

LAFAYETTE BOARD OF EDUCATION
LAFAYETTE REGIONAL SCHOOL
FRANCONIA, NEW HAMPSHIRE

DATE: December 13, 2018
TIME: 5:00 PM

Attendees:

Gordie Johnk, Principal
Pierre Couture, Superintendent
Board Members: Christi Gignac, Amy Mullins, Chris Thayer, Denys Draper
Luther Kinney, Board Chairman
Kristin Franklin, Business Manager
Samantha Presby, School Nurse
Toni Butterfield
Lynne Warren
Robert Peraino

Meeting called to order by Vice Chair, Christi Gignac at 5:00 pm

No Public Input

LPTO REPORT - Denys Draper distributed the report and highlighted several items.
Toni Butterfield submitted paperwork to file as a 501c3 organization.
Recycle sale is this coming Monday, 6th graders will help setup for the sale after school Friday.
Holiday cookie sale Thursday Dec, 20. The holiday concert is that evening.
The design for t-shirts is well underway and the hope is to have a mock-up ready by the night of the holiday concert so orders can be taken.

Approval of minutes from November 8, 2018 meeting

MOTION WAS MADE BY DENYS DRAPER AND SECONDED BY AMY MULLINS TO APPROVE THE MINUTES FROM THE NOVEMBER 8, 2018 MEETING, WITH THE FOLLOWING CORRECTIONS. ALL IN FAVOR, MOTION CARRIED.

- Page 3, first paragraph, fourth full sentence: correct spelling from Fishing to Phishing
- Page 5, Correction to policy title in motion regarding policies for first reading. IHB should be IHBG

Principal's Report

Principal Johnk recapped the report which had been sent by email to the board members.

Recently an issue arose regarding aromatherapy in school, related to essential oils a student had a school. Samantha Presby, School Nurse, along with Principal Johnk investigated the issue, hoping to get some guidance from what has been done at other schools in the state. These oils are not regulated by the FDA, and there is no real information on the packing regarding what they contain. Of significant concern is the potential impact to other students including allergies and sensitivity to the scents. It appears that no other schools have policies in place related to essential oils & aromatherapy at this time.

Principal Johnk made the decision to not allow the oils at Lafayette, and asked for the board's input on whether to allow the decision to stand for the time being until a policy is developed.

Samantha Presby, the School Nurse was present for questions and discussion. She supported Principal Johnk's decision and is not comfortable allowing aromatherapy oils in the school at this time and until more research and information is available.

Superintendent Couture suggested that the policy committee research and develop a policy to address the issue. Discussion ensued, and Christi Gignac will reach out to Will Phillips from the NH School Board Association Policy Services for assistance with the policy.

The board agreed that Principal Johnk's decision will stand until the formal policy is in place.

Superintendent's Report

Superintendent Couture summarized key points from the report.

A list of upcoming budget hearing and annual meeting dates & times was distributed, and Couture reminded the board of changes to normal meeting times for the next few meetings during budget season.

Couture mentioned that at the recent SAU meeting someone had submitted feedback suggesting improved web based communications. He asked that the person who submitted the request to provide additional information and direction in this regard so the request could be fully evaluated and acted upon appropriately.

Budget Review

Principal Johnk highlighted key points from the proposed budget.

Most changes were in the 1100 series accounts due to pay increases for staff, and the proposed addition of a new para-professional to the Lafayette staff.

Another key change is due to health insurance buy-outs.

He mentioned that it is always difficult to budget accurately for substitute teachers since the requirements for them are not predictable.

It was noted that there are many budget items over which the board and school have little or no control including things like FICA and teacher retirements.

Johnk recapped various figures and changes (both increases and reductions) from the current budget and provided explanation for many of the changes.

There was some discussion regarding how the SAU budgets for Speech and Occupational Therapists, and how that impacts this upcoming budget, including transitions this year related to the speech pathologist. There was also discussion about how to ensure equitable distribution of speech resources and costs across the 5 school districts in the SAU.

Johnk detailed the overall significant increase areas including a key increase in salaries and benefits. He also presented potential options to minimize and offset some of the increases.

Amy Mullins noted that one factor related to the increase in salaries is an attempt to get the para-professional salaries up to a more reasonable wage. Their raises over many years have not kept up with inflation.

