

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

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

BOARD MEETING MINUTES

PRESENT: Board Chairman Luther Kinney; Board Members Linda Gaitskill, Denys Draper, Christine Gignac, Thomas Eyman; Superintendent Pierre Couture; Business Manager Sandra Stone; Incoming Business Manager Tina Peabody; Principal Gordie Johnk; Administrative Assistant Toni Butterfield; Café Services Representative Bill Van Zandt, Chris Cantlin.

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

PUBLIC INPUT – None

FOOD SERVICE PRESENTATION – CAFÉ SERVICES

Superintendent Couture introduced Bill Van Zandt and Chris Cantlin of Café Services who are here this evening to present a preliminary proposal to the Board for the out sourcing of the food service program.

Mr. Van Zandt distributed information on Fresh Picks, the school food service management program provided by Café Services briefing the Board on the contents and fielding questions as necessary. Café Services has been in business for twenty-three years providing the Fresh Picks program, corporate dining programs, summer camp food service programs and most recently, elderly feeding programs. Mr. Van Zandt introduced Chris Cantlin who is the district manager for our area and as such would be supervising the program. Mr. Cantlin provided a brief overview of some of the healthy choices being offered and provided some samples for the Board to taste including kale chips and kettle corn.

Mr. Van Zandt advised the Board that they are able to purchase food items at a reduced rate due to the volume created by a large company. They offer a corporate dietician and a person who deals with all compliance issues with both the state and federal government. Under USDA regulations, control of the Food Service Program must remain with the school district. Café Services works with the program to learn the complexities of the area, likes and dislikes of the students, and takes into account special functions of the individual programs. Mr. Van Zandt called the Board's attention to the sample menu's included in their handouts noting that they are proponents of the Farm to School initiative and try to purchase local whenever possible. Mr. Van Zandt also briefed the Board on the Garden Grow Carts program which is being piloted this year. Students plant, tend and harvest herbs (basil, cilantro, parsley and chives) which are then incorporated into the menus with the students assisting in the meal preparation. Mr. Van Zandt also stressed that the special dietary needs of children are included in the menu development process, for example Sun Butter as opposed to Peanut Butter as Lafayette is a nut free school.

Mr. Van Zandt presented a preliminary cost analysis for Board information and review noting that the program currently has only a 30% participation rate which he hopes to increase to a minimum of 50%. This would result in the district subsidizing the program in the amount of \$16,934.00 over and above the operating costs. This is also based on increasing the cost of lunches to \$2.25. Mr. Van Zandt has visited the kitchen and finds it in excellent condition and does not anticipate the need for any equipment purchases. He also noted that the cafeteria also has a POS (point of service) program in place. The contract terms are for one year with four renewal options.

The Board thanked Mr. Van Zandt for his presentation. Following a brief discussion, MOTION BY THOMAS EYMAN, SECONDED BY DENYS DRAPER TO AUTHORIZE THE BUSINESS OFFICE TO BEGIN A BID PROCESS TO OUTSOURCE THE FOOD SERVICE PROGRAM. ALL IN FAVOR, MOTION CARRIED.

LPTO REPORT

Toni Butterfield advised the Board that the LPTO has granted requests totaling \$2,879.00 which includes the purchase of a ukulele; robotic turtles; summer books for the reading program; and, two bus trips to the Hopkins Center at Dartmouth.

MOTION BY LINDA GAITSKILL, SECONDED BY DENYS DRAPER TO APPROVE THE MINUTES OF THE MAY 8, 2014 MEETING AS WRITTEN. ALL IN FAVOR, MOTION CARRIED.

PRINCIPAL'S REPORT

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

Principal Johnk advised the Board that this last full month of school has included many learning opportunities, fun activities and field trips. Teachers are focused on keeping students engaged in their respective activities as the school year comes to a close.

All students participated in the NWEA (North West Educational Services) testing program. The resulting data is being used to determine student growth for the year. This is part of the standardized assessment system and will be integrated into the teachers' evaluation system starting next year.

There have been numerous activities as school is winding down for the year. Grades K-2 went to Squam Lake Science Center to study wildlife and their habitats; The Hampstead Players visited Lafayette and performed Hercules; Grade 2 visited the Flume and Basin in Franconia Notch; Grade 4 traveled to the Belknap Mills to witness what it was like to work in a mill making socks for soldiers during the Civil and WW 1 wars; and grades 5 & 6 took their annual trip to Boston to visit the Science Museum and walk the Freedom Trail.

