

**NEWPORT CITY ELEMENTARY SCHOOL  
BOARD MEETING MINUTES  
Monday, June 12, 2017**

Present

**Board:**

Chris Royer  
Wendy McGillivray  
Mary Ellen Prairie\* (via phone)  
Vicky Lantagne, chair  
Kathy Nolan

**Staff and Administration:**

Elaine Collins, Principal  
John Castle, Superintendent  
Heidi Fortin\*, Assistant Principal  
Nancy Griffith, Recording Secretary  
Tammy Szych, Support Staff Employee  
Aaron Benson, Support Staff Employee  
Glenn Hankinson\*, Director of Finance  
Samantha Laramée, Support Staff Employee  
Jennifer Ingram, Support Staff Employee

\*partial attendees

**Call the Meeting to Order at 5:38 p.m.  
School Walk-Through**

- I. **Additions or Adjustments to the Agenda:** Under new business COLLINS would like to add the hire of summer custodial help.
- II. **Approve the minutes of May 15, 2017 (Attachment A):** NOLAN asked if the board had wanted the Sherman Fund on the June agenda. After some board discussion it was agreed that it was not needed. **Motion** to approve the May 15, 2017 minutes - MCGILLIVRAY/ROYER – **Approved.**
- III. **Public Comments, Communication with Parents/Staff/Citizens:** PRAIRIE announced that she has a personal health issue and will have to resign from her position on the Executive committee, and the board expressed their well wishes during this difficult time for her. **Motion** to nominate NOLAN for the Executive Committee - MCGILLIVRAY/ROYER – **Approved.**

**IV. Financial Report**

Action:

- A. Approve the Warrants: None to approve.
  - B. Approve Financial Report: The board had received the April financials. NOLAN asked a couple of clarifying questions around the BEST grant and OT costs. ROYER asked a question around the ENCORE program as there appears to be an over expenditure. COLLINS indicated she would have the SU ENCORE Coordinator answer his specific questions either at an upcoming board meeting or via COLLINS.
  - C. Award bid for borrowing in anticipation of taxes: HANKINSON distributed hand-outs that summarized the offers. MCGILLIVRAY indicated that the Union Bank option looks to be the best. HANKINSON agreed and he recommended borrowing a bit more funds to increase their earnings return. **Motion** to accept option 1 from Union Bank in the amount of \$1,289,000.00 assuming the bank's interest offer doesn't change based on the slightly higher amount loan amount. – MCGILLIVRAY/ROYER – **Approved.**
- V. **Principal's Report (Attachment B):** PRAIRIE asked why there was no evacuation drill on the report and COLLINS indicated that the AOE only mandates that one evacuation drill is needed per school year and NCES did theirs in April. MCGILLIVRAY wanted to mention that there appeared to be a bit of confusion

as to where the students needed to be during the school concerts. Further discussion was had around how improvements could be made for similar events next year.

## VI. Superintendent's Report

- A. Collaboration Conversations with neighboring school districts: CASTLE indicated that this was part of our Act 46 process that we need to work on diligently over the next few months. We need to demonstrate that our separate districts have attempted to have these types of discussions, in regards to sharing ideas, resources, personnel, etc. The SU has to submit their plan to the AOE by January. However, CASTLE would like to submit it by November so that districts can then concentrate on budget development. MCGILLIVRAY asked if a formal invitation should be sent to surrounding boards, and CASTLE indicated that could be an option. The board agreed they would like to do this for the September meeting. CASTLE indicated he would send that on their behalf.

## V. Unfinished/New Business

### Discussion:

- A. Storage space for NCSU Preschool: COLLINS was approached to see if NCSU could store some items that NCSU had stored in a space that is soon to be vacated. They were also looking for a work space. COLLINS is very open to the idea as NCSU Preschool is an SU wide program. No action needed, COLLINS simply wanted to inform the board that she would be moving forward with this.
- B. Board compensation: LANTAGNE was looking to continue the discussion that was started at a prior meeting. Board agreed to September and February lump payments versus maintaining a log for payment per meeting. This will start for the new fiscal year (July 1, 2017).
- C. Support staff: Board discussed with GRIFFITH as to information that would be provided for next month's negotiations proposal discussion. GRIFFITH indicated she would do up a summary spreadsheet that compares all of NCSU's support staff benefits versus all other schools in the district. This spreadsheet will be sent out ahead of next month's meeting.

