

NEWPORT CITY ELEMENTARY SCHOOL
BOARD MINUTES
Monday, January 8, 2018

Present

Board:

Chris Royer
Wendy McGillivray
Mary Ellen Prairie
Vicky Lantagne, chair
Kathy Nolan

Staff and Administration:

Elaine Collins, Principal
Samantha Knight, Bookkeeper
Nancy Griffith, Recording Secretary
Deb Beaupre, Assistant Principal
Kristen Morey*, teacher
Glenn Hankinson*, Director of Business
Jason Clark*, Basketball coach
Eileen Baker*, teacher

*partial attendees

I. Call the Meeting to Order at 6:00 p.m.

Additions or Adjustments to the Agenda: the basketball coach would like to address the board, and COLLINS has two additional retirement notices and two requests for leave to present to the board.

II. Approve the minutes of December 11, 2017 (Attachment A): Motion to approve the minutes – ROYER/NOLAN – Approved.

III. Public Comments, Communication with Parents/Staff/Citizens: NOLAN expressed disappointment that after reviewing her grandson's homework over the weekend she discovered that homework worksheets were from a textbook from the 1970s. She feels that at some point the focus needs to be on students meeting the standards. Currently, so many initiatives and programs focus on the behavior challenges and learning disabilities. COLLINS agrees completely, but realistically in a system this size nothing can turn on a dime. They have great systems in place and have recently placed more focus on curriculum programs, but it can't be the sole focus. NOLAN understands the day to day fires that need to be addressed quickly, but wants to make sure the FY19 budget includes focus on all students.

CLARK, the basketball coach, discussed the need for jerseys. He was hoping to raise funds thru fundraisers, but many of the players are in other programs that do fundraisers as well. Parents have expressed that they aren't eager to do another one. They have a few jerseys from years past that can be used, but would need more. He would prefer to move forward with jerseys, even though they are a bit more money, over t-shirts as he feels that they look more professional. The quotes he received were between \$27 to \$33 per jersey. Board members asked a few clarifying questions and offered a few suggestions. ROYER indicated he feels the players should be involved in regards to fundraising and not the parents, and he is not opposed to the school covering part of the cost. **Motion** for the District to pay for half of the costs of the jersey from the fundraising account – PRAIRIE/McGILLIVRAY – **Approved. Motion** to allow McGILLIVRAY to close out the school playground account and make a check out to Newport City School District to deposit in their fundraising account – PRAIRIE/ROYER – **Approved.**

IV. Presentation

A. NCES Music Program: BAKER explained her lesson structure and curriculum to the board. She has one program for K thru 4, and then another for grades 5 and 6. She meets with every class once a week, chorus twice a week. She is more activity oriented in her teaching. She brought various drums from her personal collection to use, and she used her school budget to purchase a few xylophones this year, and would like to see the board focus on purchasing a wider variety of instruments for the classroom over the next few years to expand what can be offered to students within the music program. This would require a bigger budget. She talked about a schedule change she would like to implement for the higher grades which is a trimester model, versus the

current weekly model. She has approached the other “specials” teachers (art and library media) to see what their thoughts are, as that model would affect them as well. Discussion was had around various challenges with that proposal.

PRAIRIE asked BAKER about the sound system in the auditorium/gym and BAKER indicated there are issues with it, and she uses it sporadically to do a few simple things. COLLINS indicated she had gotten estimates last year, but the quotes were double of what they had budgeted.

V. Superintendent’s Report: CASTLE was not in attendance, but COLLINS handed out the letter CASTLE will be including in all the schools’ annual reports.

VI. Principal’s Report: The Board reviewed the data report and asked a few clarifying questions.

VII Unfinished/New Business

Information/Discussion:

A. Budget: HANKINSON handed out a summary sheet that was done based on the current proposed FY19 budget that was in place after the last meeting. HANKINSON reviewed the figures, and explained that the equalized pupil count is up about 20 students, but that the dollar yield has dropped based on the current recommendations from the Tax Commissioner. Also, the Newport City common level of appraisal has dropped significantly and only 55% of Newport City students are at the elementary school, versus the Junior and Senior High Schools. As the budget stands now and with the State’s large deficit in the Education Fund the current proposed NCES FY19 budget represents about a \$0.15 increase in the tax rate. HANKINSON stressed that the State figures and municipal numbers could vary slightly. Unfortunately, \$0.09 of the \$0.15 tax rate increase is out of the Board’s hands, it is due to the State’s Education Fund deficit. He feels that the community would not support the current budget with the anticipated \$0.15 tax rate increase. NOLAN asked where other districts were at. HANKINSON indicated that Troy was the highest at \$0.11.

