

Laconia School Board Meeting
Tuesday, March 7, 2023
6:30 4:30 PM at the SAU 30 Office
39 Harvard Street

- Item #01 **Call to Order**
- Notice of Posting
 - Pledge of Allegiance
- Item #02 **Approval of the Agenda**
- Item #03 **Approval of Minutes**
February 21, 2023
- Item #04 **General Public Comment**
- Item #05 **Board Committee Reports**
- Budget & Personnel
 - Facilities
 - Policy
 - Strategic Planning
 - Board Member Input
- Item #06 **Board Chair Report/Calendar**
- March 30, 2023: Top 10 Dinner
 - April 4, 2023: School Board Training (5:15 PM)
- Item #07 **Student Representative Report**
- Item #08 **Superintendent's Report**
- Item #09 **Discussion**
- Policy IJOC-R, Confidential Student Information (for discussion and action)
 - Laconia High School Principal Resignation
 - Start Date of the Laconia High School Principal
- Item #10 **Budget Work Session**
SAU/Elementary
- Item #11 **General Public Comment on Items on the Agenda**
- Item #12 **Action**
- Approval of Policy IJOC-R, Confidential Student Information
 - Approval of Laconia High School Principal Resignation
 - Approval of Start Date of the Laconia High School Principal
- Item #13 **Adjournment**

Next meeting: March 21, 2023

DRAFT MEETING MINUTES

On February 21, 2023, the Laconia School Board held a regular Board meeting at the Superintendent's Office located at 39 Harvard Street, Laconia, NH.

Present: Board Chair Jennifer Anderson, Vice Chair Nick Grenon, Board Members Heather Drolet, Laura Dunn, Dawn Johnson, Karin Salome, and Jennifer Ulrich. Student Representatives Ella Tryon, and Nerma Krupic in the audience, Superintendent Steve Tucker, Assistant Superintendent Amy Hinds, Business Administrator Diane Clary, staff and community members.

Call to Order

Board Chair Anderson called the meeting to order at 6:30 pm. Assistant Superintendent Hinds reported that the agenda was posted February 17, 2023, at the SAU Office, on the District's website, it was sent to each of our schools, the Laconia Daily Sun, Laconia Library, and to Laconia City Hall, in accordance with RSA 91-A. The Pledge of Allegiance was recited.

Approval of the Agenda

Motion made by Board Member Drolet to amend the agenda changing the year of the high school field trip to 2024 under Item #10 Discussion and Item #12 Action. The motion was seconded by Board Member Salome. The motion carried 7-0-0.

Approval of Minutes

Motion made by Board Member Grenon to approve the minutes of the February 7, 2023, school board meeting as presented. The motion was seconded by Board Member Salome. The motion carried 7-0-0.

Presentation

Huot Technical Center Director Dave Warrender discussed equipment improvements and the various forms of funding the Huot receives. Funding is secured at the State and Local level, through the Federal Perkins Grant, donations, the local budget, income from student run businesses and other grants. Students are attracted to the unique tools and technology available. Mr. Warrender said the equipment being demonstrated this evening was purchased through the Perkins Grant. He introduced Captain Bill Clary, instructor of the Law Enforcement Class, who briefed the Board on the Axon Virtual Software. This software is a virtual reality training system to help train police and first responders on how to respond to various emergency situations. It is believed that the Huot Center is the first secondary school in the Country to implement this technology and our students are some of the first in the nation to use this software in class. Students Kayla Woglom and Tauheeda Abdallah demonstrated a training scenario using the headset.

General Public Comment

No public comment was made.

Board Committee Reports

Budget and Personnel: Committee Chair Dunn reported that the committee has not met and is scheduled to meet Thursday, February 23 at 11:00 am. This meeting may be rescheduled due to the winter storm that is predicted for that day.

Facilities: Committee Chair Grenon reported that the committee has not met and is scheduled to meet Wednesday, February 22 at 12:30 pm.

Policy: Committee Chair Drolet said the committee has a few policies on the agenda tonight. The next committee meeting is scheduled for March 14 at 8 am.

