

**NEWPORT CITY ELEMENTARY
SCHOOL BOARD MEETING
Monday, May 2, 2016 at 6:00 p.m.**

Present**Board:**

Vicky Lantagne, Chair
Chris Royer
Wendy McGillivray
Mary Ellen Prairie

Staff and Administration:

Melinda Mascolino, Asst. Principal
Nancy Frenette, Interim Principal
John Castle**, Superintendent
Nancy Griffith, Recording Secretary
Samantha Knight, Bookkeeper

Community Members/Parents:

Rae Kerwin, Parents' committee
Chanda Scott**, resident
Maire Folan**, GMFTS
Caroline Aubry**, GMFTS

**partial attendees

I. Call the Meeting to Order at 6:01 pm.

Additions or Adjustments to the Agenda: Support staff increases and a request from a music teacher to reduce time in her contract. There is also a parent request that needs to be discussed.

II. Approve minutes of April 25, 2016 (Attachment A). Motion to approve – ROYER/PRAIRIE – Approved.**III. Public Comments, Communication with Parents/Staff/Citizens:** Chanda Scott would like to go into executive session about concerns around a board member. FRENETTE indicated it should go to her attention first, so SCOTT indicated she would email FRENETTE to set up a time to meet to discuss.**IV. Presentation: Farm to School:** FOLAN explained the goal of GMFTS. They initially started at NCES in 2011 with the afterschool program thru the garden program, and it eventually blossomed into a full day program. Ms. Aubry was selected as the school representative, and is thrilled with NCES' engaged teachers, enthusiastic students and help from the kitchen helpers. AUBRY discussed specifics of the GMFTS initiatives at NCES: Fall harvest and Festival, 29 workshops in last year, 7 taste tests, and 8 committee meetings with teachers/parents. She worked with almost all grades within the school. Next year they will use funds from a grant that was awarded with Derby to teach kids how to eat and live well, explore onsite composting, build a kitchen cart to allow teachers to lead workshops in their classrooms, and to get more students involved overall. MASCOLINO talked about how they aligned science curriculum with the garden theme, and expressed how wonderful Ms. Aubry has been. FOLAN expressed gratitude for NCES' willingness to contribute funds to help maintain this program. They are asking for \$3000 for the next year. PRAIRIE asked if we had those funds budgeted and KNIGHT indicated that they did not. FRENETTE mentioned that we do have MAC or MEDICAID funds that could be earmarked, but KNIGHT indicated that we spend more each year on the Home School coordinator salary that what Medicaid reimburses the school, so eventually that balance will dry up. MASCOLINO indicated that the department of agriculture grants will eventually dry up as well, and AUBRY indicated that their goal is to set the foundation within the school and GMFTS would eventually phase out of the school. ROYER asked what the Fresh Fruit and Vegetable program was and how those funds were spent. FRENETTE explained what it was and that those funds would not be available to help pay the request from GMFTS. ROYER then proposed using the anticipated profit from the food program to fund it. FRENETTE indicated that the GMFTS program is very valuable and should definitely be continued. The Board thanked the GMFTS members for their presentation.