### Action:

- A. Hire 1.0 FTE School Psychologist: FORTIN indicated they held interviews and had narrowed it down to two finalists. She would like to recommend John Labounty to be hired as a contracted service, so no benefits would be offered, and he would do his own insurance billing. It would be very similar to the current contract with Mr. Turkle, but would be at 100% versus 60%. PRAIRIE indicated she was part of the second interview and found him to be very student focused, which is great. The search committee felt strongly about this recommendation as well. His only learning curve will be the billing aspect, but FORTIN felt he will be quick study and will reach out to Mr. Turkle and other local providers that do personal billing for training. CASTLE asked that COLLINS have the SU Personnel and Business offices review the contract language prior to the board chair signing it. – **Motion** to hire LABOUNTY as a contracted school psychologist for the 2017-2018 school year – PRAIRIE/NOLAN – **Approved**.
- B. Hire three para educators: **Motion**, pending reference checks to allow COLLINS to offer the paraprofessional positions to Heather Chase, Casarra Hall and Amber Minnie – MCGILLIVRAY/NOLAN – **Approved**.
- C. Consider request to begin health insurance on July 1, 2017 to avoid lapse of coverage: A new employee that was working in a previous district would have a lapse of coverage as her probation period ends after her current coverage ends from the previous employer.

- CASTLE supports this request. **Motion** to allow health insurance benefits to start on July 1, 2017 for Ms. Fournier – MCGILLIVRAY/NOLAN – **Approved**.
- D. Consider request for additional unpaid time: Ms. Benson handed out a request. She has exceeded her sick time by 5.25 hours and would need another day off to meet with a surgeon about a surgery she has been waiting on for 2 years. She has significant illness this year due to environmental issues in her home. **Motion** to grant the total of 5.25 hours plus one additional day all to be unpaid – NOLAN/ROYER – **Approved**.
- E. Consider request for unpaid ½ day to be used on 6-21-17: SZYCH handed out a request. She has a family vacation planned and with the snow days' school has been extended into that trip. She has two discretionary days available but was lacking discretionary time for the last day of school. She has ample sick time but didn't want to call out sick as her student assignment requires a consistent person and wanted the same person to sub for all three days - **Motion** to grant ½ day unpaid to Ms. Szych– MCGILLIVRAY/NOLAN – **Approved**.
- F. Award bid for Fuel Oil and Propane Proposals (*Attachment C*): Bids were opened and discussed. **Motion** to accept the pre-bid oil bid from Oil Supply and propane bid from Fred's – ROYER/MCGILLIVRAY – **Approved**.
- G. Summer employment: COLLINS indicated she would like to recommend that Anita Laplante, Krista Miner, Sam Laramee and Leslie Bonneau be hired as summer custodians. COLLINS indicated it is essentially the same crew as last year. **Motion** to hire the four mentioned individuals as summer custodians – ROYER/NOLAN – **Approved**.

#### VIII. Other Business

Action:

- A. Approve Revised NCSU Common Board Policy D.25 Superintendent Supervision and Evaluation\*: LANTAGNE summarized that language was struck out about evaluations being done by January 1<sup>st</sup>. State statute dictates that the Superintendent's evaluation be done annually, so the policy committee didn't want to be locked into the January 1<sup>st</sup> date and added that it simply be done annually. **Motion** to approve the revised policy D.25 as presented - MCGILLIVRAY/NOLAN – **Approved**.

\*Policies being reviewed can be found at <http://www.ncsuvt.org/ncsu-full-board/policies-being-reviewed>.

VIII. **Agenda Items/Date for Next Board Meeting on July 10<sup>th</sup>**: They would like to only meet on the 24<sup>th</sup> of July, so the July 10<sup>th</sup> meeting will need to be canceled. They would like the proposal for negotiations with NCES support staff to be on the July 24<sup>th</sup> agenda.

IX. **Executive Session (if needed)**: **Motion** to move into executive session at 7:40 p.m. inviting administration, CASTLE and GRIFFITH - Royer/NOLAN – approved.

Moved out of executive session at 7:59 p.m. with no action taken.

**Motion** to adjourn at 7:59 p.m. – ROYER/MCGILLIVRAY – **Approved**.

#### X Adjourn

Respectfully submitted,  
Nancy Griffith, Recording Secretary

<b><u>Meetings:</u></b>	<b><u>Day</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
NCSU Policy Committee	Thursday	June 22	5:30 p.m.	NCSU A207
NCSU Executive Committee	Thursday	June 22	6:30 p.m.	NCSU A209
NCES Board	Monday	July 24	6:00 p.m.	NCES