

**NEWPORT CITY ELEMENTARY SCHOOL  
BOARD MEETING**

**September 8, 2014**

Board Members Present: Corinna Lancaster, Chair, Phil Laramie, Vice Chair, Jessica Ward, Victoria Lantagne, Mary Ellen Prairie

Administration Present: John castle, Superintendent, Judith Boucher, Principal, Melinda Mascolino, Assist. Principal

Guests: Samantha Knight, Bookkeeper, Karrie Briggs, Heather Parenteau, Becka Mitchell, Christina Malanga

Recorder: Theresa Perrault

I. Call the Meeting to Order

Ms. Lancaster called the meeting to order at 6:01 p.m.

II. Additions or Deletions to the agenda.

III. MOTION to approve the minutes of August 11, 2014 (Attachment A)

A MOTION to approve the minutes of August 11, 2014. (JW/VL) unanimous

IV. Staff or Student Presentation/Update on Activity/Honor/Award

A. Farm to School

Becka Mitchell- Gave updated information on the school garden. This year composting will be added to the program. Ms. Malanga arranged to have all food waste picked up in buckets by Apple Edge Farms from Coventry.

V. Financial Reports

Action:

The Principal and Bookkeeper recommend:

A. Motion to approve the August, 2014 Financial Statement (Handout)

A MOTION to approve the August, 2014 Financial Statement (JW/VL) unanimous

B. Review and Sign orders-Monthly bills were reviewed and signed for Food Service in the amount of \$28,266.86. Monthly bills were reviewed and signed for the General Fund in the amount of \$30,156.05.

VI. Communication with Parents/Citizens/Staff

Heather Parenteau- Asked if there could be someone outside for students who do not arrive until after 8:15 in the morning.

Ms. Boucher said she all staff that are available are already assigned to duties and suggested that parents drop students off by 8:15 when there is supervision outside.

VII. Principal's Report, Judith Boucher

Action:

The Principal recommends:

- A. Motion to approve the Principal's Report to the Superintendent (Hand Out)

Information:

- A. Enrollment: 315

- B. Facilities:

1. Lobby Door-The frame around the door is old and needs to be replaced. The door doesn't always lock which defeats the purpose. Ms. Boucher said her recommendation would be to replace the frame.

A MOTION was made to advertise for bids to replace the inside entrance doors and frame to match the outside entry. (JW/MEP) unanimous

2. Fire Lane-The board agreed to have the fire lane painted. Mr. Laramie said fire lane should be painted red and no one should be parking there.

3. Chain Link Barrier to LaPlante Property- A chain link fence will help to keep visitors from parking on the property.

A MOTION was made to purchase a chain link fence. (JW/MEP) unanimous

4. Update on new phone system-The phone system is working we had a few issued but they are fixed or being worked on.

5. In-service-Had a great in-service and a good start to everyone returning to school. Kathryn Whitaker did a very good presentation on Autism.

6. Student Teacher-Chris Vachon who was a para here is now doing his student teaching with us working with Ms. Wiggett and Laura Miller.

7. MTSS-What is it? Plan? Leadership Team-Information pertaining to MTSS was was a handout to the board. Presentation will follow at upcoming meeting.

8. Washer and Dryer- Return the apartment size to Pick and Shovel and received a refund then purchased a full size at Sears for less money.

- C. Personnel:

Discussion:

Ms. Boucher asked Superintendent, John Castle permission to hire 2 new para-educators who have been working as subs. She feels these 2 subs are a perfect match for the students. Mr. Castle agreed with the hire of the 2 paras.

Ms. Boucher asked the board if we could hire a janitor for 3 hours per day to fill in where needed.

A MOTION was made to hire a janitor for 3 hours a day for the 2014-2015 school year. (JW/MEP) unanimous

Early Ed. Transportation Update-There are more students than expected riding the bus and the bus run is taking longer than expected.

Maintenance Job Descriptions: Board reviewed job descriptions.

A MOTION was made to approve the job descriptions for maintenance. (JW/MEP) unanimous

D. Miscellaneous:

1. First Day Celebration well very well. It was a great way for the opening day for students and staff on the first day back to school.
2. Open House- September 18, 5:30-7:30 pm. There will be a flea market sale of things in the attic.
3. Special Education Update-There are 14 new students on the Special Ed. case load this year.

VIII. Superintendent's Report

Action:

Information:

IX. Old /New/Other Business

- A. Performance at North Country Union High School- grades 4-6 request for funds. Ms. Boucher said she would ask the Parent Club for the funds. The board suggested if that could not happen that the funds could be taken from the fund raiser account.
- B. Approve snow removal bids from\_\_\_\_\_ for \$\_\_\_\_\_For the 2014-15 school year.
  1. Bid from Sanville Lawn Care in the amount of \$150.00 per visit for snow plowing, \$200.00 per visit for sanding and \$75.00 per visit for shoveling.
  2. Bid from Total Property Management in the amount of \$90.00 per visit for snow plowing, \$65.00 per visit for sanding and \$60.00 per visit for shoveling. He would like to shovel walks by the hour at \$30.00 plus the cost of salt. The Banks will be pushed back with a loader with 2 yard bucket. First hour \$100.00, \$65.00 per hour after.

A MOTION was made to hire Total Property Management, Toni Roberge for the 2014-2015 school year. (VL/MEP) unanimous

C. Intent to offer Early Retirement Incentive Program.

A MOTION was made not to offer the Early Retirement Incentive Program to teachers. (MEP/PL) unanimous

D. Special Olympics request for bus use-They would like the use of the bus on Sunday, October 12, 2014 for a bowling tournament in Barre from 7:30 am-4:00 pm. Laurie Craig has volunteered her time to drive the bus.

A MOTION was made to approve the donation of a bus and fuel to the Special Olympics for transportation to Barre for the bowling tournament on October 12<sup>th</sup> (MEP/VL) unanimous

- X. Agenda Items/Date for Next Board Meeting  
October 6, 2014, 6:00 p.m., Library  
Finance Committee meets at 5:30 p.m.

- XI. Executive Session

A MOTION enter Executive session for new individual student program inviting Administration at 8:09 p.m. (VL/JW) unanimous

- XII. Adjourn

A MOTION to adjourn at with not action taken at 8:30 p.m. (PL/MEP) unanimous.