

**NEWPORT CITY ELEMENTARY SCHOOL
BOARD MEETING MINUTES
Monday, April 3, 2017 at 6:00 P.M.**

Present

Board:

Chris Royer
Wendy McGillivray
Mary Ellen Prairie
Kathy Nolan
Vicky Lantagne

*partial attendees

Staff and Administration:

Elaine Collins, Principal
Samantha Knight, Bookkeeper
Heidi Fortin, Assistant Principal
Kristen Morey, Teacher
John Castle, Superintendent
Samantha Laramee, Support Staff
Anna Chaffee*, Support Staff
Julie Zenel*, Support Staff
Marguerite Griffith*, community member
Tim Cartee*, community member
Richard Cartee*, community member
Caroline Aubry*, Farm to School
Nancy Griffith, Recording Secretary

- I. **Call the Meeting to Order:** Meeting called to order at 6:01 p.m.
Additions or Adjustments to the Agenda: None.

II. **Board Reorganization:**

1. **Motion** to nominate LANTAGNE for Chairperson – ROYER/PRAIRIE – **Approved.**
2. **Motion** to nominate MCGILLIVRAY as Vice Chairperson – ROYER/PRAIRIE – **Approved.**
3. **Motion** to elect NOLAN as Clerk – MCGILLIVRAY/PRAIRIE – **Approved.**
4. **Motion** to elect MCGILLIVRAY and PRAIRIE as the two NCSU Full Board Representatives - ROYER/NOLAN – **Approved.**
5. **Motion** to elect ROYER as alternative member for the NCSU Full Board – MCGILLIVRAY/PRAIRIE – **Approved.**
6. **Motion** to elect PRAIRIE as NCSU Executive Committee member– MCGILLIVRAY/NOLAN – **Approved.**
7. **Motion** to elect LANTAGNE as NCSU Policy Committee member – ROYER/PRAIRIE – **Approved.**
8. **Motion** to elect ROYER as NCSU Negotiations Committee member – NOLAN/MCGILLIVRAY – **Approved.**
9. **Motion** to designate the Newport Daily and Orleans Record as official newspapers – MCGILLIVRAY/PRAIRIE – **Approved.**
10. **Motion** to designate Official Posting locations as city office, post office, school – MCGILLIVRAY/ROYER - **Approved.**
11. Establish meeting dates and times: LANTAGNE discussed how she would like to go to one meeting a month as they are the only school that meets twice a month. She also indicated she would like to change that meeting to the second Monday of the month so there was not a conflict with the city council meetings. MCGILLIVRAY indicated she would prefer to keep the second meeting. ROYER mentioned that by moving to the second Monday of the month the financials would be more timely as the bookkeeper would have more time to prepare. ROYER indicated it might be easier to schedule two meetings a month and cancel the second monthly meeting if it is deemed not necessary, than trying to then schedule new dates. **Motion** to move meetings to the second and fourth Monday of the month and bring the revised proposed meeting yearly calendar to the next meeting- NOLAN/MCGILLIVRAY – **Approved.**
12. Review and sign code of ethics: CASTLE indicated it was simply a reminder, nothing had changed. All board members signed the form.

III. **Approve the minutes of March 1, 2017: Motion** to approve the minutes – MCGILLIVRAY/ROYER – **Approved.**

IV. **Public Comments, Communication with Parents/Staff/Citizens:** M. GRIFFITH asked if the board could introduce themselves, which they did. LANTAGNE indicated she received a letter from Tim Cartee requesting to be nominated to the NCUHS Board. Discussion was had. **Motion** to appoint CARTEE to fill the Newport City opening on the NCUHS board until the next town meeting day – PRAIRIE, more discussion was had. GRIFFITH indicated she has confidence that he would be a great addition to the board. R. CARTEE added that his son is his own man and will make his own decisions. MCGILLIVRAY seconded – **Approved.**

V. **Financial Report**

Action:

A. Approve the Warrants: **Motion** to approve warrants signed on March 27, 2017 and March 28, 2017 from the general fund. There were three warrants with a total of \$117,609.63. Another warrant was from food service in the amount of \$4,905.90 – NOLAN/MCGILLIVRAY – **Approved.**

