

North Country Supervisory Union  
Full Board Meeting **MINUTES**  
July 17, 2014

**Attendance:**

Voting Members

Brighton: Charla Nadeau  
Charleston: Jason Brueck, Patrick Austin  
Coventry: Viola Poirier, Frank Carbonneau,  
Derby: Tim Bronson  
Holland: Lincoln Petell  
Jay/Westfield: Loren Petzoldt  
Lowell: Steve Mason  
Morgan:  
Newport City: Jessica Ward  
Newport Town: Wilma Therrien  
Troy: Cliff Forster  
NCUJHS: Scott Boskind  
NCUHS: Peter Moskovites, Rose Mary Mayhew

Board Members: Louise Campbell

Administration: John Castle, Liz Butterfield, Glenn Hankinson, John Peters, Diane Nichols-Fleming, Anita Gagner, Denise Russell

Guests: None

I. Steve Mason called the meeting to order at 6:32, followed by the Pledge of Allegiance.

II. **Additions or Deletions to the Agenda** - None

III. **Approval of Minutes** of May 20, 2014 - *Attachment A*

**MOTION: BRUEK/THERRRIEN APPROVED**

*The April full board minutes will be approved at next Full Board meeting.*

IV. **Introductions** – All attendees introduced themselves for the benefit of the new Superintendent, John Castle and his Executive Assistant, Liz Butterfield.

**V. Superintendent Report**

The Superintendent stated that he will try to attend as many local board meetings as possible. He introduced Liz Butterfield, the new Executive Assistant to the Superintendent, and stated that he and Liz are off to a good start. Mr. Castle commended the esprit de corps that he has experienced at the Central Office and thanked Bob Kern for helping with the transition.

**A. Board Communication** - Mr. Castle asked the Board what kind of communication from the superintendent works best for them. There was consensus that the Board does

not need to see the Superintendent's schedule, but would like to be informed if there is anything that he feels should be shared. It was suggested that these notices could be titled, "Communiques from the Castle". Mr. Castle also suggested that he prepare a monthly written report that can be included in the Board packet and stated that he would like to include contributions from the other Central Office Administrators.

**B. Planned Leadership Team Retreat and Opening Convocation:** Mr. Castle shared that Administrators from across the SU will participate in a retreat for two days in August, which will include team building, planning, and collaboration.

Mr. Castle stated that the "Cabinet" is now called the Council. He shared that the speaker who had been scheduled to present for the Opening Convocation on Aug. 20<sup>th</sup> has a conflict, and that instead, SU colleagues will be making presentations about instruction. The Superintendent invited Board members to attend, especially in the morning. A new twist is that the meal will be a pot-luck, provided by and for the 300 people attending.

**C. Community Engagement:** The Superintendent stated that his first priority since July 1<sup>st</sup> has been getting to know the Central Office staff and the Principals. He will be getting acquainted with Boards over the next few months and has been attending all of the Board meetings. He asked the Board members to assist him in connecting with key community members. He would like to hear their hopes and dreams, as well as critical feedback, with the goal of building relational trust.

## VI. Business Operations

**A. The Director of Business recommends approval of the July 2014 Financial Report.** The Business Manager Glenn Hankinson distributed and reviewed the monthly Financial Report and answered questions from the body.

**MOTION: MAYHEW/BRUEK APPROVED**

## VII. Committee Reports

### Policy Committee

Information: Policy Committee Minutes of May 14, 2014 - *Attachment B*

The Chair asked Frank Carbonneau to present his report on the process and procedure for policy development, review and changes. Mr. Carbonneau reported that he had spoken with Nicole Mace and Harry Frank of the VSBA and has concluded that our system is not broken, but needs tweaking. A discussion ensued around quorum issues, policy origination, procedure vs. policy, and the number of policies on the books. It was agreed that Policy is an important item for discussion and that there is work to be done. It was pointed out that the VSBA vets policies through legal channels, and is the best source for new policies and revisions.

