

**NEWPORT CITY ELEMENTARY  
SCHOOL BOARD MEETING  
Monday, June 6, 2016**

Present**Board:**

Vicky Lantagne, Chair  
Chris Royer  
Wendy McGillivray  
Mary Ellen Prairie

\*\*partial attendee

**Staff and Administration:**

Melinda Mascolino, Asst. Principal  
Nancy Frenette, Interim Principal  
John Castle, Superintendent  
Nancy Griffith, Recording Secretary  
Glenn Hankinson\*\*, Director of Finance  
Kathy Nolan\*\*, Curriculum Director  
Kristen Morey, Teacher

**I. Call the Meeting to Order at 6:02 pm.**

Additions or adjustments to the agenda: Bus lease, approving the hire of a Library Media Specialist and a classroom teacher, and making an official motion around the dental insurance that was added as a benefit to the support staff employees last year, but that was never properly reflected in the minutes.

**II. Approve minutes of May 2, 2016 (Attachment A). Motion to approve – MCGILLIVRAY/ROYER – Approved.****III. Public Comments, Communication with Parents/Staff/Citizens: None.**

**IV. Presentation by Kathy Nolan:** She is doing sort of a farewell tour before her retirement. She wanted to highlight the feedback and grading committee work that had been done this past year. One of their objectives this year was to take the Design for Learning and other district commitments and develop some structures that were more concrete for the schools to implement. Another objective was to develop student led conferences so that students have more voice in their learning. A third objective was the implementation of an electronic student portfolio that could travel with the students thru the grades. Lastly they were working on a “celebration of learning” where students would share their work with community/parents. In July a group of approximately 25 teachers are meeting to develop parameters so that next year schools can pilot some or all of these endeavors.

She also wanted to thank the board for their support during her tenure. She found boards and administrators to be very engaged in student learning. CASTLE spoke up and indicated that NOLAN was being modest, that she has greatly supported teacher leadership, has implemented many mathematics programs, dedicated many years as a principal, and also her leadership at NCES this year during the transition of administration.

**V. Financial Reports**Action:

- A. Approve the Warrants: **Motion** to approve warrants from the general fund in the amounts of \$104,123.92 for payables and \$17,304.22 for food service - ROYER/MCGILLIVRAY - **Approved.**
- B. Tax anticipation note: KNIGHT was not present to provide the information, so it will have to be discussed at the June 20th meeting in order to take action.

C. Bus lease: HANKINSON reminded the board that they had put an RFP out this past fall in hopes of eliminating the need for two bus runs in the morning. The RFP had various options. Butler's Bus Service had provided a quote at that time that specified they did not want to purchase any of NCES' buses, but would help find buyers in the marketplace. As the board got involved in budget re-votes, HANKINSON asked Butler to send in an updated quote for review this evening. So it appears that the only option available to NCES at this time would be to keep their newest bus, which is handicap accessible, and which has not had any repair issues, and lease two other buses from Butler's. They would have to then work on selling their other two buses. Discussion was had around the mileage included in the leases, and around the sale of the two older buses. **Motion** to agree to the terms of the bid to lease two 71 passenger buses for school years 2017 thru 2021 with Butlers' Bus Service, Inc. – ROYER/MCGILLIVRAY – **Approved.** **Motion** to sell two oldest buses – MCGILLIVRAY/ROYER – **Approved.**

- VI. **Principal's Report** – FRENETTE does not have a written report due to unexpected meetings that took up most of the day. She will share items with the board this evening, and will send out a written report shortly. She mentioned a fundraiser calendar of events that she would like to post in the office so that there would be less conflicts as employees would log on their info on the calendar. Also when getting ready for their Math In-service that is taking place on June 13<sup>th</sup> and 14<sup>th</sup> that needed to be set up with technology, they scrambled to meet the set up needs as Mr. Monette had already completed his required hours under his current year contract, so he is no longer working at the school. FRENETTE also wanted to forewarn the Board about some potential technology needs for next year. For some reason Chromebooks were purchased for second graders last year, but not for the third graders and some fourth graders who use them for SBAC testing. A few projectors are having some issues and will need to be replaced with new ones. They will also need to buy some technology to go with ENO pens being used by the teachers. On the positive side FRENETTE indicated that it appears there is around \$42,000 in a technology fund that is not part of the budget that could be potentially used towards some of these needs. Additionally, Central Office staff had come over to help develop a list of staff needs in technology for next year. PRAIRIE mentioned that she is not certain that \$42,000 should be in the Technology surplus fund, but that will need to be clarified with KNIGHT.
- VII. **Superintendent's Report** – CASTLE indicated that our SU was just awarded a tobacco/alcohol prevention grant in the amount of \$40,000 for the next three years and a tobacco prevention grant in the amount of \$30,000 for the next four years. They are looking to combine these grants to hire a health coordinator for the district. We unfortunately show high risk of these behaviors in our district and that was one of the main criteria as to why we were awarded these funds.

