

LAFAYETTE SCHOOL BOARD  
LAFAYETTE REGIONAL SCHOOL  
MAIN STREET  
FRANCONIA, NH 03580

DATE: MAY 9, 2013  
TIME: 5:30PM

## MINUTES

PRESENT: Chairman Tina Peabody, Board Members Thomas Eyman, Linda Gaitskill, Mary Jo Greene; Superintendent Paul MacMillan; Business Manager Sandra Stone; Principal Gordie Johnk; Administrative Assistant Toni Butterfield.

The meeting was called to order by Chairman Peabody at 5:35 PM

PUBLIC INPUT – None

### LPTO REPORT

Principal Johnk distributed copies of the LPTO's written report for Board information and review. The monthly meeting was held on May 6, 2013.

Principal Johnk advised the Board that this is Staff Appreciation Week. The LPTO has sponsored a number of activities to honor the staff. Monday was breakfast day; Tuesday was bring home a meal day with staff being provided with a Schwan's prepared meal to alleviate their need to cook; Wednesday was a Mexican Luncheon at Chef Joe's; Thursday was juice day; and, Friday is yet to come. The staff has been very appreciative of the efforts on their behalf.

Bill Mellekas was granted two requests for funding. The first is for \$100.00 for offsetting printing costs for wildflower books, a creative writing project. The second was for up to \$125.00 for a multi-generational art project and show, collaboration with local senior citizens that the students have been working with all year.

Volunteers for a spring planting team were sought to assist with spring cleanup and planting at Lafayette Regional.

Parental concern was raised as to the cost to parents for participating in student field trips as chaperones. A brief discussion ensued.

The LPTO is reviewing possible changes to the bylaws pertaining to a quorum number for holding a meeting.

MOTION BY THOMAS EYMAN, SECONDED BY LINDA GAITSKILL TO APPROVE THE MINUTES OF THE APRIL 11, 2013 MEETING AS WRITTEN. The following change was requested:

Page 3, paragraph 1, line 3 should read . . . MOTION BY LINDA

ALL IN FAVOR WITH THE AFOREMENTIONED CORRECTION, MOTION CARRIED.

## PRINCIPAL'S REPORT

Principal Johnk called the Board's attention to his written report which was distributed earlier in the day via e-mail for Board information and review briefing them on the contents and fielding questions as necessary.

Principal Johnk advised the Board that NWEA Testing is currently being administered for the first time in a pilot program to acclimate staff and students. All are on a learning curve for this online program which is broken down into three categories. They are K-1; Grades 2-5; and, Grade 6 which goes along with the middle/high school programs. The turnaround time to see the results is practically immediate. The staff plans on meeting during the summer to analyze the data and decide how to best implement the needed modifications to improve student achievement. A brief discussion ensued.

Principal Johnk distributed information on the planned, grant funded summer professional development program at Lesley University in Cambridge, MA. The program is entitled Genre Study: Teaching with Fiction and Nonfiction Books in a Readers' Workshop, Grades K-8. This will be facilitated by literacy expert and author, Irene Fountas and the Lesley University Faculty. The program will take place on July 15-18, 2013 on the Lesley campus. Principal Johnk and nine staff members will be participating.

## SUPERINTENDENT'S REPORT

Superintendent MacMillan recommended the appointment of the support staff members (copy attached) for the 2013-2014 school year. Superintendent MacMillan noted that several area SAU's (Gorham, Groveton, Conway) had pink slipped all paraprofessionals and Title I educators due to the sequestration by the Federal Government. SAU 35 contracts include wording indicating that contract is contingent on receipt of federal funds which covers us and prevents the need for non-renewal letters. Following a brief discussion, MOTION BY THOMAS EYMAN, SECONDED BY MARY JO GREENE TO APPROVE THE SLATE OF SUPPORT STAFF APPOINTMENTS FOR THE 2013-2014 SCHOOL YEAR AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent MacMillan distributed a packet of information for Board member review. Any questions should be directed to the superintendent.

Superintendent MacMillan briefed the Board on the completion of the Superintendent Search and the recommendation of the committee to the Executive Board. This was an extremely difficult decision for the committee to make as the two finalists were each outstanding in the interview process. The committee deliberated for some time and chose Pierre Couture of Jefferson as their recommendation. Mr. Couture is currently the Principal of Groveton High School.

Superintendent MacMillan advised the Board that he wishes to enhance the roll of Profile Assistant Principal Courtney Vashaw by naming her as SAU 35's liaison for CIA (curriculum, instruction and assessment). The SAU will provide her with a membership to the NHSAA along with a stipend (amount yet to be determined) for these efforts. The majority of the work will be done on her own time. A brief discussion ensued.

Superintendent MacMillan distributed copies of the Quick Reference Guide for Standards for Professional Learning that was utilized at the Full Board Meeting by Virginia Clifford and Karen Soule of the NH DOE for their presentations. Superintendent MacMillan distributed copies of the SAU's 2012-2013 Accomplishments and Works in Progress for Board information and review. He also included a copy of the US News College Compass which show's Profile Senior High School ranked number two in the State of NH.

