

**NEWPORT CITY ELEMENTARY SCHOOL
BOARD MEETING**

April 6, 2015

Board Members Present: Corinna Lancaster, Chair, Jessica Ward Vice Chair, Victoria Lantagne, Mary Ellen Prairie, Colleen Moore De Ortiz

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

Guests: Tina Favereau, Kristen Morey, Wendy Rae Larsen, Rae Kerwin
Recorder: Jessica Ward

I Call the Meeting to Order- Ms. Lancaster called the meeting to order at 5: 46 p.m.
Additions or Adjustments to the Agenda None

II Appoint New School Board Member Motion to appoint Colleen Moore De Ortiz
JW/MEP Approved

III Approve the minutes of March 9, 2015 (*Attachment A*) MEP asked why is there was no personnel committee person appointed during the reorganization. CL said any of the board members are able to go as long as the whole board does not go to the same meeting. We will make sure someone goes.
JW/MEP Approved

IV Public Comments, Communication with Parents/Staff/Citizens Kristen Morey thanked the board for Sherman fund. She also asked where the minutes are posted? Judy explained that there had been some confusion and after consulting with Liz, at Central Office, she emailed Jessica Ward, Theresa Perrault, and Liz Butterfield stating that they will be posted at the school, Post office, city clerks and on the school website and clarified who is responsible for this being done. They should be posted within 5 days. Rae Kerwin asked the board if the Parent's Club could hold the spring fling at the school. It will not be held a fundraiser.They are planning for Thursday May 14, from 5-8. She filled out the school use form. Judy will check the date & get back to her. Next parents club meeting April 14th. Lesley Rae Larsen asked what the plan is for hiring a Principal. CL said Judy has accepted the board's offer to come back next year. JC recommends we start interview process mid Jan. Have 1st round then able to repost if necessary. KM asked about Melinda being able to apply. JC said we would welcome Melinda applying. We should get a committee together in the fall. He said it takes 8-10 weeks to do it well. LRL said parents were concerned about the enrichment program & technology. Judy said we eliminated the enrichment program. She stated that we had to make some choices. Currently NCES does not meet the School Quality Standards in music and technology. Grades 4-6 students do not receive general music classes as they should and therefore will be hiring another half time music teacher. Research shows that music helps in training the mind that helps with academics as well as providing mental health benefits. We are required to be teaching the IST standards in technology to all of the students. Teachers also need some training to enable them to use these standards in technology in their daily lessons. Emily Wood is being trained as a technology teacher. She will be working with students and teachers. In order for Emily to be able to do this, we need to have another paraeducator in the library to assist her with having the responsibility of addressing library standards and the technology standards that are closely linked. . CMO asked how many enrichment students we have. Judy said there are few that can't have their needs met in the regular classroom or by individual learning plans. The purchase of individual chromebooks for all students in grades 2 - 6 will aide teachers with differentiated. We had to make choices that address the largest population of students and requirements while planning on how to address the needs of smaller populations. We believe we have done this. Wendy asked how is it determined which students are in the enrichment program. Judy said State testing and teacher recommendations in 4 - 6 grades and local assessments and teacher recommendations in k-3. Melinda said teachers will be able to teach all levels. LRL said that some parents feel as if their children are not getting their needs met in 3rd grade. What is the next step? Judy said she has been in the classroom for formal observations and walkthroughs.She feels confident teachers are addressing the needs of enrichment students as well as the others, She has observed this being done through many different strategies even to the depth of questions that the teachers intentional ask specific students. Research does not support pull out enrichment programs. . LRL asked what should parents do when they have concerns because parents go to her thinking she knows what is going on in the school. Judy said we have protocol. If you have concerns 1st go to the teacher, then school administration, then the Superintendent and then the School Board Board if issues are not resolved along the way.

V Financial Report

Action:

A. Approve the Warrants

Motion to approve the Warrants

Review and Sign orders in the amount of \$93,362.81 on 3/27/15 and \$30114.47 on 4/2/15 in the general fund and \$9,454.56 on 3/27/15 and \$9571.15 on 4/2/15 for food service.

JW/MEP **APPROVED**

B. Approve the Financial Report of March 2015 (*Handout*)

Information:

A. End of the Year Fund Balance Projection. Judy asked Sam to do an end of school year fund balance projection. Sam estimates a \$38,000. in the fund balance. Even with the nurse out and needing a long term sub and Laurie out with a sub we are still doing ok. Judy is happy with the outcome.

