

## BOARD MEETING MINUTES

PRESENT: Board Members Luther Kinney, Christi Gignac, Linda Gaitskill, Denys Draper (arrived at 5:50 PM); Superintendent Pierre Couture; Business Manager Tina Peabody; Principal Gordie Johnk; Administrative Assistant Toni Butterfield; Staff member Julie Quesnell.

The meeting was called to order at 5:30 PM by Superintendent Couture.

### ORGANIZATION OF THE BOARD – NOMINATION OF CHAIRMAN AND VICE CHAIRMAN

Superintendent Couture opened the floor to nominations for Chairman of the Lafayette School Board. Linda Gaitskill nominated Luther Kinney to the position of Board Chairman. MOTION BY LINDA GAITSKILL, SECONDED BY CHRISTI GIGNAC TO APPROVE THE NOMINATION OF LUTHER KINNEY TO THE POSITION OF BOARD CHAIRMAN. ALL IN FAVOR, MOTION CARRIED.

Chairman Kinney opened the floor to nominations for Vice Chairman of the Lafayette School Board. Linda Gaitskill nominated Thomas Eyman to the position of Vice Chairman. MOTION BY LINDA GAITSKILL, SECONDED BY CHRISTI GIGNAC TO APPROVE THE NOMINATION OF THOMAS EYMAN TO THE POSITION OF BOARD VICE CHAIRMAN. ALL IN FAVOR, MOTION CARRIED.

PUBLIC INPUT – None

### LPTO REPORT

Toni Butterfield distributed copies of the LPTO Meeting Minutes for the April 7, 2015 meeting for Board information and review.

Ms. Butterfield advised the Board that the LPTO had granted requests for \$1,600.00. \$1,402.20 for twelve new classroom cameras (Canon Power Shot ELPH140 with SD card) and \$204.00 for the Festival of the Arts program in the spring covering the cost of 120 flower pots and plant seedlings.

The Spelling Bee has been cancelled for this year. It is anticipated that this will be back next spring.

Ms. Butterfield advised that Staff Appreciation Week this year will be May 18-22, 2015. Preparations for this are in the works.

Ms. Butterfield advised the Board that the LPTO has decided to continue the tradition of Back to School Coffee on the First Day of School. They are seeking volunteers for this project.

Ms. Butterfield advised that the LPTO has researched Schoolstore.com and plan to begin this program ASAP. There are a number of shopping websites that offer a discount if you go through the schoolstore website. Letters will be sent to parents outlining this site.

MOTION BY LINDA GAITSKILL, SECONDED BY CHRISTI GIGNAC TO APPROVE THE MINUTES OF THE MARCH 11, 2015 MEETING AS WRITTEN. The following corrections were requested:

Page 2, paragraph 1, line 3 should read . . . very educational . . .

Page 2, paragraph 8, line 3 should read . . . it may be considered . . .

ALL IN FAVOR WITH THE AFOREMENTIONED CORRECTIONS, MOTION CARRIED.

## PRINCIPAL'S REPORT

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

Principal Johnk advised the Board that students in grades 3-6 have been participating in the SBAC (Smarter Balanced Assessment Consortium) the past few weeks. These assessments are aligned with the Common Core State Standards and offer an increased amount of rigor for the students. The writing portion is now part of each grades assessment instead of only in grade 5 as the NECAP's were. Principal Johnk extended thanks to Julie Quesnell for providing the necessary tech support for the testing program to run smoothly. Principal Johnk noted that the scores for this first year will not count. A brief discussion ensued.

Principal Johnk advised the Board that Report Cards were distributed recently and Parent/Teacher Conferences were held. Lafayette had an almost 100% attendance rate for conferences.

Principal Johnk advised that the annual Variety and Talent Show was once again a smashing success with students performing in many venues including singing, dancing and instrumental presentations.

The March Professional Development Day was utilized by staff to complete the fifth day of the Responsive Classroom Workshop. This program has been well received by the staff and integrated into the daily classroom life.

