

## MINUTES

PRESENT: Chairman Tina Peabody; Board Members Thomas Eyman, Linda Gaitskill, Mary Jo Greene, Luther Kinney; Superintendent Paul MacMillan; Business Manager Sandra Stone; Principal Gordie Johnk.

The meeting was called to order by Chairman Peabody at 5:35 PM.

PUBLIC INPUT - None

LPTO REPORT – No Report

MOTION BY LINDA GAITSKILL, SECONDED BY THOMAS EYMAN TO APPROVE THE MINUTES OF THE JUNE 6, 2011 MEETING AS WRITTEN. The following corrections were requested:

Page 1, paragraph 6, line 3 should read . . . appoint Luther Kinney . . .

Page 2, paragraph 7, 1<sup>st</sup> sentence should read, Principal Johnk advised the Board that he would like to institute a minimum balance system lunch program.

Page 2, paragraph 7, line 2 should read, For example if . . .

Page 3, paragraph 11, line 1 should read . . . noting that the current . . .

ALL IN FAVOR WITH THE AFOREMENTIONED CORRECTIONS, MOTION CARRIED.

### PRINCIPAL'S REPORT

Principal Johnk updated the Board on kitchen/cafeteria staffing for the 2011-2012 school year which has been completed. Phyllis Pina of Lisbon Regional School will continue in her roll as overseer of the program, coordinating the menus, preparing the necessary paperwork, etc. Dianne Sawicki has been hired as the cafeteria assistant. Ms. Sawicki's duties will include breakfast preparation and serving; snack preparation; traveling to Lisbon to prepare and transport lunches; and, returning to Lafayette Regional to serve lunch. Principal Johnk further stated that Ms. Sawicki will also be learning the paperwork submissions, be responsible for the daily deposits, etc. Principal Johnk has checked into the federal guidelines and ascertained that seventy-five students would need to be served per hour in order to necessitate hiring additional personnel.

Principal Johnk advised the Board that the following price increases in juice and breakfast costs will be in effect at the beginning of the 2011-2012 school year; \$.60 for juice and \$1.10 for breakfast. MOTION BY MARY JO GREENE, SECONDED BY LINDA GAITSKILL TO APPROVE THE INCREASES IN JUICE AND BREAKFAST PRICES AS PRESENTED. ALL IN FAVOR, MOTION CARRIED. Principal Johnk advised the Board that contingency plans have been developed for bad weather. Ms. Sawicki will be using the school truck to transport lunches. It is anticipated that the program's costs will be reduced with the elimination of processed foods and more cooking from scratch. It is further anticipated that a better quality of food will result in increased enrollment in the lunch program. A brief discussion ensued.

Principal Johnk advised the Board that he will do a presentation on the Terra Nova Testing Program results at the September meeting.

Principal Johnk advised the Board that the staff utilized three (3) staff development days during the summer to create a video on the Lafayette School's Mission Statement and the application of 21<sup>st</sup> Century Learning. Principal Johnk showed the video to the Board which was very powerful and informative. Ben Woo and Garrett Ferguson were instrumental in the production of the video. They recently traveled to the November Learning National Conference and presented the video. Principal Johnk advised that it is the intent, once all the fine tuning is completed, to add this video to the Lafayette website. Principal Johnk related how the process and collaboration in this production was achieved fielding questions as necessary. Superintendent MacMillan advised that Grafton County is looking for data to promote the area and that possibly this video could be adapted to reflect their needs. Following a brief discussion it was suggested that it would be a good idea to have an independent person with experience in this type of video production review the completed product and offer their expertise. The Board expressed their thanks to Principal Johnk and the Lafayette staff for their hard work.

## SUPERINTENDENT'S REPORT

Superintendent MacMillan distributed copies of the proposed Board Meeting Calendar for the 2011-2012 school year for Board information and review. Following a brief discussion it was the consensus of the Board to adopt the calendar as presented.

