

**NEWPORT CITY ELEMENTARY  
SCHOOL BOARD MEETING  
Monday, March 7, 2016**

**Present**

**Board Members:**

Corinna Lancaster, Chair  
Mary Ellen Prairie  
Vicky Lantagne  
Chris Royer  
Wendy McGillivray

**Administration and Staff:**

Melinda Mascolino, Ass't Principal  
Nancy Frenette, Interim Principal  
John Castle, Superintendent  
Nancy Griffith, Recording Secretary  
Mary Ellen Maclure, Teacher  
Samantha Knight, Bookkeeper  
Judith McKelvey, Teacher  
Sharon Pare, Teacher  
Carrie Ann Roberge\*\*  
Kristen Morey, Teacher

**Press:**

Laura Carpenter, Newport Daily  
Robin Smith, Orleans Record

\*\*partial attendee

- I. Meeting called to Order:** CASTLE called meeting to order at 6:02 p.m.  
**Additions or Adjustments to the Agenda:** None.
- II. Appoint Board Member:** LANCASTER indicated there was a mistake on the ballot and there was not a third open position listed on the ballot. Only three returning board members will vote this evening as new board members have not been sworn in. **Motion** to appoint MCGILLIVRAY as board member to that third opening – LANTAGNE/PRAIRIE - **Approved.**
- III. Board Reorganization:**  
Action:
1. Elect Chairperson - **Motion** to elect LANCASTER by LANTAGNE – **Approved.**
  2. Elect Vice Chairperson - **Motion** to elect LANTAGNE by PRAIRIE – **Approved.**
  3. Elect Clerk - **Motion** to elect MCGILLIVRAY by LANTAGNE - **Approved.**
  4. Elect two (2) NCSU Full Board Representatives – **Motion** to elect PRAIRIE and MCGILLIVRAY by LANTAGNE - **Approved.**
  5. Elect an alternate member for the NCSU Full Board - **Motion** to elect ROYER by LANTAGNE - **Approved.**
  6. Appoint one (1) NCSU Executive Committee member - **Motion** to appoint PRAIRIE by LANTAGNE - **Approved.**
  7. Appoint NCSU Policy Committee member - **Motion** to appoint LANTAGNE by PRAIRIE - **Approved.**
  8. Appoint NCSU Negotiations Committee member - **Motion** to appoint ROYER and PRAIRIE by LANTAGNE - **Approved.**
  9. Designate an official newspaper - **Motion** to designate Orleans Record by PRAIRIE - **Approved.**
  10. Establish regular meeting dates and times - **Motion** for two meetings a month on the first and third Monday of the month by LANTAGNE - **Approved.**

11. Review and approve Board Code of Ethics (*Attachment CoE*). LANCASTER asked that it be noted in the minutes that the board members all signed.

**IV. Approve minutes of February 1 and February 17, 2015 meeting: Motion** to approve the minutes by LANTAGNE/PRAIRIE – **Approved.**

**V. Public Comments, Communication with Parents/Staff/Citizens:** LANTAGNE talked about how the boys 5<sup>th</sup>-6<sup>th</sup> grade basketball are in the semi-finals at the St. Johnsbury Rotary tournament and that Mr. Sanville, the coach, is doing an amazing job.

LANCASTER indicated she received two request letters from staff members. The first was from McKELVEY announcing her retirement at the end of the current school year. The second letter was from Nicole Gratton requesting a reduction in her FTE. **Motion** to accept GRATTON's request to reduce to an 80% FTE for the next year – PRAIRIE/LANTAGNE - McGILLIVRAY asked if this would affect classroom time, and it was stated that it will not as her assignment is intervention - **Approved. Motion** to accept McKELVEY'S letter of retirement and a subsequent internal posting of a 50% intervention position – PRAIRIE/LANTAGNE – **Approved.**

KNIGHT asked if she was expected to attend both board meetings a month, and LANCASTER indicated that yes, unless the board had been in to review bills prior to those meetings.

**VI. Principal's Report:** FRENETTE mentioned that a Division of Fire Safety inspector came to the school based on a complaint received about latches on some of the school doors. There were some deadbolts found on a few doors, and they were removed to be compliant with fire regulations. Some of the doors are lacking the safety magnetic door closing system and some internal lock handles and the inspector is to get back to the school as to when those will have to be added as per new regulations. The gym bleacher project has been completed.

**VII. Superintendent's Report:** CASTLE mentioned that the NCSU Legislative Summit will be held March 21<sup>st</sup> and the annual NCSU meeting will be March 24<sup>th</sup>.

**VIII. Unfinished Business:**

Action:

- A. Considerations for FY17 Budget Revote: CASTLE handed out a document that explains the revote process. FRENETTE indicated that as a non-resident she could not vote and did not see the ballot, but someone mentioned to her that it indicated that the budget went up 15%. CASTLE indicated that percentage was the increase in equalized pupil spending, and not the overall budget amount and that this new format is required by statute. It can be misleading to voters. NCES' equalized pupil number dropped, so the increase in spending was much higher. CASTLE indicated that the district will have to be very vigilant in explaining these calculations for the re-vote. LANTAGNE asked about the timeline. Discussion was had around how to distribute information to registered voters.

**IX. New Business:**

Action:

- A. Approve bid of \$14,972.00 for Twinstat Technologies to install Fiber Optic Backbone

- cabling. **Motion** to accept the bid – PRAIRIE/LANTAGNE – Discussion was had around the purpose of this, which was to increase internet speed - **Approved**.
- B. Approve bid of \$12,781.00 for Ormsby’s Computer Services to configure and install new LAN switches. **Motion** to accept bid LANTAGNE/PRAIRIE - **Approved**.
- C. Next step for appointment of open NCES Board Seat – done previously.
- D. Next step for appointment of open NCUHS Board Seat – informational, in the future there will be candidates brought forward to the board to make a selection for the appointment.
- E. Approve hiring of para educators – **Motion** to hire Dawn Lemay for one of the open para positions – PRAIRIE/LANTAGNE - **Approved**.

**X. Other Business:**

Action:

- A. Adopt the revised policy D.1 Personnel: Recruitment, Selection, Appointment and Background Checks for Staff: **Motion** to accept the revised policy – LANTAGNE/PRAIRIE – **Approved**.

**XI. Agenda Items/Date for Next Board Meeting:** Date will be March 21<sup>st</sup>. Agenda items: budget, auditor report and recommendations, action on kitchen steamer.

**XII. Financial Reports: Motion** to approve warrant in amount of \$152,395.56 (general) - PRAIRIE/LANTAGNE – **Approved**.

**XIII. Adjourn – Motion** to adjourn at 8:10 p.m. – LANTAGNE/ PRAIRIE – **Approved**.

**Meetings:**

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
<i>Legislative/School Board Education Forum</i>	Monday	March 21	6:00 p.m.	NCCC 379/380
NCSU Annual Meeting/Full Board	Thursday	March 24	6:30 p.m.	NCUHS Library
NCE School Board	Monday	March 21	6:00 p.m.	Library