

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

DATE: APRIL 14, 2016  
TIME: 5:20 PM

## BOARD MEETING MINUTES

PRESENT: Board Members Luther Kinney, Denys Draper, Christi Gignac, Amy Mullins; Superintendent Pierre Couture; Business Manager Tina Peabody, Principal Gordie Johnk; Administrative Assistant Toni Butterfield; Staff Member Julie Quesnell; Profile Technologies Representative Michael Labonte.

The meeting was called to order at 5:20 by Superintendent Couture.

Superintendent Couture opened the floor to nominations for Chairman of the Lafayette School Board. Christi Gignac nominated Luther Kinney to the position of Board Chairman. MOTION BY DENYS DRAPER, SECONDED BY CHRISTI GIGNAC TO APPROVE THE NOMINATION OF LUTHER KINNEY TO THE POSITION OF CHAIRMAN OF THE LAFAYETTE SCHOOL BOARD. ALL IN FAVOR, MOTION CARRIED.

Chairman Kinney opened the floor to nominations for Vice Chairman of the Lafayette School Board. Luther Kinney nominated Christi Gignac to the position of Vice Chairman. MOTION BY LUTHER KINNEY, SECONDED BY AMY MULLINS TO APPROVE THE NOMINATION OF CHRISTI GIGNAC TO THE POSITION OF VICE CHAIRMAN OF THE LAFAYETTE SCHOOL BOARD. ALL IN FAVOR, MOTION CARRIED.

PUBLIC INPUT – None

### LPTO REPORT

Denys Draper advised the Board that the LPTO met on April 13, 2016.

Ms. Draper reported that the Spelling Bee had 19 teams participating and a total of \$1,989.00 was raised. The proceeds from food and raffles represented \$389.00 and there was a donation of \$150.00. This once again has proven to be a worthwhile fundraiser and enjoyed by all.

The LPTO currently has a balance of \$7,900.00 in their account prior to the proceeds of the Spelling Bee being added.

Ms. Draper reported that the Staff Appreciation Week will kick off on Monday, May 2, 2016. Volunteers are still being sought to cover for the staff luncheon event. Teachers have asked for a “rainy day treasure box” as their gift for the school, more specifically, KEVA blocks. This was approved by the LPTO at a cost of approximately \$400.00.

Ms. Draper advised the Board that plans continue for the Art Show and Silent Auction. The LPTO has received some bigger donations over the last few weeks in the form of canopy tours, overnight stays, etc.

Ms. Draper reported that Toni Butterfield had suggested t-shirts for all of the students for Festival of the Arts which she felt would be a good idea to promote community support and school spirit. The LPTO could solicit sponsors for this project and include their logos on the back of the shirts. The sixth grade class could design the front based on the theme for the year. This idea was well received and will be discussed at the next meeting.

### COMPUTER RE-WIRING OF THE BUILDING DISCUSSION

Principal Johnk advised the Board that he has received a bid from Goulet Communications which has been submitted to E-Rate in the amount of \$13,414.00. There is also a need to upgrade the access points and management licenses. Michael Labonte of Profile Technologies is present this evening to discuss this.

Mr. Labonte advised the Board that in order to maintain current coverage a minimum of ten access points are required including hot spares and adding this capacity could easily bring this up to 15. He is suggesting that a minimum of 10 Cisco Meraki MR`8 Aps be added at an approximate cost of \$650.00 each along with 10 management licenses. The full pricing of this is estimated as they do not have the ability to bid on educational solutions under the E-Rate program.

It was noted that the current balance of the School District Technology Capital Reserve Fund is \$25,164.26. Business Manager Tina Peabody advised the Board that the access points and licenses needed may not be covered by E-Rate as a quote was not provided for submission. A brief discussion ensued. It was noted that the work must occur in the 2016-2017 school year in order for any of it to be covered by the upcoming round of E-Rate.

MOTION BY DENYS DRAPER, SECONDED BY CHRISTI GIGNAC TO APPROVE THE EXPENDITURE OF UP TO \$22,000.00 FOR THE UPDATED WIRING, ACCESS POINTS, AND LICENSES AS PRESENTED. ALL IN FAVOR, MOTION CARRIED. The Board will determine if any of these funds should come from the School District Technology Capital Reserve Fund at a later date.

