

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

DATE: JANUARY 9, 2014
TIME: 5:30 PM

BOARD MEETING MINUTES

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

The meeting was called to order at 5:30 PM by Chairman Tina Peabody.

PUBLIC INUT – None

LPTO REPORT

The January meeting was scheduled for the morning of January 6th and was cancelled due to the two-hour delay in opening of school.

Toni Butterfield advised the Board that the LPTO is currently preparing for the annual Spelling Bee which will be held on March 21, 2013.

MOTION BY THOMAS EYMAN, SECONDED BY LUTHER KINNEY TO APPROVE THE MINUTES OF THE DECEMBER 12, 2014 MEETING AS WRITTEN. The following corrections were requested:

- Page 1, paragraph 2, line 5 should read . . . have the utmost respect . . .
- Page 2, paragraph 4, line 1 should read . . . has completed their work . . .
- Page 3, paragraph 5, line 3 should read . . . this in writing for . . .

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 noted that December was a very busy month filled with many great learning opportunities, excitement for the holidays, and not enough time to fit all in.

Principal Johnk advised the Board that the primary students studied the Scandinavian countries in mixed-aged groups using the acronym "FINDS" (Finland, Iceland, Norway Denmark and Sweden_. They also studied the geography and culture of each country during their weekly Global Education programs. Older student worked with younger students constructing Gingerbread Houses and reading holiday stories.

Principal Johnk advised the Board that the annual Recycle Sale which allows students to purchase gifts for family members was once again a resounding success.

The Holiday Concert was also extremely well received by all in attendance with the Kindergarten stealing the show for performing the Santa Claus Hand Jive.

Principal Johnk advised the Board that the Cannon Mountain Ski Patrol conducted their annual visit recently. They explained the rules of skiing safety and dressing warmly. This helps prepare our students for the winter program.

Principal Johnk advised the Board that the cold weather caused cancellation of the winter program this past Friday.

Principal Johnk advised the Board that he will be participating in the second cohort of the NISL (National Institute for School Leadership). Credit for this program can be used towards CAGS (Certificate of Advanced Graduate Studies or an individual's doctorate program). Superintendent Couture advised the Board that he is just completing the program which he has found to be extremely beneficial providing valuable knowledge. Principals Roberts and Vashaw of the Bethlehem and Profile Schools will also be attending. A brief discussion ensued.

SUPERINTENDENT'S REPORT

Superintendent Couture advised the Board that AHEAD took over ownership of the 260 Cottage Street building where the SAU office is housed on January 1, 2014. Superintendent Couture met with the AHEAD representative to renegotiate our current lease which runs out in February. The new lease taking effect on March 1, 2014 will include a 2% increase as opposed to the 3% budgeted for the former landlord's increase. This will result in a savings for the remainder of this year's budget. Superintendent Couture further advised that the SAU will not be adding space to their area for a conference room but will be afforded the use of AHEAD'S conference room at no additional charge. A brief discussion ensued.

Superintendent Couture advised the Board that he presented his timeline for the replacement of the Business Manager / Business Administrator position to the Executive Board. He is seeking to have the new hire come on Board on June 1st to allow ample time for training. Superintendent Couture further advised the Board that Business Manager Stone will be working part time in July and August in order to continue training and close the books for the fiscal year. This will allow the new hire to have a fresh start while benefiting from Ms. Stone's expertise. Superintendent Couture plans to advertise in March, complete the interview process in April and have a recommendation to the Board at the end of April, beginning of May.

Superintendent Couture further advised the Board that he had presented a draft of stipends for the SAU staff at 1% to the Executive Board. The Board plans to revisit this in the spring to ascertain if they wish to proceed with this. A brief discussion ensued.

Superintendent Couture advised the Board that the Teacher Evaluation Plan update is moving forward. The committee has made substantial headway in developing the language for the 20% of the evaluation tied to student growth. Superintendent Couture anticipates presenting the finished product to the Boards in early spring.

Superintendent Couture advised the Board that Grade Level and Subject Alike meetings are being held throughout the month of January and into early February. The meetings are being held at Lafayette, Lisbon and Profile who all have ample space to house them. SAU Administrative Team Members are facilitating these meetings on a rotating basis. Thus far the feedback has been extremely positive citing the SAU's goals of communication and collaboration. A brief discussion ensued.

Superintendent Couture reminded the Board the Budget Hearing will be held on February 13, 2014 at 7:00 PM and the Annual Meeting will be held on March 14, 2014 also at 7:00 PM. February and March Board meetings will also be held on the same dates.

Superintendent Couture advised the Board that Tina Peabody and Mary Jo Greene's seats on the Board are up for reelection this year. The filing period for the declaration of candidacy is January 22 through February 1, 2014.

