

HOLLAND SCHOOL BOARD MEETING

Monday September 8, 2014 AT 6:00 P.M.

AT Holland School

Minutes

Board Members: Lincoln Petell - Chair

Louise Campbell - Vice Chair

Kim Champney - Clerk

Administrative Staff: Kelli Dean - Principal

Glenn Hankinson – Director of Finance & Business

Justina Dill - Pre-K Teacher

John Castle – NCSU Superintendent

Present: Kelly Backus - Control Technologies

I. **Meeting Called to Order**

L. Petell calls the meeting to order @ 6:06pm.

II. **Construction Project Update**

Kelly Backus of Control Technologies, in Williston, was present to discuss with the Board several issues concerning the air handling system. Kelli brought the Board up to speed as to where she is at with the air handler system. She has spoken with several people trying to figure out the problem with it without success. The Supervisory then suggested she contact Control Technologies to see if they could assess the problem further, which she did. Mr. Backus then explained to the Board what he knew was wrong with the system as well as his concerns moving forward. There is no way to fully know all the parts that need to be replaced until the system is up and running but he was able to provide a quote for the more costly repairs and parts. Mr. Backus was very helpful in answering the Boards many questions. At this time the Board has decided to hire Control Technologies to get the system running to the classrooms and Ruggco to make the necessary spacing and cutting in the roof structure for the gym vent. The Board would like to see how the air system runs after the initial repairs are done with the intention of trying to find other support for some of the funding, i.e. Efficiency Vermont.

K. Champney made a motion for Control Technologies of Williston, to repair existing classroom heating vents. To include, the servicing of 5 unit ventilators at \$975.00, replace smoke damper actuators at \$1150.00, and to update/upgrade the ventilator controls at \$9825.00. As well as for Ruggco to extend the gym vent through the roof. L. Petell seconded. Motion carries.

Kelli also had change orders for Lincoln to sign.

III. **Approval of Minutes**

L. Campbell made a motion to approve the minutes for August 11th, 2014. L. Petell seconded. Motion carried.

IV. **Financial Reports**

Holland Elementary School Board Warrant FY2015

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Check#	Description	Check Date	FY14 Amount	FY15 Amount
3041-3049	Payroll	8/21/14	\$10,165.41	
3134	Payroll	8/21/14	<u>\$437.82</u>	
3135-3139	Payroll	8/21/14		\$3051.33
3140-3163	Payroll	9/4/14		\$18,564.17

3164-3197	Accounts Payable	9/8/14		\$20,429.08
3198	Accounts Payable	9/8/14		\$1,328.00
3199-3202	Accounts Payable Construction fund	9/8/14		<u>\$3,643.32</u>
Total Orders			\$10,603.23	\$47,015.90

Student Activities Fund

Beginning Balance	8/11/14	\$15,568.13
Deposits To Date	8/11/14-9/5/14	\$0.00
Checks To Date	8/11/14-9/5/14	<u>(\$98.38)</u>
Activities Balance		\$15,469.75

K. Champney made a motion to approve the August 2014 Financial Report. L. Campbell seconded. Motion carried.

Glenn presented the Board with a new bid proposal for Clerk of the Works, from Stephen Pitkin. The Board approved Randy Carter as Clerk of the Works last month, however, Mr. Carter declined the position due to other work discrepancies. Mr. Pitkin proposed a bid for \$65 per hour plus a .55 cent per mile fee. He also was Clerk of the Works for the Junior High School renovations this summer. The Board is aware that there should not be too many hours left in our construction project but still think there should be a Clerk of the Works in order to make sure Ruggco is providing services according to the specs. The Board agreed to have Mr. Pitkin provide the service.

L. Campbell made a motion to approve the bid proposal from Stephen Pitkin of \$65 per hour. L. Petell seconded. Motion carries.

IV. Public Comments

J. Dill mentioned that she had not seen a vent in the new pre-k room and wondered if there would be one. Kelli said that it should be done during the air handling repairs and is going to be getting a quote from Control Technologies for it. L. Campbell asked about the computer system on the wall that is in the new Pre-K space. She is concerned that 3 & 4 year old children in there every day could result in damages to the system or the children. Since the computer has all sorts of flashing lights on the board, it could be too distracting not to touch. It was decided that Kelli would have the Supervisory Tech come and look at it to see if there was something we could put over it or if we would have to move it.

V. Principal's Report

Report Includes:

- A) Kelli took the time to thank all the teachers and staff, etc. for their continued hard work in order to have the school ready for the first day.
- B) Curriculum/Instruction/Assessment- main focus for the students right now is learning Responsive Classroom expectations and daily routines.
- C) Events & Activities- ENCORE program before and after school; 4, 5, and 6th grade constitution signing breakfast, with parents, staff, and Mr. Castle present; first day celebration description.
- D) Hired Deanna Keenan to replace Terry Lumbra, as our Holland Food Agent.
- E) Quick overview of the construction projects.

L. Campbell made a motion to approve the August 2014 principal's report. L. Petell seconded. Motion carried.

Kelli wanted to discuss the substitute Teacher and substitute Para concerns she has. She expressed her concerns for being able to get substitutes for Holland because we are one of the furthest schools to visit in the Supervisory. When there are other schools needing substitutes at the same time as Holland, they often choose the school that is most convenient, Holland not being that choice. Glenn provided the Board with rates for all the schools in the Supervisory District as of the 2014-15 school year. According to the chart, Holland has the same Substitute teacher pay as 9 other schools. The Junior High, High School, Troy, and Derby pay ten dollars MORE than Holland and the other nine schools. Holland's rate for Para substitutes is on the lower end of the scale, and may need to be adjusted. Glenn offered to create a historical chart for the Board so we could get a better look into how often we use substitutes and discuss this further.

VI. Superintendent's Report

John sent an Agenda timeline from the past school year, to provide the Board with some guidance as to when items need to be addressed moving forward.

VII. New/Unfinished/Other Business

- A. A few days before the start of school, Pam Newell left a message giving her resignation. At this time she has not provided a written resignation. The Board has decided to approve the verbal resignation of Pam Newell as the bus monitor for Holland Elementary. K. Champney made a motion to accept the verbal resignation of Pam Newell as bus monitor. L. Campbell seconded. Motion carried.
- B. Terry Lumbrha has requested that she be paid for 15 days accumulated sick and personal days from the last year. K. Champney made a motion to approve payment of 15 days accumulated sick and personal days earned during the 2013-14 school year. L. Campbell seconded. Motion carried.
- C. Intent to offer Early Retirement Incentive Program: Holland does not have any employees, currently, who qualify for early retirement.

VIII. Agenda Items/Date for Next Board Meeting

- A) Contract for Deanna Keenan for Board Approval
- B) Substitute Teacher & Para pay rate
- C) Pre- K Room: 1) Tech report about Computer on wall
2) Quote on vent installment
- D) Heating Coil price from Control Technologies
- E) Information from SEMP on how to more efficiently manage our school

8:10 p.m.

X. Adjourn

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NCSU Policy Com.	Thursday	Sept. 18	5:30 p.m.	NCCC Rm. 380
NCSU Full Board	Thursday	Sept. 18	6:30 p.m.	NCCC Rm. 380
Holland School Board	Monday	Oct. 13	6:00 p.m.	School