

## BOARD MEETING MINUTES

PRESENT: Board Chairman Luther Kinney; Board Members Christi Gignac, Amy Mullins, Denys Draper, Chris Thayer; Superintendent Pierre Couture; Business Manager Tina Peabody, Principal Gordie Johnk; Administrative Assistant Toni Butterfield; Community Member Ed O'Brien.

The meeting was called to order at 6:00 by Superintendent Couture.

### PUBLIC INPUT

Denys Draper advised the Board that Ed O'Brien, Community Member present in the audience, is presenting the fourth graders with Cog Railway Postcards which they can send to themselves from the top of Mt. Washington while there on their trip. It was noted that the Post Office on Mount Washington is the highest Post Office in the Northeast. Mr. O'Brien also presented Cog Railway postage stamps to the class. Chairman Kinney expressed the Board's thanks for Mr. O'Brien's generosity.

### LPTO REPORT

Denys Draper advised that the LPTO met this morning, May 11, 2016 at 8:00 AM. Ms. Draper reported on the following:

The Art Show had a good turnout and \$3,720.00 was made. The Silent Auction of past years netted almost double this amount. It was noted that the Art Show/Auction and the Spelling Bee combined would total close to this amount. The LPTO will look into soliciting items for auction earlier next year in the hopes of obtaining bigger ticket items.

Staff Appreciation week was a success as always. The Super Hero theme was a big hit with the teachers. The LPTO spent about \$2,000.00 which is more than in prior years.

There was no treasurer's report as the LPTO is in the process of moving their account to Woodsville Bank.

Upcoming events include Festival of the Arts. It was too late this year to solicit advertising and procure T-Shirts for students but the LPTO feels that this would be a good thing and will do next year.

Fundraisers for the 2016-2017 school year include Meadow Farms in the Fall, the annual Cookie Sale at the Holiday Concert tentatively scheduled for December 15<sup>th</sup>, the Spelling Bee on April 7<sup>th</sup>, and the Art Show/Auction in the Spring.

MOTION BY AMY MULLINS, SECONDED BY CHRISI GIGNAC TO APPROVE THE MINUTES OF THE APRIL 14, 2016 MEETING AS WRITTEN. The following corrections were requested:

Page 3, paragraph 5, line 5 should read . . . MOTION CARRIED.

Page 4, paragraph 4, line 2 should read . . . MOTION CARRIED.

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 the Earth Day celebration was held this week with temperatures in the upper 30's. It has been an up and down spring temperature wise.

Principal Johnk advised the Board that all grades participated in standardized testing this month. The NWEA (North West Educational Assessments) determine how much growth each student gained over the course of the year. SBAC (Smarter Balanced Assessment Consortium) in grades three to six address how well each student met the Common Core State Standards (CCSS). Grade four students also take the NECAP Science Testing Program.

Principal Johnk advised that Kindergarten Registration for next year was held last week and currently ten students are enrolled.

Principal Johnk extended his thanks to the LPTO for "spoiling" all during Staff Appreciation Week. Staff members wore cool capes, enjoyed chair massages, ate plenty of yummy foods, as well as the lunch at the Inn at Sunset Hill. The staff is very grateful for the efforts of the LPTO in this celebration.

Principal Johnk advised the Board that field trip season is underway. The third graders traveled to the Fairbanks Museum in St. Johnsbury and the fourth graders went to the Currier Museum in Manchester.

Principal Johnk advised the Board that the annual Poetry Night was held recently with a great show of support from parents and friends.

Principal Johnk advised the Board that the two construction projects planned for the summer are the replacement of doors and windows including insulation and painting the exterior trim along with the rewiring of the entire building with CAT 6 wiring for technological purposes.

#### SUPERINTENDENT'S REPORT

Superintendent Couture presented the Administrative Assistant's Job Description for second reading and approval. MOTION BY DENYS DRAPER, SECONDED BY CHRISTI GIGNAC TO ACCEPT THE ADMINISTRATIVE ASSISTANT'S JOB DESCRIPTION FOR SECOND READING AND APPROVAL AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture thanked the Lafayette members who were in attendance at the Full Board meeting on Wednesday, May 4, 2016 at the AHEAD Conference Room. The meeting was relatively short. The SAU Staff was hired for the upcoming school year. Superintendent Couture presented his semiannual report to the Boards updating them on the progress of the Administrative Team goals and briefing them on happenings within the SAU since the December meeting.

Superintendent Couture referred to the Flyer included in the Board's agenda packets pertaining to the Presentation on Drug Trends, Signs and Symptoms as Well as Regional youth Risk Behavior Results to be facilitated by Corey McDonald and Drew Brown at Profile School Cafeteria on May 17<sup>th</sup> from 5:30 to 7:00 PM which is being sponsored by SAU 35. A brief discussion ensued.

Superintendent Couture advised the Board that Sean O'Brien, Student Assistance Program Coordinator at Profile School and YLTA (Youth Leadership Through Adventure) Coordinator throughout the North Country is this year's recipient of the Champions for Children Award presented by the NHSAA for the North Country. This award was presented on Friday, May 5, 2016 at a ceremony in Concord, NH.