Principal Johnk advised the Board that he is continuing to explore IT service possibilities. These include proposals from Profile Technologies and SNS and the discussion of remaining with our own SAU. Currently there are 120 computers in the school counting all notebooks utilized by students. Principal Johnk advised the Board that he invited Julie Quesnell to this evening's meeting to seek her input into this dialogue. Principal Johnk distributed copies of the SNS proposal and the Profile Technologies proposal for Board information and review. The SAU has not submitted a formal proposal. Currently the IT needs at the SAU are managed by Ben Jellison and Dan Inghram. If Lafayette and Bethlehem join the full program it will be necessary to hire a lower level technician to tend to the day to day needs on a contracted basis. As Lafayette is already paying for the management of the SAU Network through their share of the SAU budget, this would result in a lesser cost to the district. There are many questions to be answered such as length of time before receiving service if on-site is needed, etc. Julie Quesnell explained how the current service with Profile technologies works from the submission of a request to the completion of the task. Toni Butterfield expressed concern that if this is a part-time situation and assistance is needed it could be less than ideal. She also raised the issue of Lafayette having Apple machines and would this cause any problems. A brief discussion ensued. Principal Johnk will provide additional information at the May meeting.

## SUPERINTENDENT'S REPORT

Superintendent Couture recommended the nomination of Professional Staff members for the 2015-2016 school year. Following a brief discussion, MOTION BY LINDA GAITSKILL, SECONDED BY CHRISTI GIGNAC TO APPROVE THE NOMINATIONS OF PROFESSIONAL STAFF (COPY ATTACHED) FOR THE 2015-2016 AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture revisited the e-mail recently send to all Board members pertaining to the loss of adequacy aide along with cuts in the stabilization grant. Superintendent Couture was in touch with all area representatives pertaining to these cuts on behalf of each of the districts. Superintendent Couture was advised that monies had been put back in from the House floor resulting in the anticipated cuts being for lesser amounts/percentages. The House passed their version of the budget and it is now onto the senate. It is anticipated that the senate will redevelop the budget in its entirety. A brief discussion ensued. Superintendent Couture will keep the Board updated in this process as it moves forward.

Superintendent Couture advised the Board that it is time to renew their membership in NCES for the 2015-2016 school year. Superintendent Couture recommends that they renew as full members at a cost of \$13.09 per student based on the December 2014 enrollment totaling \$1,003.95. Following a brief discussion, MOTION BY LINDA GAITSKILL, SECONDED BY DENYS DRAPER TO APPROVE THE NCES FULL MEMBERSHIP FOR THE 2015-2016 SCHOOL YEAR AT A COST OF \$1,003.95 AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture reminded the Board that the Full Board May meeting will be held on Wednesday, May 6, 2015 at 6:00 PM at Profile School. He is looking into having a presentation by Health Trust to address the 2018 implementation of Obama Care and the Cadillac Tax. Superintendent Couture further advised that the updated Teacher Evaluation Plan will be presented to the Board for approval.

## FINANCIAL

Manifests were circulated for Board review and approval.

Business Manager Tina Peabody distributed Financial Reports for Board information and approval noting that the current projected yearend balance is (\$8,514.68). This deficit amount includes monies set aside for student activities, the fuel oil bid, the heating system and additional costs involved in same and the beginning balance. Ms. Peabody anticipates some monies being returned to the general fund with the closing of purchase orders as the end of the year approaches. Ms. Peabody further advised the Board that their beginning balance may be less than the anticipated \$25,000.00 if this continues. A brief discussion ensued.

Business Manager Tina Peabody advised the Board that she did not include the short version (4 pages) of the expenditure report in this evening's handouts. If any Board member wishes this report she will be happy to forward to them.

Business Manager Tina Peabody distributed copies of the School Lunch Report for Board information and review noting that the program is maintaining. It was noted that the Winsnap Program missed one day's count of meals in the February report. This is due to a glitch in the paperwork that was not caught by Café Services. Ms. Peabody advised that she will be looking into replacing this program with a POS (Point of Service) program or Empower which is a cloud based program. A brief discussion ensued.

Business Manager Tina Peabody distributed the results of the recent Audit Bid noting that three firms have submitted bids. They are Melanson & Heath, Vachon, Clukay & Co., and Ron Beaulieu & Co. Following a thorough review of the submitted bids, Ms. Peabody is recommending awarding to Vachon, Clukay & Co. for a period of three years with two one year extensions. Ms. Peabody noted that all districts will save some monies over the contract period with the exception of Landaff. It is her intention to contact Vachon, Clukay & Co. and request that they consider lowering Landaff's cost once all bids are awarded. Following a brief discussion, MOTION BY LINDA GAITSKILL, SECONDED BY CHRISTI GIGNAC TO AWARD THE AUDIT BID FOR LAFAYETTE SCHOOL DISTRICT TO VACHON, CLUKAY & CO. AS PRESENTED AND TO AUTHORIZE BUSINESS MANAGER PEABODY TO SIGN THE CONTRACT. TWO YES, ONE NO – MOTION CARRIED.

