



Lafayette School Board  
Lafayette Regional School  
November 9, 2023  
Board Meeting at 5:30 PM

### Attendees

- Board
  - Amy Mullins, Chair
  - Nicole MacKay
  - Joseph Garrison
- LAF
  - Amy Kopp, Principal
- SAU
  - Kate Segal, Superintendent
  - Toni Butterfield, Business Manager
- Clerk
  - Emily Goldman

### I. Call to Order

The meeting called to order by Amy Mullins, at 5:32pm

### II. LPTO Report

Amy Mullins was given a report from Ashley Garrison.

- Starting balance for accounts \$21000, current \$18739
  - Expenses for the first day of school
  - Open House→ Ice Cream Social
    - Big success!
    - Ideas for the flow next year.
  - Book Club
    - Materials
    - Stipends
- Pie Fundraiser → Raised \$1084
- Halloween Parade – Provided snack for the students
- Funding Request:
  - Amy Turner
    - Gift Certificate for Dylan Rogie who has been helping with the basketball project.
- Working on Winter Program Scholarships.
- Working on organizing a school dance.
- Working on organizing a gear swap.

### III. Approval of the Minutes

**Motion by Joe Garrison to approve the minutes from the October 12, 2023 School Board Meeting; seconded by Nicole MacKay. All in favor; Motion passes.**

### IV. Public Input

*Any citizen wishing to speak before the Board must sign in with the board clerk prior to the opening of the meeting. The visitor will identify themselves with their name and address and speak for no longer than five (5) minutes. See Board Policy BEDH.*

- Attendees:
  - Nick DeMayo, Sugar Hill
  - Susan Moore, Franconia
  - Elizabeth Wilson, Franconia
- Nick DeMayo, Sugar Hill
  - Salute the flag in honor of the veterans within NH
  - What was the amount of the federal grant that was received by becoming a Blue Ribbon School?
    - The school was not given any money.
    - The school was approached because of their test scores. The school then sent in a application.
  - Questions:
    - How many board members are military vets?
      - None
    - Which personnel receive health and dental benefits?
    - What is the salary of this board?
      - Volunteer based
    - What kinds of plans do the employees receive for health insurance? How does it work?
- Susan Moore, Franconia
  - Interested in giving input/support around the 306s (minimum standards within education)
    - This legislation has not yet been passed.
    - Only discussed at the superintendent level.

### V. New Business

#### 1. Increase in Substitute Pay for Next Year

- It was brought to the attention of the principal by a substitute teacher, that the substitute teacher's pay is low in comparison to a neighboring SAU
- Budgeting committee discussed the possibility of raising the pay to \$100
  - Not as high as other schools outside the SAU
  - Fully supported by the Budgeting Committee.
- The increase made possible by the shuffling of other funding

**Motion by Nicole MacKay to approve the substitute pay to be increased to \$100 within the 2024/2025 school year; seconded by Joe Garrison. All in favor; Motion passes.**

#### 2. SAFE Grant Project Approvals

- Amy applied for 3 safety grants with the state.
  - Lights near the outdoor classroom
    - Electrical planning conversation had with Brock Davis. Electrical quote given.

- Trevor Presby gave a quote for the excavation side of the project
- Re-keying the door locks
  - FOBs for the exterior doors
    - a. Allows for constant information around security access→ Who is coming in and out of the building, where they are accessing entrance to the building, and when are they accessing entrance.
      - Kevin Lufkin from Lufkin Security Systems came in to give a quote → Made a suggestion around updating interior locks as well.
- Surveillance
  - Adding 9 cameras to the current set-up to increase security. Currently there are areas with limited visibility. This will allow blind spots to be covered.
    - a. Parking lot
    - b. Playground area
    - c. Exterior doors

**The Board thanks Amy Kopp for applying for the Safety Grants. The Board fully supports the submittal of these applications.**

