

# DERBY ELEMENTARY SCHOOL BOARD MEETING

The Derby Board School Directors held a meeting on Monday, August 1, 2016, at 4:30 P.M. in room 124.

Derby Board Members Present: Bryan Davis  
Gigi Judd  
Emily Micknak  
Abigail Provost  
Tim Bronson

Morgan School Board Members Present: None

Administrators Present: Stacey Urbin, Sherrie Gentry  
Stacey Charboneau, John Castle

THESE ARE THE UNOFFICIAL MINUTES UNTIL APPROVED BY THE BOARD.

- I. Chairperson Bryan Davis called the meeting to order at 4:30 p.m.
- II. The Board approved the minutes of June 7 and June 21, 2016, moved by Emily Micknak and seconded by Gigi Judd.

III. No Public Comments, Communication with Parents/Staff/Citizens

IV. Financial Reports

Action:

A. Warrants for payroll and payables, June 17, 2016

|                                   |               |
|-----------------------------------|---------------|
| Payroll:General School            | \$ 142,232.03 |
| General Warrants:Accounts Payable | 133,675.24    |
| General Warrants:Accounts Payable | 1,081.54      |
| Payroll:Hot Lunch                 | 5,008.66      |
| General Warrants:Accounts Payable | 11,302.63     |
| Total Warrants:                   | \$ 293,300.10 |

Warrants for payroll and payables, July 1, 2016.

|   |               |
|---|---------------|
| Payroll:General School                    | \$ 85,701.11  |
| Payroll:General School                    | \$ 23,364.80  |
| General Warrants:Accounts Payable 6/30/16 | 95,061.83     |
| General Warrants:Accounts Payable 6/30/16 | 185.50        |
| General Warrants:Accounts Payable         | 12,822.35     |
| Payroll:Hot Lunch                         | 1,090.10      |
| Payroll:Hot Lunch                         | 400.91        |
| General Warrants:Accounts Payable         | 361.23        |
| General Warrants:Accounts Payable         | 182.01        |
| Total Warrants:                           | \$ 219,169.84 |

Warrants for payroll and payables, July 15, 2016.

|                                   |              |
|-----------------------------------|--------------|
| Payroll:General School            | \$ 85,700.97 |
| Payroll:General School            | \$ 31,839.68 |
| General Warrants:Accounts Payable | 103,276.37   |

|                   |        |
|-------------------|--------|
| Payroll:Hot Lunch | 997.05 |
| Payroll:Hot Lunch | 120.94 |

Total Warrants: \$ 220,937.96

Warrants for payroll and payables, July 29, 2016.

|                                   |              |
|-----------------------------------|--------------|
| Payroll:General School            | \$ 38,020.17 |
| Payroll:General School            | \$ 85,116.39 |
| General Warrants:Accounts Payable | 146,260.72   |
| General Warrants:Accounts Payable | 30.00        |

|                                   |          |
|-----------------------------------|----------|
| Payroll:Hot Lunch                 | 1,135.16 |
| General Warrants:Accounts Payable | 6,308.10 |

Total Warrants: \$ 276,870.54

The Board approved the Warrants for June 17, July 1, July 15, and July 29, 2016, moved by Emily Micknak and seconded by Gigi Judd.

B. The June & July 2016 Financial Statements were not presented. The financial audit is scheduled for August 16, 2016.

V. Principal's Report – (*Handout Attached*)

VI. Superintendent's Report – John Castle commented on two current issues. A meeting is to be held with a transportation consultant in regards to Act 153 transportation consolidation. NCSU will be soliciting bids regarding centralization of transportation. A cost analysis needs to be done. He expects to have a rough draft available for the NCSU board meeting for August 18<sup>th</sup>.

An ad hoc committee is being formed to determine the future of the location of central office. Several ideas on the table include buying the current location, relocating to the career center, finding an alternative location or continuing the lease on the current building. Tim Bronson will be part of this committee.

VII. Unfinished/New Business

Action:

- A. The Board approved hiring Roy Steuwe as a kindergarten long term substitute teacher, moved by Abby Provost and seconded by Gigi Judd.
- B. The Board approved hiring Amanda George as a PreK long term substitute para educator, moved by Emily Micknak and seconded by Gigi Judd.
- C. The Board approved hiring Donna Corkins as a part time hot lunch worker, moved by Tim Bronson and seconded by Gigi Judd.
- D. The Board approved hiring Cynthia Adams as a Medicaid clerk, moved by Tim Bronson and seconded by Gigi Judd.

- E. The Board accepted the resignation of bus driver Carla McDonald with regrets, moved by Abby Provost and seconded by Emily Mick

Information:

- A. The board is accepting tuition students for the coming school year
- B. Stacey Urbin informed the Board that an advertisement for a Licensed Practical Nurse has been posted. We recently received an application from a RN. We will proceed to offer an interview to this candidate. If a LPN is hired, we may need to contract with North Country Hospital to have an RN oversee the LPN.
- C. Para educator Tiffany Parsons and bus monitor Jennifer Allen were re-called.
- D. The board reviewed the progress Derby is making towards reaching the goals and objectives of the NCSU Design for Learning. Derby is making good progress. Some strengths include work being done in Project Based Learning, Universal Design for Learning, Positive Behavior Intervention Supports. Some areas for future growth include electronic portfolios and student led conferences.
- E. Board members reviewed Derby's Continuous Improvement Plan.

VIII. Other Business

Action:

- A. Jeanne Beaudry's request to use her discretionary and emergency leave days for March 8-10, 2017 was approved by the Board, moved by Abby Provost and seconded by Emily Micknak.

Information:

- A. Fundraising - increased funding will be necessary in the future to fund Project Based Learning, Farm to School, Winter Activities Program. We will be partnering with Circle K in Derby Line. The board prefers to stay away from children selling products or soliciting pledges in order to raise money. The board would like to continue to discuss fundraising in the future.

IX. Agenda Items/Date for next Board meeting

- A. The next Board meeting will be held on Tuesday, September 6, 2016 at 4:30 p.m.

X. Executive Session was entered at 5:55 pm for discussion of personnel issues. Exited executive session at 6:05 pm with no action taken.

XI. The meeting adjourned at 6:10 p.m.

Submitted by Abby Provost, Board Secretary

cc: Derby Board Members (5), Stacey Urbin, Sherrie Gentry, Derby School Board Office Book, Derby Town Clerk (e-mail), Superintendents Office (e-mail), Foreman of Maintenance, Foreman of Transportation, Bookkeeper, Food Service Manager