

**BOARD MEETING MINUTES**

In attendance: Board Chairman, Luther Kinney; Board Members: Denys Draper, Amy Mullins, Christi Gignac; Principal, Gordie Johnk; Business Manager, Kristin Franklin; Administrative Assistant/Substitute Board Clerk, Toni Butterfield.

**MEETING CALLED TO ORDER AT 5:35 PM**

**PUBLIC INPUT:** None

**LPTO REPORT:** The LPTO will meet next week so there are no minutes from which to report. The Children's Sale on November 3, made approximately \$530. A parent is working on a t-shirt design. We will know more next meeting.

**APPROVAL OF THE MINUTES OF THE OCTOBER 11, 2018 MEETING:  
MOTION BY CHRISTI GIGNAC, SECONDED BY AMY MULLINS TO APPROVE THE  
MINUTES OF THE OCTOBER 11, 2018 MEETING.**

The following amendments and corrections were requested.  
The meeting was called to order and chaired by Vice-Chair Christi Gignac  
Page 2 - north country should be two words

**ALL IN FAVOR AS AMENDED, MOTION CARRIED.**

**PRINCIPAL'S REPORT:** Principal Johnk distributed his Principal's Report for anyone that needed a copy. During October, we had more sick kids than usual for about two weeks of the month.

**Parent/Teacher Conferences:** Progress Reports & NWEA scores went home the week before, so that they could be discussed at parent teacher conferences. Over 95% participation rate for conferences. LAFter Care provided care for kids from 11:45am to 7:30pm.

**Halloween Happenings:** Big deal at Franconia with lots of volunteers, from helping put costumes on to passing out candy on Main Street, walking in the parade and providing snacks for each classroom.

**Budget Committee:** Principal Johnk reported that the Budget Committee met twice, third time will be tomorrow. The committee goes over every line item. The group is very supportive but inquires about all kinds of items on the budget. School expenses average about 7 or 8% of total budget. The remainder are salaries, benefits, and operations.

**Abutter Issue:** A great deal of work has been done. We may need a soil review of the site once the property is cleared. Deadline to be cleared is November 30, 2018.

**LAFTER CARE:** The group maintains 14 kids each day, with up to 20 kids on some days. Looking into possible field trips. Had first visit to the Franconia library.

**Late Bus from Profile:** A letter went out to Profile parents informing them that their kids would be interested in having a 4:00 p.m. bus from Profile to Lafayette. It was not clear where a letter should be sent to show support. Christi Gignac asked why Lafayette paid for busses for Profile kids. Superintendent Couture explained that it has been this way since the busses started. Now Bethlehem is paying for Bethlehem busses (Bethlehem & Profile kids) and SH, Easton and Franconia pays for their kids, (Lafayette & Profile). Christi Gignac says the late bus is a hard “sell” because it’s not Lafayette kids. Gordie refreshed our memory on the possibilities of a coach bringing down the students in a Profile bus or using WW Berry. The cost to Lafayette’s current budget would be \$30 per day, or \$3,660 if the bus began after Thanksgiving break. The Board heard from four parents through letters to Profile or Lafayette. The Board will continue to see what parents want. A late bus was run to Lafayette for about two weeks two years ago. There was never more than two students on the bus.

**Staffing Proposal:** Getting additional office support. Gordie recommended having a full time staff position that will be a part time paraprofessional and part time in the office. This position could be a substitute if needed. There is a shortage of subs so this would be a helpful part of this position as well. More to come when the budget is presented in December.

#### **SUPERINTENDENT’S REPORT:**

The full Board meeting will be held on Wednesday, December 5, 2018 at the AHEAD conference room in Littleton at 6:00PM. The primary issues will be the SAU Budget approval and calendar approval.

Superintendent Couture appreciated the full Lafayette Board being at the Budget Hearing. There has been some discussion statewide about starting school before or after Labor Day. The Executive Board recommends not starting school after Labor Day. Superintendent Couture is working with Superintendents Council to make sure calendars all mesh.

