

**NEWPORT CITY ELEMENTARY SCHOOL
BOARD MEETING AGENDA
Newport City Elementary School
August 1, 2016 at 6:00 P.M.**

Present

Board:

Vicky Lantagne, Chair
Chris Royer
Wendy McGillivray
Mary Ellen Prairie

Staff and Administration:

Heidi Fortin, Asst. Principal
Elaine Collins, Principal
John Castle, Superintendent
Nancy Griffith, Recording Secretary
Samantha Knight, Bookkeeper
Laurie Craig**, employee
Steven Petrie**, employee
Sean Boskind**, employee
Jennifer Ingram, employee
Anita Laplante**, employee
Thomas Perotti**, employee
Theresa Perreault**, Administrative Assistant
Nicole Ludwig**, employee

**partial attendees

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

Additions or Adjustments to the Agenda: ROYER mentioned that they needed to appoint a new board member to fill the vacancy and follow up on the sales of the school bus.

II. Approve the minutes of June 20, 2016 (Attachment A). Motion to approve the minutes – MCGILLIVRAY/ROYER – Approved.

III. Public Comments, Communication with Parents/Staff/Citizens: None.

V. Financial Report

Action:

A. Approve the Warrants: Warrants were signed on July 12, 2016 in the following amounts from the general fund: \$60,005.12 for FY16, \$98, 563.57 for FY17, \$2,312.03 for FY16 and \$126.00 for FY16. **Motion to approve the warrants - MCGILLIVRAY/ROYER – Approved.**

B. Approve the Financial Report of July 2016(*Handout*): Will be handed out at the next meeting in August.

VI. Principal's Report (Attachment B): The board had read her report, but COLLINS summarized that she and FORTIN are concentrating on learning how the system works, and they have already noticed how things could be improved around communication and building climate. They have made some good headway but will need the year to see significant changes. They have also been reviewing the Special Education budget and the current system in place. PERREAULT stressed how COLLINS takes the time to greet parents as they come in to the school in addition to the numerous staff meetings she is having. COLLINS feels that this approach is very important in building a sense of community/relationships. PRAIRIE asked if there had been any feedback on the new bus schedule, and COLLINS indicated that she has not received any at this time. PRAIRIE asked about complaints received about sugary snacks offered at school, and COLLINS indicated that she felt the food program was not to blame, it was mostly things being brought in by students for celebrations. ROYER asked about the changes the administration made to the student handbook

and COLLINS responded that she felt the previous version was a little lean on explaining the rules and expectations of the school, and was lacking certain requirements that the AOE has. It will be posted on the school website soon.

VII. Superintendent's Report: CASTLE indicated that the SU continues to work on a financial analysis of centralizing transportation as required by the AOE. He hopes to put a draft forward to the SU board in August, then send it on to the AOE for their review. His second topic was about the potential relocation of the Central office. A committee has been set up to review four options: extend lease at current location, purchase current location, move to NCCC space or look at other commercial space. It cannot simply be looked at from a cost savings standpoint, you also have to look at displacement of other programs and staff. PRAIRIE asked if the SU could own property, and CASTLE indicated that State statutes say no, but other districts have gotten around that, or a school could own it and rent to the SU.

VIII. Unfinished/New Business

Discussion:

- A. Contribution from parents for the after-school program (*Attachment C*): COLLINS indicated that ENCORE is NCSU's after-school program. It is grant funded, but needs to become more self-sufficient over time, and schools have to contribute funds from their local budget. The attached chart shows what all schools charge their participants for the ENCORE program. PRAIRIE thought that funding had run out last year part-way thru the year and CASTLE indicated that was prior to NCES falling under the ENCORE umbrella. NCES joined ENCORE this year and CASTLE indicated that changes were brought forward as staffing levels exceeded participation levels, and programs were revamped based on funding requirements. LANTAGNE indicated that in her experience with the program there was lack of tracking about charging parents when children participated in the program. ROYER asked how many kids participate, and COLLINS indicated it is capped at 60. Over the past few years the State has dropped the percentage of their grant contributions from 90% to 75%, and is now down to 50%, so the district has to find other sources of revenue, such as other grants, increased contributions from parents, increased contributions from school local budgets, etc. COLLINS indicated she has a chart in her office that shows the breakdown of how the program is funded this year, so she will email it out to the board members for their review. The board will need to put this on the agenda again.