### 3. Solar Eclipse

- Once in a lifetime event
  - Classes being offered
  - Glasses are being distributed.
  - People flocking to the area (traffic concerns)
    - The state might decide to make a schedule change due to the significance of the event.
- Schools changing schedules:
  - White Mountain Regional is scheduling an early release
  - Linwood is scheduling an early release
  - Littleton is scheduling a \_\_\_\_ learning day
- The superintendent suggests having an early dismissal. This conversation will happen at the Full Board Meeting → December 5th
  - There needs to be a unified decision
- Lafayette Staff were hoping to utilize this as a learning opportunity.
  - Seemed to air on the side of if there is an early release, hosting a family event that can be learning-focused.
    - This can be done prior to the day to discuss what families can do.
      - a. Event
      - b. Safety
    - Students will be receiving special glasses

## VI. Continuing Business

### 1. Review of ESSER Grants Funds

- ESSER III runs out this year
  - Utilized:
    - MPR Floor
    - Portion of a current employee's salary - new position needed for this year.
    - New roof
    - iReady assessment→ being piloted in 4th grade
      - The 4th grade teacher is reporting out to the other teachers.
    - New backdrop curtain for the stage
- Title II

- 2024 Summer PD
  - MTSS Professional Development
- Still available→ \$4,882.50
- Title IV
  - Lesley University Class on the Science of Reading
  - LETRs Training
  - Specifics around what the funds can be used for are tricky. Hoping to move this into Title II
  - Still available→ \$7,639.34
- 2023/2024 School Year
  - IDEA (special education)
    - Employee salary
    - Still available→ \$12,039.72
  - Title II
    - Mentor for art teacher
      - Needed for certification
    - College Courses for Staff 2024-25 School Year
      - Contractual Obligation→ Pay for up to 12 credits
      - Using budget and grant
    - Still available→ \$5,701
  - Title IV
    - Intend to reallocate to Title II to be used for staff courses or professional development
    - Still available→ \$10,000
  - Robotics
    - 2 Lego League Teams
    - Competition Registration
    - Stipends
    - Supplies
    - Still available→ \$0
  - SRSA
    - Handwriting without Tears.
    - Still available→ \$10,147.09

## 2. Review of Federal Grants Funds

## VII. Standing Reports

### A. Principal

#### Monthly Report

- Parent Teacher Conferences were held on Oct. 12th.
  - LPTO provided food for the staff. Thank you!
- During the outdoor education program, 5th and 6th graders completed 4 hikes (the Pemi trail, Zealand Falls, Middle Sugarloaf, and Lonesome Lake) this fall.
  - Huge thank you to Erica Sieburg and Sarah Gaudette for all of their work in organizing these experiences!
- School-Wide Peace Groups began. Students in grades K-6 get put in mixed groups and work together on a specific project. These will be happening every other month. The first peace

group (October 17th) theme was Veteran's Day. Students created thank you cards for Veterans in preparation for the Veteran's Day Celebration being held on November 13th.

- Great opportunity for the community to come together.
- Thank you to Shelley Koehler for her work in organizing!
- On Tuesday, Oct. 31st the students and staff of Lafayette School participated in the annual Halloween parade. The parade started with a trip around the Lafayette Center, and then the community proceeded down Main Street behind two fire trucks.
  - Thank you to Gordie Johnk, Kim Cowles, and Cody Roy for driving the emergency vehicles.
- Mrs. Correira and Mrs. Burton, our 1st and 2nd grade teachers are partnering with the Recreation Director at the Lafayette Center to set up visits between our students and some of the residents at the center. This benefits the students and the community members of Lafayette Center.
  - The students will be going over during the coffee social. The students will be bringing activities to do.
- On Monday, November 13th the school will be hosting a Veteran's Day celebration. Veterans from the towns of Sugar Hill, Franconia, and Easton received invitations (17 responses).
  - The 4th, 5th, and 6th grade band and chorus will be performing patriotic numbers
  - Students will be reading poems/letters that they have written.
- Laftercare is partnering with Boston College to help them conduct a research study on the effects of free play on children. Information about the study was sent home on Oct. 27th and parents could choose to sign their child /children up for "playclub" which will take place during Laftercare on Fridays from 3:00-4:00.
  - Baseline data will be collected with small surveys
  - Data will be collected through observation of playtime throughout the study.
  - Participation in volunteer-based
  - Amy Kopp will reach out to Boston College to see if they would be willing to share their findings through this study.
- A few changes were made to the winter program.
  - Students will still be able to downhill ski at Canon and cross-country ski at Bretton Woods
    - 60 students signed up for skiing/snowboarding
    - 1 student signed up for cross-country skiing → This might be changed.
  - In addition to that we are adding a winter fun paid program. This paid program consists of 3 different places that students will visit during the 6-week program: WMSI (White Mountain Science Inc.), Littleton Studio School, and The Boys and Girls Club.
  - LPTO providing a scholarship.
  - Students can also choose to participate in Free Winter fun here at the school where students will rotate through a variety of things such as tubing at the Franconia Inn, Skating in town, snowshoeing or if the weather doesn't cooperate, we may take a trip to the Franconia Library.
  - A detailed list of all of the offerings can be viewed [here](#).