Strategic Planning: Chair Committee Ulrich reported that the committee has not met and is scheduled to meet March 14 at 9 am.

Board Member Input:

- Board Member Dunn acknowledged senior student athlete Kayden Roberts for his achievement of scoring 1000 points for the Laconia High School Basketball program. Kayden is the seventh Laconia High School player since 1973 to reach this milestone.
- Board Member Johnson inquired as to why administrative contracts are not on the website. Superintendent Tucker explained that Collective Bargaining Agreements are posted on the website, but individual contracts are not.

Board Chair Report/Calendar

Board Chair Anderson reported that scheduling is in process for the Boards second workshop with the NH School Boards Association. The tentative date is April 4 prior to the school board meeting. The first session focused on effective school board meetings and the topic for the next training session will be on the roles of the School Board and the Superintendent. Board Chair Anderson commented on her wonderful tour of the schools, and the timing was perfect at the middle school because she was in a classroom where two of our teachers were streaming live from the summit of Mount Washington.

Student Report

Miss Tryon reported on school events highlighting the upcoming weekly Winter Carnival events. She reported on the bathroom use and said having the hall and bathroom monitors have stopped some students from taking advantage of bathrooms; there is less foot traffic and they are cleaner and not being vandalized. She reported on another Huot program called CERT. This program provides hands-on training. It is a 9 week course to educate students about disaster preparedness for hazards/life crises that may occur and how to handle them. In May, the students will visit the Fire Academy.

Superintendent's Report

Superintendent Tucker reported on leadership and vision announcing that the Elm Street School path project is on hold until spring, and that he and Principal Guerriero attended a conference and the keynote speaker was John Hattie, one of the world's leading researchers in education. Assistant Superintendent Hinds reported on curriculum, instruction and assessment reporting that the second round of math professional development began and will continue for the next two weeks with all grade levels participating. She said SAT's for the junior class are March 22, the Literacy Task Force continues to evaluate teaching and learning of literacy and monitor assessment platforms (FastBridge, NWEA, and other options), and Communiversity is continuing which is a blend of Science, Social Studies and Art. Under students she reported the high school math team finished in first place in five meets and that the 100th day of school was February 15 which was celebrated at the elementary schools. Business Administrator Clary reported on maintenance and capital improvements, and finance and operations. The hard-wiring of locks of the elementary doors is almost complete, the Business Office continues to get quotes for facility projects, the Laconia Police Department received a \$200,000 grant to fund a technology wall which may allow them to interface their cameras with the schools to add another layer of security in an emergency situation.

Superintendent Tucker added that another layer of support is through the NH Rapid Response hotline which supports a person in a mental health crisis. Superintendent Tucker announced that Assistant Principal Dave Bartlett is a finalist for the Principal position at Loudon Elementary School.

Discussion

Laconia High School Out-of-State Field Trip/ May 9-13, 2024. Superintendent Tucker presented a High School Music Department field trip to Disney World from May 9-13, 2024, for Board approval. This provides the high school music program with an opportunity to perform in Disney World and be part of educational workshops.

Policy IJOC, School Volunteers. Policy Chair Drolet presented Policy IJOC, School Volunteers, for discussion and action. Two different policy committee teams have reviewed the policy and after many policy meetings the recommendation is to adopt the NH School Board Association language. To help support Board members who wish to volunteer, language has been added referring them to policies BBAA, BCA and BHC.

Board Member Dunn asked if the confidentiality agreements all volunteers will sign will start with the new school year or take effect immediately? She would like clarification that volunteers are not going to be denied volunteering if they have not signed a volunteer agreement and the policy is implemented immediately. Assistant Superintendent Hinds confirmed that volunteers will not be denied if they haven't signed a confidentiality form, and that no current volunteers or designated volunteers would be affected by approving the policy.

Policy EH. Policy Chair Drolet presented Policy EH, Public Access to School District Records, for a first read. The title has been changed from Data Management to Public Access to School District Records. The policy follows NH School Board Association language. Language changes were suggested. The policy will go back to the Policy Committee for review.