The Spring Concert and Festival of the Arts were both extremely successful.

The retirement party for Bill Mellekas was a huge success. The turnout was fantastic and the students had a great time performing for him and giving him a great tribute and send off. The staff members' video was well received and delighted Mr. Mellekas. A good time was had by all.

The staff will participate in a summer professional development program entitled Responsive Classroom. This is a well known and documented social/emotional development program for elementary students and will help meet the school goal of fostering more responsible future citizens. This will be a four day workshop and will be paid for with grants. All staff will have the opportunity to participate.

Principal Johnk would like to revisit the concept of full day kindergarten. Lafayette is one of the few remaining schools in the area who do not have a full day program. The last time this was raised, approximately ten years ago, the survey results were tied, twenty-seven for and twenty seven against, Principal Johnk is seeking Board input as to how they wish him to proceed. He noted that Bethlehem currently has a full day program as does Lakeway in Littleton and Lisbon will begin a full day program in September. Following a brief discussion it was the consensus of the Board to revisit this in September.

SUPERINTENDENT'S REPORT

Superintendent Couture advised the Board that it is time to set summer meeting dates. Historically the Board does not meet in July although this year there will be a need to have a brief meeting once Food Service Management proposals are received. The date for this meeting will be set once the proposals have been received. The next regularly scheduled meeting will be on Thursday, August 14, 2014 at 5:30 PM.

Superintendent Couture updated the Board on the SLO (Student Learning Objectives) portion of the Teacher Evaluation Plan. As previously mentioned the SLO portion of the evaluation will not count during the pilot year. The administrative staff and twenty-five teachers will be participating in a Train the Trainer program for this purpose. The group met recently with Karen Soule and Ashley Frame of NH DOE to begin this process and will be meeting with them again on August 13th. Once this portion has been accomplished, the participating teachers will be meeting with their faculty members on the SAU wide staff opening day to begin the process of training all members. A brief discussion ensued.

Superintendent Couture advised the Board that the Administrative Retreat will be held on Tuesday, August 12, 2014. The group will be identifying the strengths and weaknesses along with opportunities and concerns in order to formulate their goals for the 2014-2015 school year. This is the same process that was used very successfully during the past school year.

Superintendent Couture advised the Board that he had attended the retirement gathering for Mr. Mellekas and thoroughly enjoyed the presentations. All involved are to be commended for the success of the evening's program.

Chairman Kinney advised that he had been notified that the teachers felt that the snow days should have been made up to provide them with the additional days to finish the learning opportunities for the 2014-2015 school year.

FINANCIAL REPORTS

Manifests were circulated for Board information and approval.

Business Manager Sandra Stone distributed copies of the School Lunch Report through the end of May noting that the current balance is a deficit of (\$11,180.22). This amount is over the limit of the amount set aside in the budget to offset this deficit by \$12.22. Ms. Stone further advised that there are payroll costs for the month of June in the amount of \$2,160.00. There will also be revenue for this time frame so she anticipates finishing the year slightly over the \$11,168.00. A brief discussion ensued.

Business Manager Sandra Stone advised the Board that she has issued the check for \$14,000.00 for the boiler/silo as requested by Principal Johnk. Following a brief discussion, MOTION BY TOM EYMAN, SECONDED BY DENYS DRAPER TO AUTHORIZE WITHDRAWAL OF THESE FUNDS FROM THE BUILDING EXPENDABLE TRUST FUND IN THE AMOUNT OF \$14,000.00. ALL IN FAVOR, MOTION CARRIED.

Business Manager Sandra Stone distributed copies of the Financial Reports for Board information and review noting that the current projected yearend balance is \$8,967.58. The Board will need to make a decision as to removing funds from the Special Education Capital Reserve Fund to offset unanticipated special education expenses. A brief discussion ensued.

Business Manager Sandra Stone advised the Board that there is still money available in the fuel oil line in the amount of \$5,119.00 and she is requesting Board input as to whether they wish a credit on the

account or a refund of the amount which would be added to the bottom line. Following a brief discussion, it was the consensus of the Board to request a refund from Stiles Fuel. Business Manager Stone requested an increase in the student lunch cost for the 2014-2015 school year to \$2.25/lunch. The current cost is \$2.00. The state reimbursement for free and reduced lunch is higher than what we are charging which necessitates that the Board begin to increase our price. Following a brief discussion, MOTION BY LINDA GAITSKILL, SECONDED BY TOM EYMAN TO APPROVE THE INCREASE IN THE COST OF SCHOOL LUNCH FOR THE 2014-2015 SCHOOL YEAR TO \$2.25. ALL IN FAVOR, MOTION CARRIED.

