

Lafayette School Board
Lafayette Regional School
August 16, 2023
Board Meeting at 5:30 PM

Attendees

- Board
 - Amy Mullins, Chair
 - Megan Detamore, Vice Chair
 - Gail Clark
 - Nicole MacKay
 - Joseph Garrison
- LAF
 - Amy Kopp, Principal
- SAU
 - Kate Segal, Superintendent
 - Toni Butterfield, Business Manager
- Clerk
 - Heather Golding

I. Call to Order

- Meeting called to order by Amy Mullins at 5:30 pm.

II. LPTO Report

- First LPTO meeting of the school year will be on August 31st.
- LPTO will be organizing a coffee meet up on first day of school right after drop off.
- LPTO will be hosting an open house and ice cream social on September 21 at 6pm.
- LPTO is hoping to attract new membership.

III. Approval of the Minutes

- The Board identified a few revisions to be made to the draft minutes.

Motion by Joe Garrison to approve the minutes as amended from the June 8, 2023 School Board Meeting; seconded by Megan Detamore. 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.

- None

V. New Business

1. Board Clerk

- The Board is seeking someone to fill the LAF School Board Clerk position on account of Heather Golding's departure.
- Susan Ober will send an email seeking candidates.

2. Bus Routes

- People have reached out to the school with concern that some bus routes are over an hour long, which is longer than the 45 minutes agreed to for LAF students by the new bus company.
- Amy K agreed to contact the bus company to discuss a resolution to this matter.

VI. Continuing Business

A. Review of ESSER Grants Funds (Kate)

- ESSR 3 funds budgeted have a balance of over \$191,973 which needs to be spent by September 30, 2024. The funds are currently budgeted for a Math and Reading interventionist and roofing work.

B. Review of Federal Grants Funds (Kate)

1. Amy K, Toni and Nancy Anunziato are working on the grants.

VII. Standing Reports

A. Principal (Amy Kopp)

1. July Professional Development ("PD") Days Recap/School Goals

- Amy noted she was very impressed with the LAF staff. They are very dedicated and knowledgeable.
- Her first official job as principal was to run a staff PD day on July 24th. The goal for this day was to introduce herself and communicate her professional goals for the school year as principal, as well as facilitate the process of coming up with school goals for Lafayette for the 2023-2024 school year. The goals decided upon were:
 1. Improve the culture and climate in the building
 2. Improve over-all communication throughout the building
 3. Support students with clarity and consistency with a clear MTSS (Multi-tiered System of Support) structure
- On July 25th and 26th, Garret Ferguson and Cathi Burton facilitated two days of training on the Science of Reading. The goal of the two days was to come away with a vision statement of sorts for Lafayette regarding how the school will approach literacy instruction, which was: "Lafayette Regional School District is dedicated to providing research-based, engaging literacy instruction where students are known, challenged, and believed in as readers and writers. Our vision is for all students to be confident and competent readers and

writers who use literacy to actively seek out knowledge, think critically to evaluate information, make informed decisions, and communicate effectively and responsibly.”

- Amy thanked Garret and Cathi for all of the work that they both put into these two days.

2. LETRS for Administrators Training

- On August 2nd and 3rd, Amy attended the first 2 virtual training sessions of the Language Essentials for Teachers of Reading and Spelling (LETRS) training. It was very valuable and relevant.

3. NH Principal's Academy

- On July 9th and 10th Amy attended the NH Principal's Academy that was put on by DrummondWoodsum Attorneys at Law. Some of the important NH / Federal policies that schools are legally bound to were gone over in detail, and new laws that were just passed this summer were discussed as well. Particularly, one law, House Bill 170, states that all schools are required to teach cursive writing and multiplication facts by the end of 5th grade effective this school year. Teachers in grades 3-5 are looking into possible programs such as Handwriting without Tears to use to fulfill this requirement.

4. Staff Survey

At 6:07 pm, the Board moved into Non Public Session, as per RSA 91A:3, I, II, by Roll Call Vote. The Board discussed the results of principal's staff survey. At 6:18pm, the Board came out of Non Public Session by Roll Call Vote.

5. Meet the Principal Meetings

- Amy has scheduled “meet the principal” meetings with any staff who would like to come in. The purpose is to get to know the staff members a little bit better and give them a voice to express anything that could make their job teaching students more effective. The meetings have been very worthwhile.

6. Handbooks

- Amy has been working on creating new handbooks that refer to the current school board policies. She completed the Parent/Student Handbook and is still working on the Staff Handbook.
- The Board noted copies of the policies were missing in the current draft. Amy agreed to add all require policies and email a revised

version to the Board for discussion at the next meeting. She also will provide a red-lined version of the revisions for the Board's review.

- The Board provided some comments on the first draft for Amy's consideration.

7. Looking Forward to the School Year

- Amy concluded her report by stating she is looking forward to the start of school and can't wait for students to arrive on August 28th. She also is looking forward to working diligently to ensure that the students of Franconia, Sugar Hill, and Easton are given the best possible education in a safe, caring and engaging environment.