Policy EHB. Policy Chair Drolet presented Policy EHB, Data/Records Retention, for a first read. The policy follows NH School Board Association language. Language changes were suggested. The policy will go back to the Policy Committee for review.

Policy EH-R. Policy Chair Drolet presented Policy EH-R, Administrative Procedures for Public Access to District Records "Right to Know Requests", for a first read. These are procedures to align with Policy EH. Language changes were suggested. The policy will go back to the Policy Committee for review.

Policy EHB-R. Policy Chair Drolet presented Policy EHB-R, Local Records Retention Schedule, for a first read. These are procedures to align with Policy EHB. Language changes were suggested. The policy will go back to the Policy Committee for review.

Policy JRA. Policy Chair Drolet presented Policy JRA, Student Records and Access - FERPA, for a first read. The policy follows NH School Board Association language. Language changes were suggested. The policy will go back to the Policy Committee for review.

Policy JLCC. Policy Chair Drolet presented Policy JLCC, Pediculosis, for a first read. The policy is being revised to reflect procedures being done by school nurses and recommendations from the American Academy of Pediatrics. Language changes were suggested. The policy will go back to the Policy Committee for review.

Board Member Johnson suggested input from parent/teacher groups. Board Member Salome believes the Board should use resources such as our nurses and the American Academy of Pediatrics. Board Member Dunn thinks procedures may need to be a case-by-case basis.

General Public Comment on Items Under Discussion or Action

No public comment was made.

Action

Approval of the Laconia High School Out-of-State Field Trip/ May 9-13, 2024. Motion made by Board Member Johnson to approve the Laconia High School Music Department Out-of-State Field Trip to Disney World from May 9-13, 2024. The motion was seconded by Board Member Salome. Motion carried 7-0-0.

Approval of Policy IJOC, School Volunteers. Motion made by Board Member Johnson to approve Policy IJOC, School Volunteers, as presented. The motion was seconded by Board Member Grenon. Discussion: Board Member Dunn asked Assistant Superintendent Hinds if this will impact current volunteers or designated volunteers if passed this evening and was told it does not. Motion carried 7-0-0.

Adjournment

Motion made at 8:01 pm by Board Member Grenon to adjourn the meeting. The motion was seconded by Board Member Salome. The motion carried 7-0-0.

Respectfully submitted,

Amy Hinds, Clerk



Superintendent's Report Laconia School Board (for March 7, 2023)

- Leadership and Vision
 - a. I met with the City Manager and the Mayor last Friday to discuss factors that are impacting the 2023-24 City and School district budgets, including the rate of inflation, collective bargaining agreements, facilities work, and staffing.
 - b. The Lakes Region Community College Advisory Board met last Wednesday to provide an update on funding, programs and enrollment. I serve on this board of the President. Some highlights included:
 - i. Spring enrollment up 17%
 - ii. The Governor has budgeted for a 9.16% increase in funding for the Community College System of New Hampshire.
 - iii. Robotics and plumbing and heating programming was discussed.
- Curriculum, Instruction, and Assessment
 - a. Taylor Osborne, a Social Studies Teacher at Laconia High School, is collaborating with the Laconia Historical Society and local historians to engage his U.S. History students in a project-based learning experience focused on the Vietnam War. Mr. Osborne stated: "This project is focusing on a generation that is not very far from us at all — this is a living, breathing topic that we're looking at, and this is connecting kids with their community." For more information, [see this link to the article](#) about the project in *The Laconia Sun*.
- Maintenance and capital improvements
 - a. The hard-wiring of the elementary school door locks is almost complete.
 - b. The Business Office is continuing to get quotes for facilities projects developed after the Facility Tour. We will be looking to share information with the Facilities and Budget and Personnel committees at our next meetings.
 - c. More electrical outlets were installed in the Weight Room at LHS.
 - d. We have included the Facilities Priorities project list that was reviewed by the Facilities Committee in the Board Packet. Those projects with a "1" represent high priority projects, "2s" have a mid-range priority, and "3" projects are low priority projects.
 - e. The work on the LHS Hall of Fame Hallway began last Saturday. A tent was built to contain the area and information was sent to the LHS school community about our alternative entry and exit plan for various athletic events and credit recovery programming during Winter Vacation. On Monday, the asbestos tile and mastic

was removed in its entirety. On Wednesday the air samples were taken. The tests showed that no asbestos was present, which means that the containment tent can be removed. The tent will be removed and the hallway will be able to be used when students and staff return from Winter Break on Monday. A wax-free tile called Texas Granite will be laid during April Vacation.