## B. Superintendent

### Superintendent Report

- Bi-Weekly School Visits
  - Much of the visits are working on the minimal standards and licensing

- Looking to be in the classrooms more in November
- Update on Licensing
  - Working with 16 SAU 35 teachers in working toward their New Hampshire Department of Education licensing.
  -
- Update SAU Central Office
  - Many people worked hard to make the move successful
    - Dan Engram made it possible to keep the phone number
  - SAU Staff did so much work to ensure a smooth transition
    - Toni Butterfield
    - Dawn Aldrich
    - Ann Huddelston
    - Karen Watson
    - Brikena Wakeham
    - Gabbie Granger-Clark
    - Dan Inghram
  - Another thank you to the following for volunteering and/or assisting the move with me by working additional hours during the week, as well as Saturday and Sunday:
    - Toni Butterfield
    - Dawn Aldrich
    - Ben Jellison
    - Mark Butterfield
    - Hannah Butterfield
    - Gordie Johnk
    - Steve Segal
    - Bobby Segal
    - Jeep and Jeep Houston.
  -

### C. Business Manager

- Budget to Actual Report
  - Looks like we are \$25,000 short → Not overdrawn. Simply money from a grant. Just needs to be first drawn from the budget.
  - The Special Education item line looks like an overdraft
    - Full year included for the employee that is on leave.
  - \$3,000 is for the new staff which was required more than what was planned for.
  - Insurance Buy-Out item line → Hard to plan
    - Not always sure who is getting insurance and who is buying out
  - Advertising
    - Last year we were advertising for a principal position
  - \$5,057.51 -6.32% → 2 Part Time Custodians became 1 Full-Time position
  - \$63,023.30 -466.84% → Waiting on the trust check
- Budgeting Hearing → February 8th, 5:00pm
  - The Board Meeting will follow
- Annual Meeting Date → 3/14
  - School Board Meeting at 5:30pm

- Voting at 7:00pm
- Meeting at 7:30pm
- Full Board Meeting December 5th → 5:30, Tentatively Profile
  - Board encouraged to attend → Budgeting items on the agenda

## VIII. Committee Reports

### A. Executive Board - (AM)

- E-Board Meeting. Full Board will meet/vote in December.
- Auditing company saying
- Lafayette increased 13.33% with our portion to the SAU budget
  - More information will be shared at the full board meeting.
- Many E-Board members are unsure as to what the SAU is doing for the board.
  - What are some of the behind-the-scenes jobs?
- Discussion around the different things the districts could all be doing to make things easier
- Structuring phase
- E-Board is going to start doing a needs analysis with the SAU to determine the needs more clearly.
- Amy Mullins will send an email out to the Board Members to

### B. Building & Grounds Committee – (GC, AM)

- A proposal was submitted to replace the playground sign.
  - 603 Stix providing this sign → New company. Doing all of the local business signage.
  - This is being paid for out of the General Funds
    1. “Repairs to Building” section
- Rod Roofing quoting was given to repair the roofing.
  - Money will be saved up in the Building Trust to work to this.
- Future project → Re-Paving the parking lot.
  - Black Top quoted \$17,000
  - Possible cheaper alternative → Amy Mullins will provide.
- Projector
  - Tweaking to make sure positioning is correct
  - Quoting was taken for installing the projector
    1. Working on details
  - Current timeline → completed by the time of the school play Junie B. Jones.