### Personnel Committee

Information: Personnel Committee Minutes of May 14, 2014 - *Attachment C*

A discussion took place concerning the number of committees that exist and the time that it takes to attend meetings. Some questioned why the Executive Board wasn't doing the

work, rather than the committees, as the NCSU Board has ceded to the Executive Board the authority to act on everything except budget and Superintendent. Jason asked about bylaws for the NCSU Board and the Executive Board, and Mr. Castle agreed that they would be sent to all Board members. It was also suggested that the bylaws be placed at the beginning of the Policy page on the SU web site. Superintendent Castle stated that clarity around governance is the most important thing to decide, and that he will work with Steve Mason to clarify the SU position, stating that the NCSU is very functional, and that he would like to take it from “excellent to exceptional”.

Action:

**A. MOTION** to affirm the Superintendent’s recommendation to hire Casey Boyle-Eldridge as a 1.0 FTE NCSU Staff Accountant for the 2014-15 school year.

AUSTIN/ FORSTER **APPROVED**

**B. MOTION** to affirm the Superintendent’s recommendation to hire Jessica Hinton as a 1.0 FTE Behavior Specialist for the 2014-2015 school year.

TERRIEN/FORSTER **APPROVED**

**C. MOTION** to approve the Superintendent’s recommendation to hire Diane Nichols-Fleming as a 1.0 FTE ECP Coordinator for the 2014-15 school year.

NADEAU/ AUSTIN **APPROVED**

Negotiations Committee

Information:

Update on Negotiations: The Superintendent reported that Dr. Kern had begun working with Nancy Griffith on Support Staff Negotiations before he left, including trying to align Troy, Derby, North Country High School and the Jr. High. John will continue on the work that has begun. Three meetings with attorney Chris Leopold are planned, as well as a collaborative session on Aug. 20, and then Support Staff negotiations will begin in September with an exchange of proposals.

John mentioned that Teacher negotiations will also need to get started in September, with an exchange of proposals and ground rules in October. Steve asked the Board Chairs to urge their negotiations committee members to attend all meetings. Jason suggested that it would be nice to use talking between the sides, rather than attorney, similar to what OCSU just did.

**Old/New/Other Business**

Information: Adjusting to Changes to the Open Meeting Law - *Attachment D*

The Superintendent reviewed changes to the Open Meeting Law and advised the Boards not to panic, that it will take time to get up to speed. Agendas must be posted within 48 hours of meetings, so John Peters and Liz are reconstructing the NCSU web site to accommodate that requirement. John stated that the Central Office will post all agendas and minutes online, for the sake of consistency, and that minutes must be posted within five days of a meeting. The Superintendent also explained that each board must designate two locations, besides the municipal office, to post agendas and minutes, and that each board needs someone to do it in each town. At this point, he is simply expecting everyone to “make a good faith effort” to follow the new requirements.

**IX. Future Agenda Items**

A. Central Office Contracts/Inconsistencies between contracts

**X. Executive Session** (Anticipated) –

Director of Special Education Contract Adjustment - *Attachment E*

Board Chair Steve Mason stated in open session that there is a contract issue with an SU employee, that he had met with Dr. Kern two times and they had come up with a solution. He said that the employee has agreed to the proposal, but the personnel committee has not seen it.

**MOTION** to go into Executive Session at 7:45: NADEAU/AUSTIN

**MOTION** to exit Executive Session @ 8:27: NADEAU/AUSTIN

**MOTION** to give the Superintendent authorization to make an offer to the Director of Special Education, Leanne Desjardins, for an annual contract of 260 days, annual salary of \$89,941.00 and 20 vacation days. **CARBONNEAU/BOSKIND APPROVED**

**XI. Meet-and-Greet** with John Castle, new NCSU Superintendent

**XII. MOTION** to Adjourn: NADEAU/THERRIEN **8:29**

Respectfully submitted,

Liz Butterfield  
Executive Assistant to the Superintendent

**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>
NCSU Full Board	Thursday	Sept. 18	6:30	NCCC Room 380