

**NEWPORT CITY ELEMENTARY SCHOOL  
BOARD MEETING MINUTES**

**Monday, February 20, 2017**

Present

**Board:**

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

**Staff and Administration:**

Elaine Collins, Principal  
Samantha Knight, Bookkeeper  
Nicole Gratton\*, Teacher  
Kristen Morey\*, Teacher  
Judy McKelvey\*, Teacher  
Carmen Cook\*, Teacher  
Nancy Griffith, Recording Secretary  
Glenn Hankinson, Director of Business

\*partial attendees

I. **Call the Meeting to Order:** Meeting called to order at 6:03 pm.

**Additions or Adjustments to the Agenda:** None.

II. **Approve the minutes of February 6, 2017 (Attachment A) – Motion** to approve the minutes – NOLAN/ROYER – **Approved.**

III. **Public Comments, Communication with Parents/Staff/Citizens:** None.

III. **Presentation on Intervention at NCES:** Each intervention teacher (Judy McKelvey, Kristen Morey, Carmen Cook, Nicole Gratton) discussed their role and provided snapshots of their results with their student caseloads. The board members asked various clarifying questions around such things as documentation requirements, testing results, behavior challenges, budget restraints, etc.

**V. Financial Report**

Action:

- A. Approve the Warrants: Board asked for clarifications on questions from the last batch of payables. One was around the technology switch, and COLLINS indicated that it does work, but that you have to manually connect, it is not wireless. COLLINS also indicated that they were working on creating electronic purchase orders versus hand written ones. KNIGHT discussed a VISTA statement that she is still working on getting a copy of the original invoice to see if it is an accurate charge. Clarification was also given on a diesel bill. COLLINS indicated that she looked into the copier lease as the Board had concerns around the cost and it was signed on November of 2015 and it is for five years. LANTAGNE indicated that they need to take into consideration that the lease includes toner, copies, repairs, etc. **Motion** to approve the warrant of \$160,990.39 signed on February 10<sup>th</sup>, 2017 – MCGILLIVRAY/NOLAN – **Approved.**

Information/Discussion:

- A. Review of auditor report: General fund has a deficit of \$141,000 and by Statute the District has three years to recoup. The District has a plan in place and some of the deficit was resolved with recent “Due to/Due froms” that were done. All the rest of the District funds have surpluses. One material weakness was the “Due to/Due froms” that had been outstanding for a few years which the Board confirmed have since been taken care of. Another significant weakness is related mainly to the Sherman Fund and that its activity is not regularly recorded in the general ledger. CORRETTE recommends that it be done regularly so that the District has an accurate picture. MCGILLIVRAY indicated that they should receive an update quarterly. ROYER indicated that as it is paid out per semester to the students that the Board

should receive at minimum bi-annually an update on the Sherman Fund. LANTAGNE indicated that the other stipulations around the Sherman Fund are being met. Another significant weakness is that there is no evidence that risk assessments are being done to determine if there are any finance weaknesses. HANKINSON indicated that the SU could assist them with that. COLLINS found that the “Due to/Due froms” were done in October and that left the District with only a \$8,000 deficit.

- B. Changes coming up in financial reporting (Samantha Knight): KNIGHT indicated that she met with Debbie Brunelle from the SU office last week and they developed a new report to match the format that the SU uses for their contracted schools. The Board asked a few questions around the columns and about anticipated expenses and revenues. It will take a bit of time for her to load up all expected encumbrances and calculate all anticipated income so that the financials are more accurate. Discussion was had around timing of warrants and timing of board meetings. If they moved the School district’s meetings to the second and fourth Monday of the month it would not conflict with City Council, and would give KNIGHT time to provide accurate financials by the second meeting for the month prior versus being a couple of months behind.
- C. Comparison of other NCSU districts’ FY18 Education Spending: HANKINSON reviewed the handouts, and indicated they were simply for informational purposes. The Board may use any of the data for promotional use. MCGILLIVRAY indicated that the language from the warrant and the comparison of spending per equalized pupil would be a good visual for the budget informational meeting next week. ROYER indicated that the increase from FY17 should also be demonstrated versus FY18. Further discussion was had and HANKINSON will develop a handout for their review.

VI. **Superintendent’s Report:** None.

VII. **Principal’s Report:** As this was the second report of the month she did not report on data, but rather wrote about updates on goals. NOLAN asked for an update on the new behavior room and COLLINS indicated it is still a work in progress and they hope to roll it out officially after February break. PRAIRIE asked for feedback on the Valentine Day lunch. COLLINS indicated she talked with the food service manager to see how they could improve such events going forward as there were some issues that day.

#### VIII. **Unfinished/New Business**

##### Information/Discussion:

- A. Collective bargaining proposal, support staff: Discussion was had around why the support staff may be looking to form a union as the Board felt they always listened to ideas, recommendations and concerns from the support staff, and the consensus was that staff was fearful of the “at will” status of the new policy. **Motion** to agree to a consent election – MCGILLIVRAY/NOLAN – **Approved**. The SU will send the required letter back to the Vermont Labor Relations Board.
- B. Board Meeting Draft Schedule for 2017-18 (*Attachment B*): Will look at this at the March 20<sup>th</sup> board meeting. ROYER would like the whole year calendar to be displayed.

##### Action:

- A. Bus Driver/Custodial position: COLLINS indicated we would have better luck posting a full time position rather than splitting it into two positions. **Motion** to advertise as a combined, full-time position – NOLAN/MCGILLIVRAY – **Approved**.

IX. **Agenda Items/Date for Next Board Meeting:** None mentioned.

X. **Executive Session** (*if needed*): **Motion** to move into executive session at 8:34 p.m. – NOLAN/ROYER inviting GRIFFITH and COLLINS – **Approved**.

- A. Negotiations
- B. Superintendent Evaluation

Moved out of executive session at 9:00 p.m. with no action taken.

XI. Board reviewed new financial warrants. Signed the warrants of \$16,276.07 and \$90,313.93, both from the general fund signed on February 20<sup>th</sup>, 2017.

XI. Adjourn: Motion to adjourn at 9:31 p.m.- McGILLIVRAY/NOLAN – Approved.

Respectfully submitted by,

Nancy Griffith  
Recording Secretary

**Meetings:**

| <b><u>Group</u></b>            | <b><u>Day</u></b> | <b><u>Date</u></b> | <b><u>Time</u></b> | <b><u>Location</u></b>  |
|--------------------------------|-------------------|--------------------|--------------------|-------------------------|
| NCES Budget Informational      | Wednesday         | March 1            | 6:00 p.m.          | NCES                    |
| NCES Board                     | Wednesday         | March 1            | 6:30 p.m.          | NCES                    |
| NCES Board                     | Monday            | March 20           | 6:00 p.m.          | NCES                    |
| NCSU/OCSU Legislative Forum    | Monday            | March 20           | 6:00 p.m.          | Coventry Village School |
| NCSU Full Board Annual Meeting | Thursday          | March 23           | 6:00 p.m.          | NCCC Room 380           |