B. Superintendent (Kate Segal)

1. Discussion – Pledge of Allegiance

- Kate asked the Board if it would like to consider doing the Pledge of Allegiance after the Call to Order at each Board meeting. She said it is the Board's choice and explained she is asking all the Boards if they would like to do so and that responses have varied.
- The Board discussed it and decided not to make it a regular practice.

2. Welcome Back Letter

- Kate sent her Welcome Back Letter sent to all the principals and they will distribute them

3. UNH Leadership Certificate

- Kate attended 4 classes through UNH and obtained a Leadership Certificate.

4. NHSBA Board Roles and Responsibilities

- Kate explained she is providing these to all Boards to encourage them to have a Policy Committee and also a Budget Committee that meets all year long. Joe volunteered to attend a monthly finance meeting to learn more about the operations. Toni agreed to send an email to Amy K and the Budget Committee regarding next steps.

C. Business Manager (Toni Butterfield)

1. Revenue/Expense YTD to Budget Statement.

- Tony provided a detailed report on the Revenue/Expense YTD to Budget Statement. She will continue to do so on a monthly basis as the auditors would like the Board to see this level information to understand progress against the budget. She discussed the report.
- Total estimated revenues were \$2,876,461 as of June 30, 2023.

- There is an estimated ending fund balance to move forward of \$25,382 which is where the District wanted to be and reflects accurate forecasting.
2. Laftercare:
 - Toni stated Laftercare has an ending balance of \$47,138.
 - Amy K shared with the Board that Mallory Wilson, Meg James, and Eliza Wilson will be staffing the Laftercare program this year.
 - The Board discussed compensation and budgeting for the Laftercare program. Toni agreed to work up a proposal for review.
 - Amy K also shared that the State of NH asked Lafayette to participate in a pilot program called Play Club Program. Lafayette will be participating. The school put out a flyer requesting volunteers.
 3. Adequacy Update
 - Toni explained the concept of “adequacy” to the Board.
 - Lafayette does not currently receive adequacy and Toni does not anticipate receiving it going forward.
 4. Fuel bids
 - Toni received one fuel bud from Dead River.
 - There are no current bids for pellets, but she anticipates receiving that in September.

Motion by Megan Detamore to approve to accept the bid from Dead River and allow Amy Mullins to sign it; seconded by Joe Garrison. All in favor; Motion passes.

VIII. Committee Reports

A. Executive Board - (AM)

- SAU offices are moving to Franconia during the week of October 13-20.
- They discussed trying to abbreviate the length of Board meetings.
- The Board assigned Kate Segal a mentor, Dean Cascadden, a former superintendent. Kate said she is really looking forward to working with him.

D. Building & Grounds Committee – (GC, AM)

- a. The Committee met with Gordie to create a list of ongoing projects to keep an eye on, including upcoming inspections.
- b. They will create a timeline for the Board. Toni requested a copy.
- c. The Committee would like to understand the funds available for some minor projects they’re considering.
- d. Amy K told the Board she found an old Facility Maintenance Plan that she will work to make current.
- e. Bob Ward, custodian, will be invited to Building & Grounds Committee meetings. He will attend meetings, provide an update of what he believes is needed, and the Committee will take his recommendations under review.
- f. Bob Ward will respond to emergency calls from Central Alarm regarding facilities. He will then notify Amy K if there is a problem that

needs to be dealt with. The Board will work to have Bob named as the contact for calls from Central Alarm.

- g. Amy K will follow up on the status of the projector.
- h. Board discussed resetting the code to the multipurpose room. Amy K will discuss with Bob Ward how to do so and ensure an accurate record is kept of who has what code. She also will work on a plan to ensure the last person who leaves at the end of the day locks the door to the multipurpose room.

E. Budget Committee – (GC,JG)

- a. Amy K asked the Burnells if they would stay on the Budget Committee for one more year. They kindly agreed that one or both would stay on for one more year.
- b. The Board discussed how to ensure there is some representation of people with experience on the Committee this year to help ensure there is historical knowledge during this transition year.
- c. Amy K will continue to build the Committee membership.

F. Negotiations – (MD, JG)

- a. Nothing

G. Policy Handbook – (MD, NM)

- a. Nothing

X. School Staffing Notifications & Approvals

- A part-time custodial position has been posted. There have been no applications. A suggestion was made to offer the current part-time custodian a full-time role.

Motion by Joe Garrison that Amy Kopp be allowed to offer the part-time custodian a full-time position/contract; seconded by Nicole MacKay. All in favor; Motion passes.

XI. Non Public Session as per RSA 91A:3, I, II

- The Board entered non-public session by roll call vote at 7:46pm.
- The Board discussed a staffing matter.
- The Board came out of non-public session by roll call vote at 8:11pm.

XII. Adjournment

Motion by Megan Detamore to adjourn; seconded by Nicole MacKay. All in favor; Motion passes. The meeting was adjourned at 8:11pm.

Next Meeting: September 14, 2023

Notice is hereby made that public comment shall be made without expectation of a response by any School Board member to matters raised by such commentary. The Board will not hear personal complaints about school personnel nor against any person connected with the school system. The expectation of all in attendance is to conduct themselves in a civil manner. The Board respects the right of the public to communicate its stance of matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly posted agenda only.