Business Manager Tina Peabody advised the Board that their current electric contract expires this month. She is requesting Board approval to enter into a contract with Freedom Energy for a term of twenty-four months at a cost of \$.0890 per kilowatt hour. Eversource (PSNH) is currently at \$.1050 per kilowatt hour. Following a brief discussion, MOTION BY CHRISTI GIGNAC, SECONDED BY DENYS DRAPER TO APPROVE THE CONTRACT WITH FREEDOM ENERGY FOR A TERM OF TWENTY-FOUR MONTHS AT A COST OF \$.0890 PER KILOWATT HOUR. ALL IN FAVOR, MOTION CARRIED. Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY CHRISTI GIGNAC TO AUTHROIZE BUSINESS MANAGER TINA PEABODY TO SIGN THE FREEDOM ENERGY CONTRAT ON THEIR BEHALF. ALL IN FAVOR, MOTION CARRIED.

Business Manager Tina Peabody advised the Board that the Health Insurance rates for the upcoming year have come in lower than anticipated. They were budgeted at a 2.1% increase for professional staff and came in at a 1.5% decrease; support staff was budgeted at a 2.6% increase and came in at a 1.0% decrease. The overall savings for the district is anticipated to be \$29,000.00.

## BOARD REPORTS EXECUTIVE BOARD

Chairman Kinney advised that the Executive Board met on April 7<sup>th</sup>. It was a short meeting. Among the items discussed were the Health Insurance rates. The overall savings for the SAU is anticipated to be \$7,000.00. The Board also discussed the second reading and approval of Policy JKAA – Use of Restraints and Seclusion. This policy will be forwarded to individual Board policy committees.

BUDGET – No Report

## BUILDING AND GROUNDS

Chairman Kinney advised the Board that the Wood Pellet project is approximately \$20,000.00 over budget. The District also cannot apply for the PUC Grant until they have a signed contract. It is anticipated that the construction will begin as soon as the ground thaws. Chairman Kinney further noted that the shortage of funds, approximately \$30,000.00 overall, will come from the Building & Grounds Maintenance Fund. A brief discussion ensued.

Chairman Kinney requested that the Board approve the contract for installation of the Wood Pellet System with Froling Inc. in the amount of \$96,007.00. MOTION BY DENYS DRAPER, SECONDED BY LINDA GAITSKILL TO APPROVE THE CONTRACT FOR INSTALLATION OF THE WOOD PELLET SYSTEM WITH FROLING INC. IN THE AMOUNT OF \$96,007.00 AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

MOTION BY LINDA GAITSKILL, SECONDED BY DENYS DRAPER TO APPROVE THE EXPENDITURE OF UP TO \$30,000.00 TO COVER]R THE REMAINING EXPENSES OF THE WOOD PELLET PROJECT (COST OF THE SLAB, REMOVAL OF THE OIL TANK, RELATED COSTS, ETC.). ALL IN FAVOR, MOTION CARRIED.

Linda Gaitskill advised the Board that they have reviewed the window project which will now include 34 windows not 50 making it a more manageable project. Bids are being solicited.

NEGOTIATIONS – No Report

## POLICIES

Linda Gaitskill distributed an updated Policy To Do Listing for Board information and review.

CHRISTI GIGNAC presented the following policies for first reading:

JF	Enrollment
JICK	Student Safety and Violence Prevention
JKAA	Use of Restraints and Seclusion
JLCD	Administering Medication to Students
JLCD-R	Non-Prescription Medication Release
JLCD-R1	Prescription Medication Release
JLCJ	Concussions & Head Injuries

Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY CHRISTIE GIGNAC TO APPROVE THE AFORMENTIONED POLICIES FOR FIRST READING. ALL IN FAVOR, MOTION CARRIED.

## OTHER BUSINESS

Denys Draper advised the Board that she felt it was extremely inappropriate to have the Talent Show on Maundy Thursday (Holy Thursday). She asked that they be more considerate with their planning in the future.

Chairman Kinney requested Board members to review their committee memberships and let him know if they wish any changes for the coming year.

There being no additional business to come before the Board, MOTION BY DENYS DRAPER, SECONDED BY LINDA GAITSKILL TO ADJOURN AT 7:32 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,  
Marjorie Brown  
Board Clerk

APPROVED BY THE LAFAYETTE SCHOOL BOARD MAY 14, 2015