As no one was comfortable with the current budget scenario COLLINS asked the Board what they wanted to reduce in the budget now that more firm numbers were in place. LANTAGNE indicated that the biggest ticket item is always salaries/benefits which are somewhat out of the board’s direct control. COLLINS indicated she will make a list of possible cuts and email it out to the Board for review. She stressed that they will need to have a special meeting to make the city’s deadline for annual report printing. The Board agreed to a meeting on January 16th at 6:00 p.m. The Board would like to see the school budget direct portion of the tax rate be around the \$0.03 mark.

HANKINSON discussed how they could get municipal loans to fund some projects such as parking lots and boiler replacements that would have a grace period and would not affect budgets until FY20.

- B. Outreach to City Council (Budget, Act 46, etc.): COLLINS contacted the city manager and the city’s next meeting would be January 15th at 6:30, so COLLINS and NOLAN will go and discuss general budget issues as the budget will not be set in stone at that point.
- C. Upcoming board elections (*Attachment B*): The Board indicated the attachment was not part of the emailed packet, so members are unsure who is up for re-election. MCGILLIVRAY indicated that she thought petitions need to be in to the city by January 15th. They will contact Liz Butterfield at the Central Office to get the list.

VIII. Other Business

Action:

- A. Adopt the Following Revised NCSU Common Board Policies: **Motion** to adopt policies G.11 (Responsible Use of Personal and District Devices for Network and Internet Use) and J.4 (Student Medication) – PRAIRIE/ROYER – **Approved**.
- B. Accept two new letters of retirement: COLLINS received two letters of retirement from Sharon Pare and Judith McKelvey. **Motion** to accept the letters of retirement with regret – NOLAN/McGILLIVRAY – **Approved**.
- C. Two requests for additional leave: One request was from Ms. Bussell to extend her leave request, and the other was from Ms. Chaffee to request some unpaid days as she has exhausted her available leave time. **Motion** to approve unpaid leave with continued benefits for Ms. Bussell thru March 1, 2018 – NOLAN/PRAIRIE – **Approved**. Discussion was had around Ms. Chaffee’s leave request and around setting a precedent, and what trends and patterns have been within the building this year around exceeding available leave. **Motion** to approve a total of 3 unpaid days, inclusive of what has already been used to date, with the understanding that no future requests will be granted for the current school year – McGILLIVRAY/PRAIRIE – **Approved**.

IX. Financial Report

Action:

- A. Approve the Warrants: Will be reviewed at the end of the meeting/
- B. Approve the Financial Report: None to present

X. **Agenda Items/Date for Next Board Meeting:** Finalize FY19 budget at the January 16, 2018 special meeting.

XI. **Executive Session:** **Motion** to move into executive session at 8:07 p.m. to discuss upcoming negotiations, inviting administration and GRIFFITH – PRAIRIE/ROYER – **Approved**. Moved out of executive session at 9:09 p.m. with no action taken.

Motion to approve warrants in the following amounts: Food service \$29,391.16 and General Fund \$425,362.87 – McGILLIVRAY/NOLAN – **Approved**.

XII. **Motion** to adjourn at 9:25 p.m. – PRAIRIE/ROYER – **Approved**.

Respectfully submitted,

Nancy Griffith
Recording Secretary

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Negotiations	Thursday	January 11	4:00 p.m.	NCSU Room A209
NCSU Policy Committee	Thursday	January 18	5:30 p.m.	NCSU Room A207
NCSU Executive Committee	Thursday	January 18	6:30 p.m.	NCSU Room A209
NCES Board	Monday	January 22	6:00 p.m.	NCES Library