Superintendent Couture presented the following Job Descriptions for Second Reading and Approval:

- Paraprofessional
- Food Service Manager
- Cafeteria Assistant
- Custodian (Day or Night)

Linda Gaitskill advised the Board that after further review of the Custodian (Day or Night) Job Description she feels that changes and revisions are in order. The job description being presented should have the title changed to Head of Maintenance and under Supervises it should indicate that this position supervises the custodians. Ms. Gaitskill further recommended that the Food Service Manager Job Description under Supervises should indicate supervision of the Cafeteria Assistant. The Paraprofessional and Cafeteria Job Descriptions are complete as presented. Following a brief discussion, MOTION BY LINDA GAITSKILL, SECONDED BY LUTHER KINNEY TO APPROVE THE AFOREMENTIONED JOB DESCRIPTIONS INCLUDING AMENDMENTS AS PRESENTED. ALL IN FAVOR, MOTION CARRIED. Ms. Gaitskill requested that an additional job description be developed for the custodians.

FINANCIAL REPORTS

Manifests were circulated for Board review and approval.

Business Manager Sandra Stone distributed copies of the School Lunch Report through the end of December noting that the current balance is at a deficit of (\$11,576.73). Ms. Stone noted that this is within the amount included in the operating budget to support the lunch program. Ms. Stone advised the Board that there will be a bigger deficit at the end of January as there are three payrolls in the month.

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 (\$19,467.00). Mrs. Stone briefed the Board on the changes since the prior reporting period which have been very minimal. The major reason for the deficit balance is unanticipated special education expenses. Ms. Stone pointed out to the Board that these monies can be removed from the Special Education Capital Reserve Fund if necessary. This fund currently has a balance of \$133,729.03. A brief discussion ensued.

Business Manager Sandra Stone advised the Board that they will need to address school lunch meal/milk costs for next year. Currently the free/reduced reimbursement is more than what regular meals cost.

Business Manager Sandra Stone distributed an updated 2014-2015 Budget Summary for Board information and review noting that it now includes the amounts for federal grants and school lunch which complete the gross budget. Principal Johnk advised that he has one change to make which reduces the budget back to the 3.94% which is a reduction of \$424.06. This makes the gross budget \$2,403,246.94. Following a brief discussion, MOTION BY LINDA GAITSKILL, SECONDED BY THOMAS EYMAN TO ADOPT THE GROSS BUDGET IN THE AMOUNT OF \$2,403,246.94 WHICH WILL BE PRESENTED TO THE VOTERS. ALL IN FAVOR, MOTION CARRIED.

Business Manager advised the Board that she had researched what the District would stand to lose if they choose to withdraw from the National School Lunch Program. Ms. Stone distributed data pertaining to this noting the monies lost which would come from e-rate, Title I, Title IIA, Rural Grant (REAP) and state and federal school lunch program assistance would amount to \$58,805.00.

BOARD REPORTS

Chairman Peabody advised the Board that they need to address proposed warrant articles at this evening's meeting. Chairman Peabody asked if the Board is looking to add any dollars to the Technology Capital Reserve Fund. It was decided to address this later in the evening following the heating system discussion.

EXECUTIVE BOARD

It was noted that Superintendent Couture covered this under his report.

BUDGET – No report

BUILDING & GROUNDS

Principal Johnk advised the Board that it was the committee's decision to move forward with conversion to LP Gas as discussed at the last meeting. He has been working with Wayne Fillion of Yeaton Associates obtain the actual figures for a bid process. The total cost is \$140,000. \$60,000.00 would come from the Building & Grounds Expendable Trust Fund and the remaining \$80,000.00 would need to be raised and appropriated in the form of a warrant article at the Annual Meeting in March. The Board discussed the need for a strong proposal to be presented to the voters illustrating visually the need to move forward with this change. The Board requested that the SAU provide them with the additional tax costs that passage of this warrant article would result in. The Board also requested that Ms. Stone look into the possibility of borrowing the \$80,000.00 for a period of three to five years and advise them of these costs as well. Ms. Stone will speak with Woodsville Bank and get back to the Board. Following a brief discussion, MOTION BY MARY JO GREENE, SECONDED BY LINDA GAITSKILL TO APPROVE THE PROPOSED WARRANT ARTICLE FOR CONVERSION TO LP GAS SYSTEM WITH \$60,000.00 TO COME FROM THE BUILDING AND GROUNDS EXPENDABLE TRUST FUND AND THE REMAINING \$80,000.00 TO BE RAISED AND APPROPRIATED. ALL IN FAVOR, MOTION CARRIED.

The Board discussed the possibility of adding additional funds to the Special Education and Technology Funds. It was the consensus of the Board to not make any requests for additions to these funds at this year's annual meeting.

Chairman Peabody suggested that the Building & Grounds Committee provide an update on the heating project and the decision to go with LP Gas to be included in the annual report. The committee will compile a report for inclusion in the annual report.

NEGOTIATIONS – No Report

POLICIES – No Report

There being no additional business to come before the Board, MOTION BY THOMAS EYMAN, SECONDED BY LUTHER KINNEY TO ADJOURN AT 7:05 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Marjorie Brown
Board Clerk