

**HOLLAND ELEMENTARY SCHOOL
BOARD MEETING MINUTES
Holland Elementary School
August 2, 2016 at 6:00 PM**

Board Members: Louise Campbell-Vice Chair
Kim Champney-Clerk

Administration: Kelli Dean-Principal
John Castle-Superintendent

I Call the Meeting to Order

L. Campbell called the meeting to order at 6:08pm

Additions or Adjustments to the Agenda

- Holland Bond Anticipation Borrowing

II Approve the minutes of June 7, 2016

L. Campbell makes a motion to approve the minutes.
K. Champney seconded.

III Public Comments, Communication with Parents/Staff/Citizens

None

IV Financial Report

**Holland Elementary School
Board Warrant FY16**

Check#	Description	Check Date	FY16	FY17
4926	Accts Payable	6/9/16	\$612.04	
4927-4948	Payroll	6/23/16	\$18,654.78	
4949-4956	Payroll	7/7/16	\$8,931.21	
4957-4964	Payroll	7/21/16	\$8,931.14	
4981-4996	Accts Payable	6/28/16	\$20,576.43	
4997-4999	Payroll	7/7/16		\$2,929.44
5000-5018	Accts Payable	7/18/16	\$15,778.46	
5019-5027	Accts Payable	7/18/16		\$37,109.74
5028-5029	Payroll	7/21/16		\$2,408.69
5030-5031	Accts Payable	8/2/16	\$369.86	
5032-5038	Accts Payable	8/2/16		\$9,367.39
Total Orders			\$73,853.92	\$51,815.26

Student Activities Fund

Beginning Balance		\$11,217.07
Adjustments to Prior Month		\$0
Deposits to Date	6/8/16-8/2/16	\$969.03
Checks to Date	6/8/16-8/2/16	(\$598.73)
Activities Balance		\$11,587.37

Action:

A. Approve the Warrants

- K. Champney made a motion to approve the warrants.
- L. Campbell seconded.

B. Approve the Financial Report of June 2016

- K. Champney made a motion to approve the financial report.
- L. Campbell seconded.

V Principal's Report by Kelli Dean

Events & Activities:

The school has been relatively quiet this summer. Farm to school is taking care of the garden and summer tutoring has brought some families in for the month of July.

Curriculum/Instruction/Assessment:

Our teachers have been involved in a great deal of professional learning this summer. Following the end of school, teachers worked with Nicole Gaboriault on lesson planning for the fall. A week later, they attended a weeklong summer writing institute organized by the Vermont Writing Collaborative. On August 1 and 2, Holland's teachers joined several others in the supervisory union in taking a project based learning course offered by Upper Valley Educators Institute. The supervisory union is collaborating with UVEI to bring project-based learning to teachers across the SU. PBL is an instructional method that encourages student inquiry and choice in learning.

Hiring:

We have hired a cook for the new school year. Brenda Lepage owned Brenda's Restaurants in Newport and Derby and served Meals on Wheels for hundreds of families a week for many years.

I have re-advertised for a custodial position.

Facilities:

Every three years, the school's Water Source Protection Plan needs to be updated. I just completed this and submitted it to the state at the end of July. An additional copy will go to the Town Clerk's office to be kept on file there.

Outside summer work that still needs to be completed includes removing grass from the playground, putting down wood chips, and replacing some ridge cap on the roof.

- ❖ Kelli spoke about the hiring of a new custodian and what her plans are for the interim. Brian from Swish has been a big help to Kelli with this change over. For now, she has hired NCUJHS to do the floors, and Smitty to do some custodial work. Kelli asked about Nikki also filling in with some of the custodial work and what her pay rate should be. The

Board feels confident that Nikki will do a thorough job assisting in the custodial work needed to get done in order to be ready for the first day of school, August 30th.

- ❖ L. Campbell made a motion to approve paying Nikki a pay rate of \$15 per hour while temporarily filling in for custodial work. K. Champney seconded.
- ❖ K. Champney made a motion to approve a pay rate for the Holland School custodian to be no more than, \$13 per hour. L. Campbell seconded.
- ❖ The playground clean up was discussed, wood chips, weeding, roof tile, and re-painting of playground lines. Bart Jacobs provided a quote of around \$2000 for services to Kelli. The board opted to wait on doing more work to the playground, other than getting new wood chips, at this time. Louise offered to re-paint the lines and already has done some weeding on playground. Thank you Noah and Louise! Kelli will inquire about how much Bart will charge just to spread out the wood chips instead and go from there.

VI Superintendent's Report

John spoke:

- They have been diligently working on how to centralize transportation. A presentation will be presented at the Full Supervisory Board on August 18th.
- They have also been discussing options for the location of central office since the contract is ending soon.

VII Unfinished/New Business

Action:

1. **Accept the resignation of Jennifer Turgeon**
L. Campbell made a motion to approve the resignation of Jennifer Turgeon. K. Champney seconded.
2. **Approve hiring of food service manager**
L. Campbell made a motion to approve the hiring of Brenda Lapage as the new food service manager. K. Champney seconded.
3. **Award bid for water system operator**
K. Champney made a motion to accept the water bid contract from Laramie Water Resources for \$870 per year, \$65 per hour and .54 cents per mile. L. Campbell seconded.

VIII Other Business

Next month there will be an additional discussion about the Support Staff Policy including some form of long term disability coverage.

Action:

1. Adopt D.19 Support Staff Terms and Conditions revised policy

L. Campbell made a motion to adopt the D.19 support staff terms and conditions revised policy. K. Champney seconded.

2. Accept a Bid for Anticipation Borrowing

L. Campbell made a motion to accept the Anticipated Borrowing proposal from the Union Bank at a fixed interest rate of .84% for one year from date of note. K. Champney seconded.

IX Agenda Items/Date for Next Board Meeting

- Custodial position update
- Heating Oil Contract Bids
- Support Staff Policy update for disability coverage

X Executive Session (*if needed*)

None needed

XI Adjourn

Meeting adjourned at 8:14pm

Meetings:	Day	Date	Time	Location
NCSU Policy Committee	Thursday	August 18	5:30 p.m.	NCSU A213
NCSU Executive Committee	Thursday	August 18	6:30 p.m.	NCSU A209
Holland School Board Elementary	Tuesday	September 6	6:00 p.m.	Holland