince Berk, Yolanda Bujarski, Hayes Greenway, Matthew Hayden, Jonathan Voegele, Becky Wipfler. Administrators: District Administrator Jeff Valence, Coordinator of Business Services Janet Mitchell, Special Education Director Miki McGee, Academic Director Elise Foxall. Recorded by Roger Lohr

**1. Call to Order** Chair Jonathan Voegele called the meeting to order at 7:05 PM. New Board member Vince Berk was introduced and he was informed that he would not be eligible to vote on Board matters until he signed paperwork with the town of Lyme.

**2. Consent Agenda**

**A motion was made and seconded (Hayden, Greenway) to approve the public meeting minutes of October 22, 2019 as submitted and amended. The motion was approved 6-0-0.** The changes were on item 4A the spelling of Voegele and on item 6C replace Wellness with Communications Committee since there was no Wellness report at the time.

**3. Reports**

**A. Chair Report**

Chair Jonathan Voegele reported that the Executive Committee has worked on a tuition agreement with Dresden, the CBA negotiations, the bus issue related to River Road, the school district budget for 2020-21, and the 3-year contract for the District Administrator.

**B. Finance Report**

Coordinator of Business Services Janet Mitchell reviewed highlights of the district financial documents. The food service account has received funds from parents for meals. Claims have been filed for the nutrition program. It is projected that the food service will have a \$10,000 deficit but through the end of October there have been 699 more meals sold compared to last year.

On district revenue, grant applications have been filed and the revenue appears on track. On district expenses, the high school tuition is under the projection and there are some expected overages on vocational, regular instruction, guidance, library, psychological services, administration, and buildings/grounds but overall the budget expenses are projected to be under by \$232,000. The projected surplus is currently \$287,747.

**C. Academic Report**

Academic Director Elise Foxall reviewed the academic goals and discussed particulars regarding math work, growth mindset, and research work. She distributed a document on the Tree of Inquiry about math reflections on research and practice. DA Valence recommended that Board members become familiar with the academic goals and how they are applied in the classes so that conversations with people in the town could communicate such advances and their conversations not be limited to just responding to concerns.

#### 4. Committee Reports

A. High School – This committee was introduced the methodology and tool Mr Valence developed to forecast, expend and sustain the High School Trust Fund over time to cover some of the high school tuition costs when necessary and avoid large annual variations in those costs. Currently there are 62 students in SAU 70 (Dresden) which accounts for more than a million dollars in Lyme's budget and the Dresden School District announced a million dollar budget surplus that will be returned to Hanover's residents. It was felt by the Lyme School District that a credit derived from a formula could be applied to the Lyme School District tuition bill in the following year in such an instance.

B. Education – This committee discussed the seventh grade configuration, the designation for student honor roll and high honors, and an educational philosophy statement to be conveyed to new faculty.

C. Wellness – This committee met and discussed the school temperatures in June and wellness in the curriculum.

D. Communication – The Board discussed how to publicize the new Strategic Plan and consider if and how it might apply associated initiatives in the coming budget process. Communication chair will finalize the Strategic plan document to prepare it for publication.

E. Finance & Buildings/Grounds – This committee has begun budget deliberations and will help develop the proposed budget to bring to the Lyme Budget Committee.

On behalf of the school and the staff, DA Valence thanked the PTO for prizes, food and support during the Teacher-Student-Parent Conference Week.

#### 5. Policies

A. Policy EBBB – Indoor Air Quality

**A motion was made and seconded (Hayden, Greenway) to approve Policy EBBB – Indoor Air Quality as submitted and amended. The motion passed 6-0-0.** Changes in first paragraph were to remove "to building principals" and in the second paragraph to replace building principals with "the superintendent to."

#### 6. Business Requiring Action or Discussion

A. Grant Assurances

Special Education Director Miki McGee explained the grants and how they are applied in 2019-20 and shared a document with the Board regarding Title 1, 2 and 4 which respectively support related professional development and individuals with disabilities. She explained how the Title 4 grant is shared with Crossroads Academy proportionally in a joint program for teachers.

B. Budget Presentation

DA Valence distributed budget materials and gave an introduction to the process associated with developing the proposed school district budget for 2020-21. The class enrollments that were projected for the coming years were reviewed. Factors for the Board to consider in its revision of its Budget include:

- 1) There are no additional teachers for new class splits, 3 classes are at potential tipping points.
- 2) Currently the 6<sup>th</sup> grade is split and in the budget has it combined in 7<sup>th</sup> grade (22 students).
- 3) The Enrollment Trust Fund has a balance of \$96,000 which should be considered when determining what the board decides to do with classes that could potentially gain students and require a split.
- 4) High school enrollments were projected and Valence reviewed how the High School Fund could be applied so that deposits are made in years when the enrollment is low and

withdrawals are available when the number of students are above the bench mark we set (90 students in current budget).

- 5) The High School Fund has a \$623,000 balance which is higher than intended. Creating a high school program in Lyme was considered in the past and seen as not viable compared to sending students to other high schools.
- 6) The proposed budget will not include staff expense increases associated with the current CBA negotiations and agreement, as these increases will be put before the public in a separate Warrant Article.
- 7) The proposed school district budget is currently -3% below last year and the goal is anticipated to be near a zero percent change from last year.
- 8) Budget factors include a decrease of the high school enrollment (by utilization of the trust),
- 9) There is a \$30,000 reduction in substitute budget so it amounts to \$20,000 in the substitute line due to no longer needing a long term sub,
- 10) a 5% health insurance premium increase, 3.9% dental insurance increase,
- 11) a placeholder of 2.5% increase in high school tuition (number will be revised when their tuitions are released).
- 12) There are also expected declines in special education as there are currently no out-of-district placements.
- 13) The number of para educators are not increasing.

Board members can attend the Finance Committee morning meetings to ask questions about the proposed budgets and consider initiatives associated with the Strategic Plan. Board meetings will be held on December 10 and 17 to finalize the budget proposal.

## **7. Non Public Session**

**A motion was made and seconded (Hayden, Wipfler) to enter nonpublic session in accordance with NH RSA 91-A:3 II (a) to address employee matters. The motion passed 6-0-0.** The roll call was conducted and the Board entered nonpublic session at 9:05 PM.

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

The public session reconvened at 9:24 PM.

## **8. Other Business**

A. There was a Board consensus to hold a Board retreat in late January.

B. Board member Yolanda Bujarski raised the issue of her questions related to signing the district manifests. These questions can be addressed with the administrators and shared with the Board.

## **9. Adjournment**

**A motion was made and seconded (Hayden, Wipfler) to adjourn the meeting at 9:40 PM. The motion was approved 6-0-0.**