MOTION BY CHRISTI GIGNAC, SECONDED BY AMY MULLINS TO APPROVE THE MINUTES OF THE MARCH 10, 2016, 2016 MEETING AS WRITTEN. The following corrections were requested:

- Page 1, paragraph 3 Title should read . . . PUBLIC INPUT
- Page 1, paragraph 5, line 3 should read . . . are committed to the Meadow Farms . . .
- Page 1, paragraph 11, line 5 should read . . . rock wall climbing . . .
- Page 2, paragraph 2, line 5 should read . . . CHRISTI GIGNAC . . .
- Page 2, paragraph 5, line 4 should read . . . primary grades and in grade 8
- Page 2, paragraph 8, line 1 should read . . . our current auditors . . .
- Page 3, paragraph 5, line 4 should read . . . has reached out to . . .

ALL IN FAVOR WITH THE AFOREMENTIONED CORRECTIONS. ALL IN FAVOR, 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 the Vision Statement development has been completed and is being presented to the Board for their final review and approval. The statement reads:

*Lafayette Regional School creates a culture of educational excellence by providing challenging, engaging, and personalized learning experiences for all students. Deep learning develops through the implementation of standards-based and research-based instructional models as evidenced by academic growth of at least one year. Critical thinking, communication, collaboration, and creativity cultivate intrinsically motivated students who believe they can learn. Partnerships with supportive parents and community members model social awareness and civic responsibility.*

Principal Johnk advised the Board that there had been three parental responses to his request for input on the statement. Two were very favorable and one was a tad negative. Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY CHRISTI GIGNAC TO APPROVE THE VISION STATEMENT OF LAFAYETTE REGIONAL SCHOOL AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Principal Johnk advised the Board that report cards and parent/teacher conferences were held this past month. As usual the turnout of parents for conferences was outstanding which evokes evidence of how involved the Lafayette parents are in their children's education program.

Principal Johnk advised that the Scientist in Residence with White Mountain Science, Inc. was a tremendous success.

Principal Johnk advised the Board that the Annual Variety of Talents Show was once again a resounding success.

Principal Johnk advised the Board that the fourth grade students winning of the NH Department of Tourism's Class Act Video Award was kept totally secret until the actual award announcement. Thanks to Superintendent Couture for his part the "secret". Their one minute video depicts the history of NH while also displaying the many wonderful reasons you may wish to visit our state. The grand prize includes a trip via the Cog Railway to the summit of Mount Washington for Mr. Ferguson and his class along with a coach trip to and from the "Cog".

Principal Johnk advised the Board that Samantha Presby will be joining the staff of Lafayette on April 25<sup>th</sup> as the new nurse. She will fill the vacancy resulting from the departure of Michelle Leonard who accepted a full time position closer to home.

## SUPERINTENDENT'S REPORT

Superintendent Couture recommended the nomination of Lindsey Weeden to the position of grade six teacher for the 2016-2017 school year. Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY CHRISI GIGNAC TO APPROVE THE NOMINATION OF LINDSEY WEEDEN TO THE POSITION OF GRADE SIX TEACHER FOR THE 2016-2017 SCHOOL YEAR AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the appointment of Samantha Presby to the position of School Nurse for the remainder of the 2015-2016 school year commencing on April 25, 2016. Following a brief discussion, MOTION BY CHRISTI GIGNAC, SECONDED BY DENYS DRAPER TO APPROVE THE APPOINTMENT OF SAMANTHA PRESBY TO THE POSITION OF SCHOOL NURSE FOR THE REMAINDER OF THE 2015-2016 SCHOOL YEAR AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the approval of the Professional Staff nominations for the 2016-2017 school year (copy attached). Following a brief discussion, MOTION BY CHRISTI GIGNAC, SECONDED BY DENYS DRAPER TO APPROVE THE NOMINATION OF THE PROFESSIONAL STAFF FOR THE 2016-2017 SCHOOL YEAR AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the acceptance of the retirement notification of Mary Albrecht from her position as paraprofessional at the conclusion of the 2015-2016 school year. MOTION BY CHRISTI GIGNAC, SECONDED BY AMY MULLINS TO ACCEPT, WITH REGRET, THE RETIREMENT NOTIFICATION OF MARY ALBRECHT FROM HER POSITION AS PARAPROFESSIONAL AT THE CONCLUSION OF THE 2015-2016 SCHOOL YEAR. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the appointment of the Support Staff for the 2016-2017 school year (copy attached). Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY CHRISTI GIGNAC TO APPROVE THE APPOINTMENT OF THE SUPPORT STAFF FOR THE 2016-2017 SCHOOL YEAR AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture presented the updated Administrative Assistant's Job Description for first reading. MOTION BY DENYS DRAPER, SECONDED BY CHRISTI GIGNAC TO APPROVE THE ADMINISTRATIVE ASSISTANT'S JOB DESCRIPTION FOR FIRST READING AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture advised the Board that the Full Board Annual May Meeting will be held on Wednesday, May 4, 2016 at 6:00 PM at the AHEAD Conference Room located one floor above the SAU Office at 260 Cottage Street, Littleton, NH. Superintendent Couture urged all members to attend.