### C. Budget Committee – (GC,JG)

- Meetings have occurred.
- Function lines have been created
- 5.4% increase currently.
- The Committee wanted to keep the budget at the 3.2 % increase → Wanted to be reasonable. Adjustments have been made
  - Some things are out of our control when it comes to the increases
    1. Health insurance increases
    2. Salary increases
- Adjustments have been made

- Contractual College Courses → Taken from grant funding
- Line Items for Professional Development
  - Originally teachers were given a blanket of \$600 for professional development.
  - \$5,000 is earmarked for professional development to allow this
    1. A safety net is in place in case there is something unexpected. (Grant funding).
- The next meeting is November 17th, and every Friday following
- Insurance presentations will be hosted, sponsored by the Union

D. Negotiations – (MD, JG) -

- None

IX. Policy Handbook – (MD, NM)

The red font is being deleted. The blue font is being added.

1. EHAB – Data Governance and Security – First and Second Reading

- Much of this is formatting and making it specific to our district.
- The team went through the policy and amended the terminology.
- Much of what needed to be focused on was the cyber security.

**Motion by Amy Mullins to approve first and second reading; seconded by Joe Garrison. All in favor; Motion passes.**

2. GBCD – Background Investigation and Criminal History Records Check – First and Second Reading

- Lafayette is pretty up to date on their background policy
- A few additions were made, mostly taken by the sample policy update
  - Bus monitors – to be consistent with updates.
  - RSA 189 → Reflective of the Fall update
  - The biggest changes around D5
    - *the Superintendent may NOT share with the Board information directly gleaned from the CHRC regarding specific criminal charges, arrests, convictions, etc., but may share the fact that s/he is nominating a person whose background investigation revealed information requiring the Superintendent to apply the criteria established by the Board in the preceding paragraph,*
- No big changes made
- Designated volunteers need to have a background check.
  - Amy Kopp’s discretion regarding who are the “designated volunteers” due to the programming that is offered.
    - Currently, in the Lafayette handbook, chaperones do not fall under this category. Does the board want to change this?
      - It is thought that if a parent is driving a student or if there is ever a time when a chaperone might be alone with the children, they should be signing the code of conduct and getting a background check.
      - Ideas:
        - Consider the LPTO funding the background checks.
        - Station at Open House for families to fill out their background check forms (online).
  - Discussion around who is considered a “designated volunteer”



- A volunteer background check is suggested to be done at the beginning of the year (suggestions: have families fill this out in kindergarten, and follow the parent through the school years).

**Motion by Amy Mullins to the approval of GBCD – Background Investigation and Criminal History Records Check first and second reading; seconded by Joe Garrison. All in favor; Motion passes.**

3. JCA – Change of Class or School Assignment Best Interests and Manifest Hardship – First and Second Reading
  - Kept just in case, does not currently pertain to this community.
  - Addition made → 2b

**Motion by Amy Mullins to the approval of JCA – Change of Class or School Assignment Best Interests and Manifest Hardship first and second reading; seconded by Joe Garrison. All in favor; Motion passes.**

4. JKAA – Use of Restrains and Seclusion – First and Second reading
  - Addition made → Policy Statement
  - This is a last resort at Lafayette, it is not something that is happening.
  - There is a requirement within the policy of coregulation → Page 6 #3
    - From the state of NH

**Motion by Amy Mullins to the approval of JKAA – Use of Restrains and Seclusion first and second reading; seconded by Joe Garrison. All in favor; Motion passes.**

- X. School Staffing Notifications & Approvals
  - None

XI. Non Public Session as per RSA 91A:3, I, II if required  
Following a roll call vote at 7:22 pm, the Board went into Non-Public session.

XII. Adjournment

**Motion by \_\_\_\_\_ to adjourn; seconded by \_\_\_\_\_. All in favor; Motion passes. The meeting was adjourned at \_\_\_\_\_**

Next Meeting: December 12, 2023