Superintendent MacMillan distributed copies of proposed Job Descriptions for Lafayette Kindergarten Classroom Teacher, Lafayette Lower Primary Classroom Teacher, and Lafayette Upper Primary Classroom Teacher for Board information and review. Superintendent MacMillan worked closely in the development of these with SAU 35's Human Resource Representative Gabrielle Granger-Clark. The descriptions were sent out to staff prior to Spring Break and unfortunately the response has been very poor. Superintendent MacMillan is requesting that Principal Johnk meet with each of these groups and share their input and/or changes with him. Following a brief discussion, MOTION BY MARY JO GREENE, SECONDED BY THOMAS EYMAN TO APPROVE THE AFOREMENTIONED JOB DESCRIPTIONS FOR FIRST READING AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent MacMillan advised the Board that he has received a letter from Jay Tolman of NEA NH advising that the Lafayette Education Association will agree with the Board to waive the 180 day student contact in the Collective Bargaining Agreement for the 2012-2013 school year. This came about as the District will not be required to make up the one snow day due to the fact that they have sufficient school hours for the year. A brief discussion ensued.

Superintendent MacMillan requested Board input as to summer meeting dates. Historically the Board has not met during the month of July. Following a brief discussion the Board agreed not to hold a meeting in July and to move the August date to ensure a quorum. The August meeting will be held on Thursday, August 1, 2013 at 5:30 PM at Lafayette Regional School.

Superintendent MacMillan advised the Board that the state has given a deadline of May 15<sup>th</sup> to the federal government pertaining to the granting of the proposed waiver. It is his understanding that AYP results will be released on that date. A brief discussion ensued.

Superintendent MacMillan advised the Board that all districts will be charged with developing a policy on Teacher Effectiveness and Professional Development. NHSBA is currently working on a model policy.

#### FINANCIAL:

Manifests were circulated for Board information and approval.

Business Manager Sandra Stone distributed copies of the School Lunch Report for Board information and review noting that the current projected yearend balance is (\$7,580.31). This amount is within the balance set aside in the budget for this purpose and Ms. Stone anticipates that the program will finish the year within the given limits with a deficit balance of approximately \$8,800.00. This is a similar situation that all districts are running into due to the new federal and state guidelines and the 6 Cent program. A brief discussion ensued.

Business Manager Sandra Stone distributed copies of the Financial Reports for Board information and review noting that the current projected yearend balance is at a deficit of (\$6,791.00). This amount includes monies being held for unencumbered expenses in the areas of substitutes, student activities, the purchase and installation of the heating panel, and supplies along with the estimated beginning balance for next year and the monies to be placed in the Building & Grounds Maintenance Expendable Trust Fund. The balance reflects a loss of revenue from National Forest Lands in the amount of \$3,188.03. Ms. Stone still anticipates that the District will finish the year in the black. A brief discussion ensued.

Business Manager Sandra Stone advised the Board that the firm who has done the bleacher inspections for a number of years, Horace Goodrum Gym Services, appears to be out of business. Ms. Stone has found a company out of Rollinsford, NH who visited all the schools and provided a quote for testing/inspecting the bleachers, mats, climbing walls, and baskets at a

cost of \$1,000.00 per inspection. Principal Johnk advised that Head Custodian Stan Sawicki has located an outfit in Burlington VT who does this as well. He will provide the SAU with the contact information for this firm. Ms. Stone will also check with other SAU's in the area to see who they use. A brief discussion ensued.

#### BOARD REPORTS

EXECUTIVE BOARD – No Report

BUDGET – No Report

#### BUILDINGS & GROUNDS

Principal Johnk distributed copies of a Preliminary Report prepared for Lafayette Regional School by Siemens pertaining to Energy Benchmarking for Board information and review. This report includes but is not limited to the following

- Energy Cost Analysis
- Summary of Potential Savings
- Measuring your Building's Carbon Footprint
- Information on Siemens Industry, Inc., Building Technologies Division
- Facility Attributes use for the Energy Star Benchmark
- Recommended Measures
- Occupancy Sensors – Temperature Setback
- Boiler Replacement
- Lighting Upgrades and Improvement
- Kitchen Exhaust Hood Controls
- Pump Retrofit with VTD
- Walk-In Cooler Controllers
- Demand Ventilation (CO2 Sensors)

Siemens will provide an Engineering Proposal for a cost of \$5,000.00. The Building & Grounds Committee is continuing to look into alternative fuel sources and options for the future. A brief discussion ensued.

Principal Johnk advised the Board that there is a need to modify the amount asked for the Front Door Security update. It was anticipated that this would cost up to \$4,700.00 but is now looking to be \$5,000 +/- . The bid from Zizza is for \$5,053.00 and the committee has not heard back from Control Technologies as yet. They will keep the Board updated as the process moves forward. A brief discussion ensued.

NEGOTIATIONS/PERSONNEL – No Report

#### POLICIES/PROCEDURES

Linda Gaitskill presented the following policies for second reading and approval

- BHE School Board Use of E-Mail
- DBC Budget Planning, Preparation, and Adoption
- IHAM Health and Sex Education Exemption for Instruction
- ILBA Assessment of Student and School Performance
- KEC Reconsideration of Instructional Materials

Following a brief discussion, MOTION BY THOMAS EYMAN, SECONDED BY MARY JO GREENE TO ACCEPT THE AFOREMENTIONED POLICIES FOR SECOND READING AND APPROVAL AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Linda Gaitskill recommended the elimination of the following policy which is now covered in other areas:

JKD Suspension and Dismissal of Students

Following a brief discussion, MOTION BY THOMAS EYMAN, SECONDED BY MARY JO GREENE TO ELMINATE POLIICY JKD SUSPENSION AND DISMISSAL OF STUDENTS AS RECOMMENEED. ALL IN FAVOR, MOTION CARRIED.

There being no further business to come before the Board, MOTION BY THOMAS EYMAN, SECONDED BY MARY JO GREENE TO ADJOURN THE MEETING AT 7:47 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted;

Marjorie Brown  
Board Clerk

APPROVED BY THE LAFAYETTE SCHOOL BOARD JUNE 13, 2013