Discussion of potentially adding a budget line for LAFTER Care, even with a minimal dollar amount (maybe just \$1) in case money is eventually needed for the program. Kristen provided some input on how that might need to work, along with pros & cons.

Chairman Kinney said that in general he sees no issues with the overall budget increase and defensibility of the budget as proposed. However he would like to revisit a couple of the areas including the one related to the Speech & Occupational Therapists to make them more in line with actuals. He also expressed that he would advocate for an increase in the principal's salary to be more in line with what's being proposed for teachers.

The Board is to consider all of the information provided and come to the January Board meeting with any suggestions or questions.

Approval of Bills - Kristin Franklin

1. Franklin recapped the current financial statements, and specified that there were no significant differences from last month. She also noted that LAFTER care shows a profit of approximately \$1,000.
2. Check Release Request - There have been discussions with all school boards & principals in the SAU to allow Franklin and Superintendent Couture to sign manifests so that checks can be released every 2 weeks. There can be a significant lag time with the current process which sometimes causes hardships for small, local vendors. The proposal is to authorize Franklin or Superintendent Couture to sign the manifests and then bring to the meeting for review, or deliver to the school every 2 weeks, for review. There are internal controls in place that should ensure that the manifests are in order. This would be constitute continuing the procedure that had been approved and in place over the summer.

MOTION BY DENYS DRAPER, SECONDED BY CHRISTI GIGNAC, TO AUTHORIZE KRISTIN FRANKLIN AND PIERRE COUTURE TO RELEASE CHECKS AFTER APPROPRIATE APPROVAL OR SIGN OFF ON INVOICE AT THE SCHOOL LEVEL. THEN THE BOARD TO REVIEW AT THE NEXT BOARD MEETING. ALL IN FAVOR, MOTION CARRIED.

3. Approval of Contract with Franconia Gas for Propane - Franklin asked for a motion to enter into contract and authorize Chairman Kinney to sign the contract. Principal Johnk proposed requesting that Franconia Gas to request the tank fee removed from the contract. There was brief discussion of the tank fee, contract period, and other aspects of the contract.

MOTION BY THAYER, SECONDED BY CHRISTI GIGNAC, APPROVE CONTRACT AFTER REQUESTING THE TANK FEE BE WAIVED AS A CONDITION OF THE CONTRACT, AND TO AUTHORIZE CHAIRMAN KINNEY TO SIGN THE CONTRACT. ALL IN FAVOR, MOTION CARRIED.

Board of Education Committee Reports

- Executive Board - No report
- Budget discussed earlier in this meeting
- Review of Proposed Budget from the Budget Committee
- Building & Grounds - Principal Johnk
 - Abutting property update: Cleanup of debris has been completed. The buildings are still encroaching, but abutter plans to resolve next summer. Not feasible at this time due to weather conditions / snow.
 - It is likely that soil samples need to be done on the affected property. Environmental engineering firm Stonecipher & Clark has been consulted regarding options for the sampling and testing. The cost is significant just for the testing, and there is no way at this point to predict what remediation may be needed and those associated costs. More research and investigation need to be done, including checking with the school's insurance company to see if they would cover the costs, and potentially subrogate.

Negotiations / Personnel - None

Policies / Procedures

1. Policies for 1st reading

- a. ADB - Drug-Free Workplace & Drug-Free Schools
- b. GBEC - Drug-Free Workplace & Drug-Free Schools
- c. ADC - Tobacco Products Ban Use and Possession In and On School Facilities and Grounds
- d. GBED- Tobacco Products Ban Use and Possession In and On School Facilities and Grounds
- e. JICG- Tobacco Products Ban Use and Possession In and On School Facilities and Grounds
- f. JRA - Student Records and Access - FERPA

Motion by Denys Draper, seconded by Chris Thayer, to approve policies for 1st reading. All in favor, motion carried.

2. Policies for 2nd Reading and Approval

- a. IHBG – Home Education Instruction
- b. JICD – Student Conduct, Discipline and Due Process Safe School Zone

Motion by Denys , seconded by Thayer, to approve policies presented for 2nd reading. All in favor, motion carried.

Motion by Denys Draper, seconded by Christi Gignac to adjourn. All in favor, motion carried.

Meeting adjourned by Chairman Kinney at 7:13 pm.