#### **Data Security Law:**

Superintendent Couture made us aware of a new law from the legislature that has come into play this past summer. We need to take it seriously. There is a big push for privacy and how that relates to data security, specifically students and staff security. The new law gives us a directive to be completed by 6/30/19. Schools need to look at all software applications/websites into which staff and/or student names are input. We need to make sure the software/websites meet the standards of privacy. Superintendent Couture is working with th all the SAU building level IT staff. The group is looking at an inventory of all websites being used in each school. We need to make sure all the sites are safe. The School Board Association is also providing support to the schools for this. The whole state is working together and collaborating. Bedford is spearheading the path for all the schools in the State. We will be able to take information from other school as we move forward. We will need a Board policy by June 30, 2019. Our policy and procedures will need to include what rights the staff have within the system. We need a

governance plan. What are we going to do if we have a breach. What is our response plan. There will be more training as a third of all breaches come from our own users. Fishing has become a frequent cause of data breaches. We need to train our staff so we recognize what not to do. There are NCES monthly meeting of the Tech staff in the north country, so there are a lot of people working on this. Our SAU has counted over 1700 websites to date that we will be checking.

Superintendent Couture let the Board know about his visits to Lafayette's Lego program. He comes once a week to join Shelley Koehler & Aaron Goldman and their sixth grade FLL classes. It is much more than legos & robotics. This year they are working on the problem of how to help the astronauts feel less lonely and closer to home while in space. The kids troubleshoot, problem solve and work together. Superintendent Couture was very complimentary of the kids, Mrs. Koehler and Mr. Goldman.

**APPROVAL OF BILLS/FINANCIAL REPORT:**

Along with what Superintendent Couture reported about the Data Security project underway, the SAU will need to do a risk assessment of our network that will cost approximately \$20,000. Each school is being asked to put \$5000 in their FY 2020 budget for this project.

**Public School Infrastructure Grant** - Principal Johnk applied and was awarded a grant for security at Lafayette. The grant will pay 80% of the full project or \$12,160. The grant will be using it for more cameras and locks.

**Financial Statements:**

As of the date of the meeting, we anticipate a budget surplus of \$58,000

**Lunch Program/Cafe Services Report:** In the past we have been recording revenue as bank deposits, but we need to be using modified accrual accounting. We will now look at revenue as meals sold not money deposited. This data can be pulled from the Point of Sale part of the Meal Time system. Now there will be a liability on the books to track money in accounts left in at the end of the year. This report shows actual sales thru September and October.

**Acceptance of Unanticipated Funds Over \$5,000.00:** Money left in employees' flexible spending accounts is forfeited at the end of the fiscal year. We received \$57 funds.

**MOTION BY AMY MULLINS, SECONDED BY DENYS DRAPER TO ACCEPT THE UNANTICIPATED FUNDS FROM EMPLOYEE FLEXIBLE SPENDING ACCOUNTS.**

**ALL IN FAVOR, MOTION CARRIED.**

Business Manager Franklin asked if there were any questions at this time about the FY 2020 budget items entered by the SAU.

Amy Mullins asked for an explanation of the \$21,076 FY 18 Actual for Lunch transfer. A discussion ensued about the calculation of this figure. Business Manager Franklin agreed to

send out a detailed explanation after the meeting. The contract with Cafe Services states what the maximum loss/subsidy will be at the end of the school year. If the loss exceeds this figure then Cafe Service pays Lafayette for what is over the maximum. The Board can review this in more detail before the next meeting. The Board may go out to bid at any time. Phyllis' salary is covered in part by Profile as she goes to and helps Profile every day, The Board would like to know percent of her salary that is charged to Profile.

Business Manager Franklin commented that she had planned to get a time clock system quote to present tonight but it has not been received. The goal is to eliminate the manual data entry as the time clock will integrate with our Tyler Data System which generates the payroll.

### **COMMITTEE REPORTS:**

**EXECUTIVE BOARD:** Denys Draper appreciated the Lafayette Board coming to the SAU Budget Hearing.

**BUDGET:** The committee will be finished by the December Board meeting. Amy Mullins asked what the plan was for support staff health benefits. Two years ago when the professional staff health benefits changed there was a discussion to change the support staff. The Board agreed we would continue the current support staff benefits with all new staff since the end of FY 12 receiving 80%/20% coverage from the district.