## FINANCIAL REPORTS

Manifests were distributed for Board review and approval.

Business Manager Tina Peabody distributed Financial Reports for Board information and review noting that the current projected yearend balance is \$38,267.38. Ms. Peabody briefed the Board on the changes since the prior reporting period and for the benefit of the new member also briefed on the process used to compile these reports.

Business Manger Peabody distributed current school lunch reports for Board information and review advising that they are in good shape and should finish the year within the amount allotted in the budget for this purpose. Ms. Peabody further advised the Board that she is recommending that they increase the meal pricing for the upcoming school year to move closer to the state suggested pricing. Increases would be as follows:

Student breakfast now at \$1.25 would increase to \$1.35  
Student lunch now at \$2.25 would increase to \$2.35  
Adult breakfast now at \$2.00 would increase to \$2.10  
Adult lunch now at \$3.00 would increase to \$3.10

Following a brief discussion, MOTION BY CHRISTI GIGNAC, SECONDED BY DENYS DRAPER TO INCREASE MEAL PRICES BY \$.10 AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Questions were raised as to the portion content, is the sixth grade portion different from a first grade portion; what constitutes an adult portion, students who have first lunch not being able to purchase additional food in order to insure that second lunch has adequate food, etc. Superintendent Couture will seek input from Café Services to address these questions and other concerns.

Business Manger Peabody advised the Board that a new contract has been reached with Time Warner. The monthly charge has dropped from \$679.75 to \$599.95. This will result is a savings of \$957.60 annually.

Business Manager Peabody advised the Board that the Audit Reports have been received from Vachon, Clukay & Co. Copies of the full reports were presented to the Board Chair and Principal. Copies of three letters from the auditors were distributed to all Board members for their information and review addressing the Report on Internal Control Based on an Audit of Basic Financial Statements; Recommendations on Investment, Fund Balance, Vendor Payments, Student Activity Fund Receipts, and Student Activity Fund Disbursements, and Significant Audit Findings. Any questions should be directed to Ms. Peabody.

#### COMMITTEE REPORTS COMMITTEE ASSIGNMENTS

As a result of the recent election, it is necessary to update committee assignments. Chairman Kinney advised the Board of the following committee memberships:

Executive Board	Luther Kinney, Denys Draper
Building & Grounds	Christi Gignac, Amy Mullins, Linda Gaitskill (community member)
Budget	Amy Mullins, Denys Draper
Negotiations/Personnel	Luther Kinney, Chris Thayer
Policy & Procedure	Christi Gignac, Chris Thayer

#### EXECUTIVE BOARD

Denys Draper advised the Board that it had been an extremely short meeting. The Audit Report and resulting letters were discussed.

#### BUILDING & GROUNDS

Principal Johnk advised the Board that John Izzo will be writing the RFP for the Windows & Insulation project while on vacation. It is anticipated that this will be out to vendors by April 25<sup>th</sup>. Principal Johnk will provide the

SAU with the particulars to develop an advertisement for the bidding process which will be published in each of the local newspapers, the Caledonian Record and the Courier. A brief discussion ensued.

Principal Johnk advised the Board that the pellet system has used approximately \$28,000.00 of the \$35,000.00 allocated for this expense. A brief discussion ensued pertaining to using propane only in the shoulder seasons (spring and fall). Chairman Kinney advised that propane prices are very low at the moment and the district might want to consider locking in for next season.

NEGOTIATIONS / PERSONNEL – No Report

POLICIES / PROCEDURES – No Report

#### OTHER BUSINESS

Chairman Kinney advised the Board that the NHSBA Board Member Orientation is scheduled on the same night as the May Board meeting. He is suggesting moving the meeting. It was the consensus of the Board to move the meeting to Tuesday, May 10<sup>th</sup>. Unfortunately, it was ascertained that this is the same night as the Lisbon Board meeting so Lafayette has been rescheduled to Wednesday, May 11, 2016 at 5:30 PM.

There being no additional business to come before the Board, MOTION BY DENYS DRAPER, SECONDED BY CHRISTI GIGNAC TO ADJOURN AT 6:45 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,  
Marjorie Brown  
Board Clerk

APPROVED BY THE LAFAYETTE SCHOOL BOARD MAY 11, 2016