- Finance and operations
 - a. The Google Slide to guide our 2023-24 budget work sessions is [hyperlinked here](#).
 - b. The Emergency Planning Committee met last Wednesday (February 22nd), a committee that includes the Laconia Fire and Police chiefs. Items for discussion include: Emergency Operation Plans, emergency responses, and the PSS active shooter training.
 - c. Included in the Board Packet is a letter from the International Brotherhood of Teamsters, which represents First Student Bus Drivers. The letter has information about challenges in negotiating a contract for bus drivers and the potential of a strike. We have been in contact with our local First Student office and they have informed us that the challenges described are specific to other branches of the company's division and that they are not specific to the division of the company that we use.
- Students
 - a. A Unified Spring Dance will be held on March 31, 2023. This dance will be hosted at Laconia High School. Five of the Lakes Region Schools will be participating in this event. The students have picked the theme of Candy Land for the dance.
 - b. There is a District Band Concert at the Colonial Theatre scheduled for Wednesday, March 22 at 6:30 PM. The snow date, time, and location is March 23rd at 6:30 at Laconia High School.
 - c. Between now and April vacation, students will be meeting with school counselors to create their class schedules for next year. Their classes will be chosen based on course requirements; their college, career and life aspirations; and their four-year plans.
 - d. On Friday, March 17, the National Youth Risk Behavior Survey (YRBS) will be administered to all students at Laconia High School. The survey is anonymous. Parents have the opportunity to opt out of having their student participate in the survey. An email will go out to all students and parents regarding this survey and the purposes of administering it. This survey provides valuable information about our students and is a requirement to receive grant funding through the Office of School Wellness. High school students around the nation take the survey. Here is an overview of the survey which is also available on the NH Department of Health and Human Services (DHHS) website: <https://www.dhhs.nh.gov/youth-risk-behavior-survey-yrbs-o>).
- Communication and Community Involvement
 - a. The three (3) elementary principals produced our most recent “In Laconia Schools...” in The Laconia Sun. In it, they wrote about the opportunities that our

students have beyond the school day. To see this column, [please click on this link](#).

- b. There is a mobile food pantry at Lakes Region Community College on March 31 from 12:00 until 2:00. The flier for this event is included in the Board Packet.
 - c. The school nurses are researching and reviewing various school policies and local procedures in regards to having Narcan in school for Emergency use. The school nurses have worked with local providers to ensure their offices are equipped with other life saving medications such as Epinephrine and albuterol. According to NHSNA, “NH school nurses, as allowed by local administration and policy, are in the position to administer life-saving measures in the event of an opioid overdose.” Other school districts have adopted policies to ensure Narcan is available in the event of an adverse event related to overdose. It is being explored as to what this could look like for Laconia. The idea of having Narcan in schools for emergency use is supported by our local emergency responders.
- Personnel
 - a. We are anticipating an opening for the Payroll Specialist position in the SAU.
 - b. Included in the Board Packet are the following documents:
 - i. LHS Principal Jim McCollum’s resignation letter, which would make his last day in this role on Friday, April 21st, is included in the Board Packet. As a result, we are seeing approval to accept the nomination and change the start date for Lisa Hinds to start at the LHS Principal on April 22nd instead of July 1st. We have also included financial information about paying Ms. Hinds the LHS Principal salary. **Both the resignation and the change of the start date for the LHS Principal are on the agenda for discussion and action.**
 - ii. A “Timeline for Staff Evaluations and Distributing Contracts (Spring 2023)” has also been included in the Board Packet. This timeline is similar to the one we have used in years past.
 - iii. The 2022-23 positions that are funded with ESSER grants. Our Leadership Team is working on an ESSER staffing plan for 2023-24.