### **Building & Grounds:**

**Abutter's Update:** Highlighted during the Principal's Report.

### **Parking Lot Update:**

It is recommend that we put this project off for the future. Asphalt companies are currently closing and we should take more time to plan how we want to best maintain the parking lot.

**FY 2019 Building & Grounds Needs:** Principal Johnk pointed out that this year our ending balance is projected to be up to \$58,000. The is figure has historically been \$25,000. Principal Johnk explained funds could be used to buy fencing for our newly cleared and created property. We may need to spend money on soil samples.

The second project would be for the playground. The intent is to build a gaga pit. There is one at Profile and one at Copper Cannon Camp. The game is a less contact version of dodgeball. The Board discussed if we want to spend Buildings & Grounds Capital funds on these projects, do we want to put in the annual budget, or do we to spend projected surplus over \$25,000.

Chairman Kinney stated that we should spend this money judiciously on projects like these.

Denys Draper reiterated that with the outdoor classroom, we should get soil samples before we do anything else.

Christi Gignac supports both ideas. She told the Board that the kids will help build both the gaga pit and create the outdoor classroom.

The Board agreed to look at all this in more detail in future months as we see how the current year budget is progressing.

Denys Draper mentioned that the Board should also consider the Artwork in the stone garden. The benches are deteriorating. Principal Johnk explained there was a plan in place to possibly put mosaics in the benches similar to those created last year.

**NEGOTIATIONS/PERSONNEL:**

Nothing new to report.

**POLICIES & PROCEDURES:**

**Policies for first reading:**

**IHBG - Home Education Instruction**

Proposing to add to the title 'Access to Curricular and Co-Curricular Programs. Parents will still have to notify the Superintendent or Commissioner of Education once of the intent to homeschool. The updated policy adds non-public or public charter schools to have the availability/ability to take curricular or co-curricular activities. Transportation is the responsibility of the parents.

**JICD - Student Conduct, Discipline and Due Process, Safe School Zone**

JIC & JICD were combined with the last update. There is an update to the language of discipline to children with disabilities. The change better reflects the statutes. The Principal will notify parents of simple assault, suspension or expulsion of a child with a disability.

**DENYS DRAPER MADE A MOTION, SECONDED BY AMY MULLINS TO APPROVE THE FIRST READING OF POLICIES IHB AND JICD. ALL IN FAVOR, MOTION CARRIED.**

**Policies for second reading:**

**JJF - Student Activities Accounts Management**

This policy was updated to better describe Lafayette's Student Activity Fund.

**JJF - R - Administering Student Activity Funds**

This procedures part of JJF was added as requested by the SAU.

**IJ - Instructional Resources**

This policy was updated to more correctly conform to the current Instructional resources available. There are vast array of resources available that will now be included in this policy. These resources include those found online and through interlibrary loan. There will be detail added about what these resources will provide for students.

**DENYS DRAPER MADE A MOTION, SECONDED BY AMY MULLINS, TO APPROVE THE SECOND READING OF POLICIES JJF, JJF-R, AND IJ. ALL IN FAVOR, MOTION CARRIED.**

**OTHER BUSINESS**

There was a discussion about residency and how the district confirms all students are residents of Easton, Sugar Hill or Franconia. It is very difficult for the district to hold families accountable.

**MOTION TO GO INTO NON-PUBLIC SESSION BY AMY MULLINS, SECONDED BY CHRISTI GIGNAC. ALL IN FAVOR AFTER A ROLL CALL VOTE, MOTION CARRIED.**

Re-entered public session at 7:42 PM

**CHRISTI GIGNAC MADE A MOTION, SECONDED BY AMY MULLINS, TO ADJOURN THE MEETING AT 7:46 p.m.**

**THE MOTION WAS APPROVED**

Respectfully Submitted,  
Toni Butterfield  
Substitute Clerk