VI **Principal's Report (Handout)**

Melinda gave an early ed update. We hired Elizabeth Lambert. We posted for a 2nd time. We had 11 candidates. They will interview 6 on Wed. VL/MEP will be at the interviews. They will choose a few candidates then have them come back for a 2nd interview. Christina tetreault & Lisa Spooner are on the committee but are not able to make the Wed interviews. . Helena & Donna Youngs rooms will be the new PK classrooms. We will have preschool screenings on the 22nd. 2 para PK positions are open and we are placing current paras in those positions. Judy said 1st grade is going to the Shelburne Museum. Nicole Gratton pursued a grant that covers the costs for all of the first grade students and staff. Shelburne Museum is sending us \$250. to use toward bussing. On behalf of students, families and the school - a big thank you to Nicole. 5th grade is going to the Biodome. Kindergarten is going to Montshire museum. Judy is using pay it forward grant or fundraising money to pay entrance costs for students. She is reluctant to ask families for money knowing this may be difficult for many families. Melinda gave a report on the SBack testing this week. Not too many glitches. This month is Math. Next month literacy.

VII **Superintendent's Report**

None

VIII **Unfinished Business**

Discussion:

A. Review Code of Ethics We sign and handed in at the last meeting. Corinna gave us a copy and reviewed this again. We have the chain of command. Corinna thanked the board for coming to the meetings.

IX **New Business**

Information:

A. Kathy Nolan - Curriculum Department Update No word from Kathy stating that she was not attending. John did not know why she was not there

B. Notice of Retirement. Letter from Sharon Fradette. Resignation for early retirement as of April 4th . Nurse position posted today.

C. Discuss Lawn Care contract Judy has questions for the board. What do we want? KM said she used to work in the flower beds but it got to be too much. Thank you KM for the years of doing it. MEP asked about sticks on the lawn. We want 2 times a year for flower beds. Regular mowing. Judy want the board to think about keeping or selling mower. TF suggested asking for separate pricing & lump sum. Reminder: NO blowing against the building.

Action:

A. Request to Waive Tuition . Shannon Madine asking to waive tuition for the remainder of the school year. The Principal recommends we allow the child to stay and waive tuition.

Motion to Waive Tuition for the remainder of the school year
MEP/VL Approved

X **Other Business** Motion to adopt the following policies

Action:

A. Adopt Policy F.2 Limited English Proficiency Students* (*Attachment P-F.2*)

B. Adopt Policy G.12 Title 1 Comparability Policy* (*Attachment P-G.12*)

VL/MEP Approved

Motion to allow judy to internally advertise for a math coach FTP.

Testing shows our math scores are low. Principal recommends the board to hire a math coach. We have funds for this. Would like to advertise within the school and in the SU. KM asked if this is a full time position. Judy informed us that it was.

JW/VL Approved

MEP suggested someone else do the minutes as it is hard for Jessica to be involved in the conversation and take notes. JC recommends that we hire out and says it is around \$65-\$85. Judy recommends that we put it out as a comparable rate.

Motion to Post for a recorder at a comparable rate

MEP/VL Approved

Sherman fund Guidelines were presented to the board by Melinda. VL asked when packets go out for HS seniors. Judy said we would meet with guidance. Students apply July 1st of the graduating year. We are giving to students instead of school. Melinda will go back and make a few adjustments. Mep asks if there will be a cut off dates. We will give reminder in January .

XI **Agenda Items/Date for Next Board Meeting**

May 4, 2015, 5:30, Library The auditor will be at the May meeting to review annual report.

We may need to have another meeting. Judy will let the board know.

XII **Executive Session** Motion to go into executive inviting admin, JC, CMO at 7:35

JW/MEP Approved.

A. Personnel

B. Admin and Support Staff Contracts

C. Superintendent Evaluation

Slide out of executive at 8:00 P.M.

Motion to give 3% admin & support staff increase

MEP/VL Approved
XIII Adjourn at 8:05

** (To view marked-up copies of the policies and/or new policies being considered, please use this link: [Policies Being Reviewed](http://www2.ncsuvt.org/ncsu-full-board/policies-being-reviewed) or go to: <http://www2.ncsuvt.org/ncsu-full-board/policies-being-reviewed>)*
You may need to hover your mouse over the link and use Control + click

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Teacher Negotiations	Tuesday	April 7	5:30 p.m.	NCSU A209
NCSU Policy Committee	Thursday	April 16	5:30 p.m.	NCSU A213
NCSU Executive Committee	Thursday	April 16	6:30 p.m.	NCSU A209
NCE School Board	Monday	May 4	5:30 p.m.	NCE Library

Respectfully submitted by,
Jessica Ward