Respectfully Submitted,

Steve Tucker
Superintendent of Schools
Laconia School District
March 3, 2023

INTERNATIONAL BROTHERHOOD OF TEAMSTERS

SEAN M. O'BRIEN

General President

25 Louisiana Avenue, NW
Washington, DC 20001



FRED E. ZUCKERMAN

General Secretary-Treasurer

202-624-6800
www.teamster.org

February 15, 2023

RECEIVED
Laconia School District

FEB 21 2023

SAU # 30
39 Harvard Street
Laconia, NH 03246

Mr. Steve Tucker
Laconia School District (SAU 30)
39 Harvard Street, PO Box 309
Laconia, NH 03246

Dear Mr. Tucker:

Teamsters Local 633 represents school bus drivers and other workers employed by First Student, the company hired by your district to provide pupil transportation and other support services. These are dedicated professionals who are integral to the daily lives of children in your community.

Right now, First Student workers in Providence, Rhode Island are working under an expired collective bargaining agreement. Negotiations have stalled because First Student is refusing to agree to a simple, cost-neutral request: to shift previously agreed-upon 401(k) company contributions to a Defined Benefit Pension (DBP).

The Teamsters represent more than 15,000 workers at First Student. Our members work under a national master agreement — meaning all First Student members are a single bargaining unit across the U.S. As a result, if a First Student location goes on strike, it could involve school districts that have contracts with First Student, including yours, since First Student drivers, including the drivers transporting your students, have a contractual right to honor a First Student picket line established by any Teamster-represented location.

Providing school district staff with a DBP is standard practice for most municipalities throughout New England. Every other school district employee in the City of Providence already has a DBP, as do countless other workers in the region who are employed by either a government entity or a company that contracts with one. DBPs go a long way toward addressing the employee retention issues that are currently plaguing the student transportation industry. Unlike a 401(k), a DBP is non-transferable to another employer. This both encourages longer tenure of employees and provides these employees with a stable retirement income.

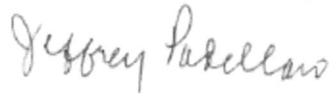
First Student drivers and monitors in Providence are represented by Teamsters Local 251. They have already voted overwhelmingly to strike and could hit the picket line at any point in time. There's no way of telling how quickly this could spread to your school district. For this

Mr. Steve Tucker
February 15, 2023
Page 2

reason, we encourage you to reach out to your local First Student management and encourage them to prevent labor unrest that could impact the students in your district.

If you have any questions regarding this matter, you can reach me at: 603-625-9731 or by email at: padellaro@teamster.org.

Sincerely,



Jeffrey Padellaro, Secretary-Treasurer
Teamsters Local Union 633

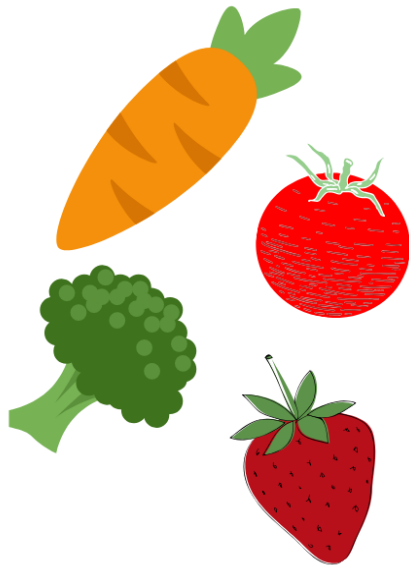


Matt Taibi, Secretary-Treasurer
Teamsters Local 251 Director, Teamsters Passenger
Transportation Division Teamsters Eastern Region
Vice President

JP/MT/mm

Save the date!

upcoming mobile food pantry



Friday, Mar. 31st from 12:00-2:00

(while supplies last)

**Lakes Region Community College
379 Belmont Rd. Laconia, NH**

**The NH Food Bank will bring truckloads of food to distribute to
families and individuals.**

This event is open to all. No proof of residency or income needed.