B. Bookkeeper's report: KNIGHT reviewed the summary with the board and discussion ensued around some of the figures. **Motion** to approve the financial report for February, 2017 – ROYER/MCGILLIVRAY – **Approved.**

VI. **Superintendent's Report**

A. Deferred his report to move on to the action items further on in the agenda.

VII. **Principal's Report (Attachment C):** Board reviewed the reports that were sent out. NOLAN indicating that the behavior incidents don't seem to be improving and asked if COLLINS had any feedback on that. COLLINS indicated they had met as a group and noticed that many of the incidents occurred during recess. She feels that staff need to be trained on "in the moment" responses to issues when students are having difficulties self-regulating themselves. They have some peer mentoring going on by having older kids work with younger kids. FORTIN also indicated that in their discussions the staff felt many of the incidents that were referred to the office could have been handled on the spot. They also felt that there was a lack of space and things for kids to do at recess, so they are looking into options to resolve these issues. They want to work on their systems to have more consistency across the board. The unstructured time is where the younger kids struggle with behaviors.

VIII. **Unfinished/New Business**

Action/Information:

A. Action to approve a new gardening shed for Farm to School: AUBRY has spoken with the Building Trades teacher at NCCC and they would be willing to build the shed. They also have grant money for this project that needs to be used this year. It would be approximately 10' x 12' and could be used to store tools and equipment. The maintenance staff supports this idea as well so that FTS items are stored separately. Discussion was had around where it would be located. **Motion** to approve the 10' x 12' shed to be placed under the oak tree – NOLAN/ROYER – **Approved.**

B. Consider requests for additional unpaid leave: Anna Chaffee presented her request for three unpaid days to attend to family matters. NOLAN expressed her condolences to CHAFFEE for the hardships her family is experiencing. NOLAN inquired with administration on whether this would be a hardship to the school to allow these potential absences and COLLINS expressed that they would make do as she felt it was a valid request. **Motion** to approve three additional unpaid days – MCGILLIVRAY/NOLAN – **Approved.**

Julie Zenel presented her request to the board for four additional days due to her having exhausted her normal allotted leave with time taken after the loss of her mother and the need for future absences due to medical needs of her son. **Motion** to approve four unpaid days – NOLAN, more discussion was had around paid versus unpaid time, seconded by ROYER – **Approved.**

The board moved on to the request from Jenna Besaw potentially needing up to five additional unpaid days for medical needs of her son. N. GRIFFITH indicated her son's illness would qualify for FMLA and that she could only ask for additional unpaid days for any days she may need to be out for any other reason - **Motion** to approve three unpaid days of sick leave if needed for herself. The absences related to her son's illness will be under FMLA – McGILLIVRAY/NOLAN – **Approved.**

- C. Letter of resignation from Emily Corkins (paraprofessional) – **Motion** to accept resignation – ROYER/PRAIRIE – **Approved.**
- D. Letter of resignation from Elizabeth Bemak (0.40 Music teacher) for the end of the school year. **Motion** to accept resignation with regret – ROYER/PRAIRIE – **Approved.**
- E. Letter of resignation from Ian Turkle (0.60 FTE School Psychologist) – **Motion** to accept resignation with regret – McGILLIVRAY/ROYER – **Approved.**
- F. Lunch Program: LANTAGNE asked what occurs when a student leaves NCES with a positive balance. Practice should be to pay it back at the end of the year, so KNIGHT will look at it, as it is now community eligibility (free). Board reviewed the report received from the program manager that was requested to compare this year to last year. The report was unclear, so the Board would like to ask her to come to the next board meeting to discuss.
- G. Discussion around 2017/2018 Guidance/School psychologist positions: COLLINS wants to move the psychologist position from 0.6 to 1.0 and she reminded the Board that there had been discussion around having a counselor in the intervention room. After various conversations and analysis, she feels she would be looking for a .5 guidance counselor to teach students to use the skills they are learning in a better fashion. This position would concentrate mainly on the intervention room, but could do some small group work. COLLINS indicated she would use some carry forward Medicaid funds to fund these additional FTEs. NOLAN asked for clarification around the different types of proposed staff for this intervention room. COLLINS discussed the concept of wrap around services and how each type of staff contributes to this system. COLLINS also indicated that to meet educator quality standards we need to have more than the current 1.0 FTE in guidance. CASTLE indicated the Home School Coordinator and other support type positions within the school would allow us to meet the EQS standards with the current guidance FTE. However, CASTLE indicated he has faith in the school administration and that they are doing their research and would support their recommendations. “We can't short change the school's student population”. **Motion** to approve the posting of a 0.5 guidance and 1.0 school psychologist – McGILLIVRAY/ROYER – **Approved.**
- H. SU Data: CASTLE indicated that he is encouraging boards to look at data that was presented at the annual NCSU meeting to see what is pertinent to each board. He encouraged boards and administration to indicate what they are looking for in regards to data and plot it across the year agenda for review/analysis.
- I. Approve contract non-renewal: **Tabled** for executive session
- J. Hire candidates for current 2017/2018 teaching vacancies: **Motion** to hire Sherry Montminy for Pre-K, Amy Riendeau-McCoy for Grade 2, Wendy Leithead for Grade 3, Patty Ovitt for Grade 5 Science and Eileen Baker for Music – PRAIRIE/McGILLIVRAY – **Approved.**
- K. Hire a paraprofessional: Due to the resignation of the para approved above there is an opportunity to hire a sub currently being used. **Motion** to hire Sammie Dezotelle – PRAIRIE/McGILLIVRAY – **Approved.**