Superintendent Couture presented a request from a family who recently moved to Bethlehem for their daughter to complete the 2015-2016 school year at Lafayette Regional School. Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY CHRISTI GIGNAC TO APPROVE THE REQUEST TO FINISH THE 2015-2016 SCHOOL YEAR AT LAFAYETTE REGIONAL SCHOOL AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture presented a request from Garrett Ferguson, fourth grade teacher, for his son to enroll in grade 1 for the 2016-2017 school year under the terms of the Lafayette Negotiated Agreement. MOTION BY CHRIS THAYER, SECONDED BY DENYS DRAPER TO APPROVE THE REQUEST OF GARRETT FERGUSON FOR HIS SON TO ATTEND LAFAYETTE REGIONAL SCHOOL FOR THE 2016-2017 SCHOOL YEAR UNDER THE TERMS OF THE CURRENT NEGOTIATED AGREEMENT AS PRESENTED. ALL IN FAVOR, CARRIED.

## 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 \$7,217.48 which includes a \$25,000.00 estimated beginning balance for the upcoming year. Ms. Peabody briefed the Board on the changes since the prior reporting period fielding questions as necessary. It was noted that any additional questions should be forwarded to Ms. Peabody.

Business Manager Peabody advised the Board that she has received the completed wood pellet bids. Four companies submitted bids, Sandri Energy, Lyme Green Heat, Vt. Renewable Fuels and Maine Energy. It was noted that Maine Energy did not make the bid deadline and were not the lowest bid. Ms. Peabody recommends awarding of the bid to Lyme Green Heat, the low bidder, at a cost of \$237.00 per ton / \$.1185 per pound. Following a brief discussion, MOTION BY CHRISTI GIGNAC, SECONDED BY DENYS DRAPER TO AWARD THE WOOD PELLET BID TO LYME GREEN HEAT AT A COST OF \$237.00 PER TON AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Chairman Kinney raised the issue of the cost of propane which is currently very low. This may be a good time to lock in good pricing for next year. Lafayette deals with two providers, Dead River and Franconia Gas for propane. Business Manager Peabody will research propane costs and report back to the Board.

Business Manager Peabody presented the School Lunch Report for Board information and review noting that the report is consistent with that of the last reporting period. It was noted that the overall meal count is down over that of last year. This is partially due to a decrease in enrollment along with a lesser number of students purchasing meals.

Business Manager Peabody also presented the 2016-2017 Café Services Contract for Board information and signature noting that the proposed cost of \$12,327.00 to subsidize the program is within the budget limitations for this coming year. Chairman Kinney advised the Board that the first year with Café Services saw a surge in participation but this current year has seen a drop. It was noted that Principal Johnk had discussed concerns with Joe Cyr of Café Services since the last meeting. Administrative Assistant Butterfield stated that there appears to be some confusion in the commodity versus actual costs and how the meal costs are determined. Following a brief discussion, it was the consensus of the Board to table the signing of the contract for the 2016-2017 school year until the June meeting and to request Café Services to attend the meeting to address concerns and answer questions. There will actually be two meetings, Bill Van Zandt and Chris Farrell to meet with the Board and Joe Cyr to meet with Business Manager Peabody, Principal Johnk and the Cafeteria Manager to discuss costs.

## COMMITTEE REPORTS EXECUTIVE BOARD

The Full Board meeting held on May 4<sup>th</sup> was covered by Superintendent Couture under his report.

BUDGET – No Report

## BUILDING & GROUNDS

Principal Johnk advised the Board that eight letters were sent to contractors in the area pertaining to the bid for the Windows, Insulation, Painting and General Repair Project and a request for bids was place in the local

newspapers. Three contractors participated in the mandatory walkthrough which were Presby Construction, Whitney's Construction, and Starr Construction. Since then, Starr Construction has advised that they are withdrawing from the process as they have been awarded other summer work which they had bid on prior to the Lafayette project. It is anticipated that Presby and Whitney will be submitting bids on the 16<sup>th</sup>. The committee plans to meet on the 17<sup>th</sup> to review the bids. Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY AMY MULLINS TO AUTHORIZE THE BUILDING AND GROUNDS COMMITTEE THE AUTHORITY TO APPROVE THE WINNING BID UP TO \$95,000.00 AND AWARD THE CONTRACT FOR SAME. ALL IN FAVOR, MOTION CARRIED. If the low bid is higher than this amount, the committee will not approve and it will be necessary to schedule a special meeting.

Principal Johnk asked if any additional information is needed for e-rate for the wiring project. It was noted that the representative from Goulet is asking for a significant amount up front. Business Manager Peabody requested that his contact information be provided to her and she will discuss payment parameters with him.

NEGOTIATIONS / PERSONNEL – No Report

#### POLICIES / PROCEDURES

Christi Gignac presented the following policy for review and update:

DFA Investment

Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY AMY MULLINS TO ACCEPT THE AFOREMENTIONED POLICY FOR REVIEW AND UPDATE AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Christi Gignac presented the following policies for first reading:

DIA Fund Balances  
JJF Student Activities Funds Management

Following a brief discussion, MOTION BY DENYS DRAPER, SECONDED BY CHRIS THAYER TO ACCEPT THE AFORMENTIONED POLICIES FOR FIRST READING A PRESENTED. ALL IN FAVOR, MOTION CARRIED.

#### OTHER BUSINESS

Administrative Assistant Toni Butterfield noted that the next Board meeting is scheduled for June 9<sup>th</sup> which is also Class Night at Profile School.

There being no additional business to come before the Board, MOTION BY DENYS DRAPER, SECONDED BY CHRISTI GIGNAC TO ADJOURN AT 7:05 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,  
Marjorie Brown  
Board Clerk

APPROVED BY THE LAFAYETTE SCHOOL BOARD JUNE 10, 2016