- V. **Presentation: Parent's Club:** MCGILLIVRAY indicated that the Board was wanting to know what the Parent Club had for funds and what the group's plan was for the funds. KERWIN indicated that the account has \$8,200 and she is unsure of what initiatives the school wants to use it for. The Parent Club's money raising events included: Fall fundraiser, fudge for Valentine's Day which goes to the spring fling, Read across America which funds teacher requests, and various bake sale profits go to the playground or 6th grade graduation party. In the past the school had a fundraiser account that Sam Knight managed, and discussion was had around bringing certain funds back under Sam's management. MCGILLIVRAY, as a Parent Club member, asked that \$7,100 be transferred to the school to pay for Fourwinds. At the next parents' meeting they will need to decide which activities fund will go to the school and which will stay with the committee.
- VI. **Financial Reports**
Action:
 A. Approve the Warrants (*Handout*) - Knight indicated that board members had recently signed warrants for the general fund in the amounts of \$7808.78 and \$71991.71. Motion to approve those warrants - PRAIRIE/MCGILLIVRAY. PRAIRIE asked for explanation for two bills from NEKHS for a Behavior Specialist. KNIGHT confirmed they were both for a half a year of services, thus why the amounts were larger on the invoices - Approved.
- VII. **Principal's Report** (*Handout*) - Nothing to add.
- VIII. **Superintendent's Report** – Nothing to report. MCGILLIVRAY asked about the NCUHS principal search. CASTLE indicated that they have at minimum two candidates they will bring forward for interviews next week. PRAIRIE asked that CASTLE talk about centralization of transportation required by legislation. CASTLE indicated that the State wanted to have all transportation pass thru the Central Office, and CASTLE is not keen on the idea, and doesn't see how it would have any cost savings in our district. So they are trying to figure out how to get around that, and is working on putting pressure on the State to change their ruling. NCSU currently has until July 2017 to abide by current legislation. If not, each district would be exposed to a 5% tax penalty.
- IX. **Unfinished Business**
Discussion/Information
 A. Review of FY17 Budget Revote: All are happy, and look forward for the 30 day window to petition to expire. CASTLE thanked all the board members for all of their time committed to this process and recommended that the board try to think of ways to improve on the process going forward. ROYER discussed how the school's website did not always seem to be up to date in regards to board information, so CASTLE explained the process as to how information is posted. ROYER talked about assigning someone to set up a Facebook page for the school.
 B. Audit Recommendations: The auditor came up with four material weaknesses to improve upon. The first is the unresolved inter-fund borrowing "due to due from" corrections that need to be made. KNIGHT and Glenn Hankinson are working on those. PRAIRIE asked if they had funds available to resolve all outstanding "due to due froms" and KNIGHT indicated that they did not as most fund balances had been approved to go into specific fund balances, such as construction and bus funds. The second finding was that the Board must approve all contracts. The Board Chair and Superintendent sign employment contracts prior to distribution. There was one seasonal employee that did not get a contract and it was simply an oversight. The third finding was around Permanent Fund Management in regards to the Sherman Fund. The School now has in place a list of procedures for monitoring and reviewing this fund. The fourth finding was insufficient risk assessment procedures. CASTLE indicated that a policy exists and it is E.5. Perhaps the auditor wants a procedure developed around the policy so CASTLE will speak with Mr. Hankinson about this.

X. New BusinessAction:

A. Approve FY17 Tax Anticipation Borrowing (*Handout*) – KNIGHT indicated this is normally done at the June meeting, and CASTLE indicated that Glenn Hankinson is working on getting quotes.

B. Action on Snow Plowing Damage: PRAIRIE discussed all the damage that occurred by actions taken by the plowing contractor. The school custodian got quotes for repairing the damage. MASCOLINO walked a representative from ST. Onge's around to show them the damage, with no communication back at this time. CASTLE indicated that FRENETTE needs to communicate with them to correct this problem as the school should not have to bear the fiscal burden to repair these items.

C. FRENETTE asked what was planned for the bus that is parked behind the school as it is not being used. CASTLE indicated they could sell it, and he thought someone had expressed interest last winter and they had held off until the decision was made around bus leases for next year. MASCOLINO indicated that Sean Boskind is taking his driving test this week to work towards getting his endorsement to be the third driver for the school.

D. Request from Ms. Bemak to reduce her contract from 50% to 40% at NCES. Motion to accept the request – PRAIRIE/ROYER – Approved.

E. Support Staff increases: Budget was built at 3%. Motion to approve 3% increase for all support staff – ROYER/PRAIRIE – Approved.

F. Request from a family that recently moved out of Newport City but would like their children to remain at NCES for the remainder of the year – Motion to accept the request - MCGILLIVRAY/PRAIRIE – approved.

XI. **Other Business:** PRAIRIE brought up that supplies are being purchased before being approved. FRENETTE will be sending out an email to remind staff of the proper procedure. ROYER talked about the signs that are being put out to restrict traffic flow during drop off and pick up times but he sees some issues. Feels a reminder needs to be sent out about where drops offs need to occur once they move the bus that is parked in the drop off zone. ROYER also mentioned that he had a parent express a safety concern about a culvert at the back of the property. One of the custodian's had made a temporary cover that is not really effective. He proposes that a proper cover be purchased to resolve the issue.

XII **Agenda Items/Date for Next Board Meeting:** May 16, 2016: Will not have a quorum, so it will be cancelled. Next meeting will be June 6, and items to be included are: tax anticipation borrowing, support staff policy comparisons.

XIII **Executive Session** (*If needed*) - none

IV **Adjourn at 7:50 – PRAIRIE / ROYER – approved.**

| <u>Meetings:</u> | <u>Day</u> | <u>Date</u> | <u>Time</u> | <u>Location</u> |
|--------------------------|------------|-------------|-------------|-----------------|
| NCES Board | Monday | June 6 | 6:00 p.m. | NCES |
| NCSU Policy Committee | Thursday | May 26 | 5:30 p.m. | NCSU A213 |
| NCSU Executive Committee | Thursday | May 26 | 6:30 p.m. | NCSU A209 |