BOARD REPORTS COMMITTEE ASSIGNMENTS

Chairman Kinney advised that the committee assignments for the 2014-2015 school year will be as follows:

Budget	Tom Eyman; Denys Draper
Negotiations	Luther Kinney; Tom Eyman
Building & Grounds	Linda Gaitskill; Christie Gignac
Executive Board	Luther Kinney; Denys Draper
Policy Committee	Linda Gaitskill; Christie Gignac

EXECUTIVE BOARD

Chairman Kinney advised the Board that the Executive Board met on June 4, 2014.

BUDGET – No Report

BUILDING AND GROUNDS

Principal Johnk advised the Board that the original quote from Maine Energy was off by \$30,000.00. In view of this the committee is looking at a smaller energy box and a silo for storage. These will be located in front of the multipurpose room and will not affect the garden space at the front of the building. The silo will be enclosed so that it will blend in more with the building.

Principal Johnk explained the reasoning for the down payment of \$14,000 discussed during the financial report. There is an eight week turnaround time for this which will bring us closer to the start of school. Principal Johnk advised that Wayne Fillion of Yeaton Associates is developing the RFP. The committee will have a better judgment of the parameters surrounding the work; availability of contractors; etc. once the bidding process has been completed. It is possible that the project may be delayed until next spring. A brief discussion ensued.

Principal Johnk advised the Board that the recent AHERA Inspection conducted at the Lafayette School has resulted in several deficiencies requiring attention. They included but are not limited to:

- Additional Asbestos Training for Head Custodian Stan Sawicki
- Inclusion of the Asbestos Notice in the student hand book
- Complete set of documents to be kept at Lafayette Regional School
- Signature required to warn of asbestos containing materials located in the boiler room posting of this in the boiler room as well.
- Certification that the new construction is asbestos free

Principal Johnk advised that he has received a proposal for services from Scott Lawson Group to inspect the east and west wing additions for asbestos and issue a final report at a cost of \$2,840.00. They will also perform the necessary inspection of the boiler room ceiling which does contain asbestos

at a cost of \$540.00. Following a brief discussion, MOTION BY TOM EYMAN, SECONDED BY DENYS DRAPER TO HIRE SCOTT LAWSON GROUP TO PROVIDE THE AFOREMENTIONED INSPECTIONS AS PRESENTED. ALL IN FAVOR, MOTION CARRIED. These will be performed after July 1, 2014 and be included in the 2014-2015 fiscal year.

POLICIES

Linda Gaitskill submitted the following policies for second reading and approval requesting board input for any necessary changes:

EFA Availability and Distribution of Healthy Foods
GFO Teacher Performance and Evaluations
JLCF Student Wellness

Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY TOM EYMAN TO ACCEPT THE AFOREMENTIONED POLICIES FOR SECOND READING AND APPROVAL AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Ms. Gaitskill advised the Board that the NHSBA Spring Policy Update has been received and consists of 35 policies many of which deal with high schools and many of the policies verbiage remains the same but the legal references and/or the classification have changed. Ms. Gaitskill plans to bring these forward in a group requesting the Board to review and approve. A brief discussion ensued.

MOTION BY TOM EYMAN, SECONDED BY DENYS DRAPER TO ENTER INTO NON-PUBLIC SESSION AT 8:10 PM UNDER PARAGRAPH II, SECTION 2 OF RSA 91A:3 OF THE RIGHT TO KNOW LAW TO DISCUSS PERSONNEL ISSUES TAKING SUPERINTENDENT COUTURE, BUSINESS MANAGER STONE, INCOMING BUSINESS MANAGER PEABODY, PRINCIPAL JOHNN. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY TOM EYMAN, SECONDED BY CHRISTI GIGNAC TO RETURN TO PUBLIC SESSION AT 8:12 PM. THREE YES, ONE NO VOTE, MOTION CARRIED.

MOTION BY TOM EYMAN, SECONDED BY LINDA GAITSKILL TO CLARIFY THE TERM OF THE PRINCIPAL'S CONTRACT FOR A PERIOD OF THREE YEARS, JULY 1, 2014 TO JUNE 30, 2017. THREE YES, ONE NO VOTE, MOTION CARRIED.

There being no additional business to come before the Board, MOTION BY LINDA GAITSKILL, SECONDED BY TOM EYMAN TO ADJOURN AT 8:15 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Marjorie Brown
Board Clerk