This is a drive thru event. All items will be distributed to you in your vehicles.

Sponsored by:



**Bank of
New Hampshire**
Member FDIC





Timeline for Staff Evaluations and Distributing Contracts

Spring 2023

Friday, March 31st:

Building Principals will send building nomination recommendations to the Superintendent.

Tuesday, April 4th:

Nomination list to the School Board.

Monday, April 10th:

Human Resource Coordinator (HRC) sends contracts to staff.

1. Staff will sign and select how many pays they want (22 or 26).
2. HRC shares an excel spreadsheet with building administrators to monitor contracts that are sent and returned. Building administrators will reach out to staff members, if necessary, to return any outstanding contracts.

Monday, April 17th :

Staff return contracts to HRC.

1. The HRC sends contracts to the Superintendent for signature.
2. The HRC scans a copy of each contract signed by the Superintendent and staff member to their email and files a copy in their personnel file.

**Deadline for non-renewals for teachers covered by the LEA collective bargaining agreement is April 15*

****Remaining contracts will go out in May (EAL, non-union, Admin, etc.)**

EVALUATION DEADLINES:

- EAL evaluations will be completed by Thursday, April 20th
- LEA evaluations will be completed by Friday, March 31st
- Administration and other Non-Union by Wednesday, May 31st

2022-23 Laconia School District ESSER Positions

Position	School	Description
OT Support	Elem.	All 3 schools
Interventionist	ESS	Student support
Interventionist	PSS	Student support
SPED Teacher	PSS	Support case loads and students
Interventionist	Woodland	Student support
ESOL	Woodland	PT
College/Career/ Community Exploratories Teacher	LMS	Exploratories Teacher
Grade 6 Humanities Teacher	LMS	Support the 5-6 Transition
AEP/Spanish	LMS	Intervention
AEP	LMS	Intervention
Social Studies Teacher	LHS	Support literacy and course failures
Reading Interventionist	LHS	Reading support for struggling students
Math Interventionist	LHS	Math support for struggling students
Student Learning Coordinator	LHS	Online and other learning opportunities
Woodshop Teacher	LHS	Woodshop and Huot Exploratory
Hallway Monitor	LHS	Supervision
Hallway Monitor	LHS	Supervision

**Confidential Student Information
Substitute Teacher/Volunteer Compliance Form**

All personnel employed or who otherwise work **or** {volunteer} within the Laconia School District will respect the privacy and/or confidentiality of all students with whom they have contact. District policy limits access to personally identifiable information to those who have a legitimate educational or legal right to view or receive private and/or confidential information.

As part of the job performance within the district, employees/volunteers may produce and receive information that must be kept confidential. Confidential information includes information obtained while fulfilling ~~his/her~~ **their** role responsibilities and all other information relating to students that is otherwise protected by applicable state and federal privacy laws. School district employees or volunteers shall not disclose nor transmit such confidential information concerning students and shall use extreme care to protect against negligent or inadvertent disclosure of such information.

During the course of carrying out activities as an employee or volunteer of the district, an individual may make certain observations that may disclose personally identifiable information about a student. These observations may indicate the nature of disabilities and/or accommodations that are made in response to such disabilities. To the degree that such observations disclose personally identifiable information, the employee or volunteer making such observations must respect the privacy and confidentiality of the student involved and not disclose such information in violation of this policy.

The dissemination of personally identifiable information by employees or volunteers to individuals who have neither a legitimate educational or legal interest nor a "need to know" is prohibited. Employees and volunteers are not to disclose such information to individuals not affiliated with the School District or to those who do not have a legitimate educational or legal right to such information without specific written authorization from district administrators and the affected student/parent.

I have read and agree to comply with the stipulations of the statements above.

Signature

Date

First Read for Adoption: 09/20/2022
Revisions to Policy Committee 10/11/2022
Second Read for Discussion and Adoption: 03/07/2023