- L. Approve FY18 IDEA-B Grant: **Motion** to approve the proposed FY18 IDEA-B grant - PRAIRIE/ROYER – **Approved.**
- M. Approve administrator and support staff contracts: CASTLE indicated that a 3% increase was budgeted for salaries but the big unknown is the change in health insurance. More details will be provided in executive session. He congratulated the support staff for successfully forming an Association. They anticipate meeting April 12th to get further details around next steps. Timing is the big issue with negotiations as all the Associations need to negotiate collectively and current negotiations have stalled. For now, we will move forward with the current support staff policy until a new agreement is reached.

IX. **Agenda Items/Date for Next Board Meeting:** Revised meeting calendar, update on “due-to/due-from”, kitchen report.

X. **Executive Session: Motion** to go into executive session at 8:20 p.m. inviting administration, CASTLE and N. GRIFFITH. – PRAIRIE/ROYER – **Approved.**

Moved out of executive session at 9:15 p.m.

For administrators: **Motion** to approve status quo for district insurance contributions thru December 31, 2017 then 90% District contribution towards new VEHI GOLD CDHP plan with District Health Savings Account contributions of \$1,000 for single coverage and \$1,500 for 2 person + coverage per full fiscal year (so half for FY18) and to accept CASTLE’s recommendation to offer full year principal COLLINS 20 vacation days plus 1 additional day per additional year of service, up to a maximum of 25 days. COLLINS can also carryover up to 5 vacation days with Superintendent approval and these days must be used within the first 90 days of the following fiscal year. Administrators will get a District contribution up to \$35 a month for their dental insurance and Administrators will get 3% increase in wages for FY18 – MCGILLIVRAY/ROYER – **Approved.**

For Support Staff: **Motion** to update support staff policy to indicate status quo for district insurance contributions thru December 31, 2017 then 85% District contribution towards new VEHI Gold CDHP plan with District Health Savings Account contributions of \$450 for single coverage and \$750 for 2 person + coverage per fiscal year (so half for FY18). All other benefits and wages to remain the same until negotiations are finalized – MCGILLIVRAY/ROYER – **Approved.**

Contract non-renewal: **Motion** to issue a contract non-renewal to Liz Levante and to hire Amy Sherlaw-Frizzell as a Pre-K Teacher for the 2017/2018 school year – MCGILLIVRAY/ROYER – **Approved.**

XI. The Board then stayed to review and sign more warrants. **Motion** to approve the warrant from Food Service in the amount of \$28,911.87 and one from the general fund in the amount of \$14,362.98 – PRAIRIE/ROYER – **Approved.**

Meeting was adjourned at 9:36 p.m.

Respectfully submitted,

Nancy Griffith
Recording Secretary

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NCSU Policy Committee	Thursday	April 27	5:30 p.m.	NCSU A213
NCSU Executive Committee	Thursday	April 27	6:30 p.m.	NCSU A209
NCES Board	Monday	April 24	6:00 p.m.	NCES