### VIII. **Unfinished Business**

#### Action

A. Approve the Transportation Compliance Plan: CASTLE indicated we were clearly put on notice that as of July 1, 2016 NCSU needed to meet the fiscal compliance of passing all transportation costs thru the SU. The compliance plan was approved by the Executive Committee, but the State would like all individual boards to take action as well. NCES board has a choice, but if they opt out of the compliance plan they will incur a 5% penalty tax for their taxpayers. ROYER indicated this seems to be more of a factfinder and recordkeeping effort by the State. CASTLE indicated that the SU would pay all bills and assess the school for their share, with no administration fee involved. HANKINSON clarified how that would look in regards to the different budget lines. This would be for one year only, and we will then have to present a cost analysis to the AOE, which the SU has hired someone to do and which will

unfortunately carry a cost for the taxpayers. So it is ironic that the State feels this mandate should save districts money. **Motion** to approve the transportation compliance plan – MCGILLIVRAY/ROYER – **Approved.**

B. Award a copy paper bid: **Motion** to award the copy paper bid to W.B Mason for the next school year – MCGILLIVRAY/ROYER – Discussion was had around whether or not each board needed to approve this, but CASTLE indicated that centralized purchasing is tricky - **Approved.**

C. Request to be released from a teaching contract: **Motion** to accept Alicia Wright's release request from her contract with regret – MCGILLICRAY/ROYER – **Approved.**

D. Approve contracted service with Ian Turkle: FRENETTE indicated that TURKLE requested an adjustment of his contract from 4 days to 3 days per week as he would like to re-establish his private practice in order to meet the requirements of a certification he is pursuing that would be very helpful to many NCES students, as well as reduce his travel time per week. FRENETTE was concerned about the reduced services, but also feels that some of the needs would be better suited to therapy out of the school setting, so it might be time to look at more options. MOREY indicated she had some concern if more students have outside referrals it would be difficult for some families to follow thru with them. MASCOLINO indicated that there are other agencies that make sure families are following thru with action plans when possible. **Motion** to approve Mr. Turkle's contract for the 2016-2017 school year, including his proposal to adjust his contract to three days per week- ROYER/MCGILLIVRAY – **Approved.**

#### Discussion

A. Salary Schedule: CASTLE had GRIFFITH hand out various wage grids that exist in the SU. Typically, grids are based on education level of the candidates, whereas CASTLE feels it should be based on skills needed within the job/category. PRAIRIE asked what would happen if a wage grid was developed based on job category and an employee was transferred between job categories, would their rate of pay fluctuate, and CASTLE indicated that yes that could potentially occur. As there is no current wage grid at NCES there are wage discrepancies across the employees, and FRENETTE would at minimum encourage a minimum hire rate and bump up individuals that are below that rate. CASTLE indicated that this is a wider discussion that has to happen across all districts before the NCES board spends more time on specifics. CASTLE indicated that the SU board has committed to discuss this further in the fall. PRAIRIE would like to start some changes now because the fall is a busy budget season and this could be an extensive discussion. However, she is unsure what money is in the budget to do some salary adjustments that may be needed. The Board was interested in setting a small guideline for potential new hires for the start of the 2016-2017 school year, and then having something more elaborate once the SU comes forward with recommendations in the fall. CASTLE indicated we would bring forward some recommendations for the next meeting along with the financial repercussions.

B. Summer maintenance: FRENETTE indicated she asked Steve for a list of items which he provided. She wanted to let the board know that the culvert issue has been resolved. Steve indicated that the board may have other items to add once the walk-thru is done. LANTAGNE stated she did not feel that the board needed to do the walkthrough, but some of the new board members feel they would benefit from it this year. So they decided to do it prior to the next meeting on June 20th at 5:00 p.m.

#### IX. **New Business**

##### Action:

A. Approve revised support staff recommendations: CASTLE indicated that to officially approve these policy changes it needs to be a warned meeting, and he hopes to have boards

approve them in August. CASTLE and GRIFFITH will review the language around the “at-will” ramification before a final document is presented at the June 20<sup>th</sup> meeting. There was some discussion around a unified evaluation form as it mentions a yearly evaluation is needed in the policy.

- B. Adopt policy changes D.26 and D.6 – **Motion** to approve the policy changes – PRAIRIE/ROYER – **Approved.**
- C. Hiring of new teachers: FRENETTE recommends hiring Katie Ste. Marie as the Kindergarten teacher for the 2016-2017 school year. LANTAGNE indicated that Katie did a couple of LT sub jobs at NCES and did some interning here as well and is highly recommended. **Motion** to hire Katie Ste. Marie – ROYER/MCGILLIVRAY – **Approved.** FRENETTE recommends hiring Dorothy Bonnette as the new Library Media Specialist. She did her student teaching here a few years ago and is moving back to be closer to family – MGILLIVRA/ROYER – **Approved.**
- D. Motion to contribute up to \$32 a month towards the district dental plan for support staff that are eligible for benefits– PRAIRIE/ROYER – **Approved.**
- X. **Other Business:** LANTAGNE discussed the 6<sup>th</sup> grade celebration. MCGILIVRAY asked if field day was cancelled and MASCOLINO indicated the due to the weather forecast it will be modified slightly and held in the gym. ROYER asked about the end of the year BBQ as there was some confusion around it. FRENETTE will get info out to clarify this week. MCGILLIVRAY asked if the volunteer appreciation breakfast was not happening. FRENETTE indicated she was not aware of that tradition and indicated that a list should be done up for the new administration so that they don’t overlook some of these traditions. MCGILLIVRAY states she will get the Parents Club to get that list together.
- XI **Agenda Items/Date for Next Board Meeting:** June 20, 2016: Review the revised support staff policy with wage recommendations, 5 pm optional board building walk thru, tax anticipation borrowing, and outstanding monthly financials.
- XII **Executive Session** (*If needed*) - none
- XIII **Adjourn at 9:02 – PRAIRIE / ROYER – approved.**

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NCSU Policy Committee	Thursday	June 16	5:30 p.m.	NCSU A213
NCSU Executive Committee	Thursday	June 16	6:30 p.m.	NCSU A209
NCES Board	Monday	June 20	5:00 p.m.	NCES