Superintendent MacMillan advised the Board that Deborah Connell of the NH DOE recently visited SAU 35. The visit was precipitated by confusion at the DOE as to the structure of SAU 35 which affected the Bethlehem School District's grant allotments. Ms. Connell was unaware that SAU 35 was comprised of five individual school districts as opposed to one district with five schools. Superintendent MacMillan wrote a letter to Commissioner Barry to request a review of the funding which was granted and funding was subsequently changed for BES. Superintendent MacMillan showed Ms. Connell the BES, Lafayette and Profile Districts and will show Lisbon and Landaff on her next visit. Ms. Connell was very impressed by the SAU and the various districts. A brief discussion ensued.

Superintendent MacMillan advised the Board that he and Business Manager Sandra Stone attended a meeting of the Easton Board of Selectmen at their invitation to address questions on the school budgeting system, tax rates, funding, etc. It was a very successful meeting with approximately twelve (12) community members in attendance as well as the Board of Selectmen. Information they requested during this meeting has been provided to Tom Boucher, Chairman of the Easton Board of Selectmen. Superintendent MacMillan has invited the Board to attend Profile and Lafayette Board meetings to raise any additional questions they may have. A brief discussion ensued.

Superintendent MacMillan advised the Board that he attended the NEAS&C 2 day workshop at Roger Williams College in Portsmouth, RI which addressed 21<sup>st</sup> Century Learning. Superintendent MacMillan returned with valuable information which he will be sharing with the Administrative Team along with a video which addresses the changes in education, classroom structure and how students learn. Superintendent MacMillan found this to be a very informative and valuable workshop.

## FINANCIAL REPORT

Manifests were circulated for Board review and approval.

Business Manager Sandra Stone distributed the final Financial Reports for the 2010-2011 school year noting that the District ended the year with a balance of \$40,651.84 which will be returned to the taxpayers.

Yearend Financial Reports for submission to the NH DOE and Department of Revenue Administration were presented for Board review and signature.

Business Manager Sandra Stone distributed copies of the final School Lunch Report for the 2011-2012 school year briefing on the contents and fielding questions as necessary.

## BOARD REPORTS EXECUTIVE BOARD

Mary Jo Greene volunteered to serve as Executive Board Representative to replace the position vacated by the resignation of Toni Butterfield from the Lafayette Board.

BUDGET – No Report

## BUILDING & GROUNDS

Linda Gaitskill advised the Board that the playhouse has been completed. It is anticipated that the benches, trees and bushes will be in place prior to the opening of school.

Principal Johnk advised the Board that the Oil Tank Alarm System project at a cost of \$7,200 has been completed. This will be an expense in the 2011-2012 budget that was not anticipated. A brief discussion ensued.

Principal Johnk advised the Board that the proposed removal of three (3) trees is being researched. He currently has two estimates and is waiting for one additional one before bringing this to the Board for their input and discussion.

Principal Johnk and Linda Gaitskill have received two estimates for the replacement of carpet and are awaiting a third. There are some questions pertaining to the moisture content in the concrete which are being looked into. There is also a concern that removal of this existing carpet will result in the need for an asbestos abatement. Copies of the proposals from The Floor Works and Instructional Interiors were distributed for Board information and review. Principal Johnk advised that the budget contains \$10,000.00 for this project and more monies may be needed. A brief discussion ensued. It is the hope of Principal Johnk that the additional proposal will be received prior to the next meeting. At this point it does not appear that the project will be completed prior to the opening of school.

NEGOTIATIONS/PERSONNEL – No Report

## POLICIES/PROCEDURES

Linda Gaitskill advised the Board that the committee has been updating the Staff Handbook and working on preparing all current policies for distribution to the staff.

Luther Kinney will take Toni Butterfield's place on the Policy Committee.

Superintendent MacMillan advised the Board that he is in the process of developing an SAU wide committee to begin review of job descriptions. A brief discussion ensued.

There being no further business to come before the Board, MOTION BY MARY JO GREENE, SECONDED BY THOMAS EYMAN TO ADJOURN AT 7:37 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted;

Marjorie Brown  
Board Clerk