Action:

- A. Approve selling the Westinghouse Model HG 23 freezer, serial #127154. **Motion** to bring it to metal recycling - MCGILLIVRAY/ROYER – **Approved**.
- B. Award bid for Removal and Replacement of Sidewalk, Curb & Stairs (*Attachment D*). Four bids were received. Discussion was had around certain areas to be repaired versus others. General consensus was to do all the work at once as it would be difficult to have someone come in just to do one component later. ROYER asked about budget funds available. COLLINS thought this was a good time to bring up that the district is going to end up about \$200,000 in the red from last year. That is a preliminary number, and she needs to verify it with Mr. Hankinson and Ms. Knight. She will have firm numbers to bring forward to the next meeting. PRAIRIE inquired about the balances in the construction and transportation funds. KNIGHT indicated the transportation fund is earmarked for bus leases, and COLLINS indicated that the construction fund is made up of four accounts in the amounts of: \$25,496, \$29,239, \$10,967, and \$94,000. MCGILLIVRAY indicates it is a safety concern not to do these repairs as well as an aesthetic eyesore. ROYER asked about timeframes for vendors to do the work. It was indicated that they could get it done prior to school starting. **Motion** to award the bid to Tracy Degree for all the repairs – ROYER/MCGILLIVRAY – **Approved**.

- C. Adopt Support Staff Terms and Conditions Policy (*Attachment E*) *. LANTAGNE indicated her preference was to grandfather the existing year round employees based on the old policy. CASTLE indicated that the policy had recently been reviewed by legal counsel that allowed us to clean up language in the policy for tonight's meeting. Legal counsel also indicated that he felt the proposed vacation was low. So CASTLE and GRIFFITH revisited the vacation proposal and are in support of changing it back to the old levels. Discussion was had with the support staff that were present around the various areas of concern to them. **Motion** to approve the policy with the small changes noted: full year employees' sick leave to go back to 15 days per year, but will still be capped at 60 days, a LTD plan will be added as a benefit for eligible support staff, the wording of needing five days' notice for discretionary days will be removed and vacation levels are to go back to the old policy with the exception of 5 weeks no longer being offered - MCGILLIVRY/ROYER – **Approved**.
- D. Approve Support Staff salary schedule changes (*Handout*): CASTLE reminded the board that they had established four categories of paras with recommended minimum rates of pay for each category at the last meeting. They also requested that a proposal be presented to the board that would offer additional compensation based on years of service. This new para category model could cause salary adjustments every year based on para placement based on student needs. ROYER feels strongly about recognizing years of service and this model might give us more flexibility to correct some inequities. Discussion was had around how paras were assigned. PRAIRIE indicated she thought their intent was to approve the categories and adjust rates for longevity, not to bring all paras up to the minimum hire rate at this time. LANTAGNE and PRAIRIE are both concerned about the budget for FY17, but LANTAGNE would like to see paras compensated for their level of assignment immediately. PRAIRIE is very worried about the budget being overspent from last year. Support staff members present feel that the low levels of pay does not make them feel respected and forces them to take on additional jobs to survive. MCGILLIVRY indicated that she respected everyone's concern around the budget, but at minimum the board needs to bring the three paras that are below the \$11.00 mark up to that, and then can review the rest at the next meeting once they have a better grasp as to how the FY16 budget finished. **Motion** to increase three paras below \$11.00 to that level – MCGILLIVRAY/ROYER – **Approved**.
- E. Approval for COLLINS to hire para educators, as needed: COLLINS indicated that she and FORTIN met with the Special Education staff to see if we could use staff more efficiently, but they found that many students had one on one para services written into their IEPs at the end of the school year so they will need to hire a few paraeducators at the start of the year. PRAIRIE indicates she would like to still sit in on interviews and COLLINS said she would appreciate her presence. This request was mainly due to the timing of the next meeting being after the start of school, and they will still bring the names to the board. **Motion** to allow the current administration to hire paraeducators – MCGILLIVRAY/ROYER – **Approved**.

IX. Other Business

Discussion:

- A. Sale of the buses: COLLINS indicated she spoke with Mr. Hankinson about the sale of the buses, and he is working on it.
- B. LANTAGNE indicated that she had a request from Kathy Nolan to become appointed as a board member until town meeting. ROYER felt it would be a great addition to have someone on the board that had that much knowledge about the school system. **Motion** to appoint Kathy Nolan to the board member vacancy until Town Meeting – ROYER/MCGILLIVRAY – **Approved**. LANTAGNE will contract Kathy to notify her and ask her to be sworn in.

C. Board Retreat: Next week at the Eastside. LANTAGNE reviewed the agenda with the Board.

X. **Agenda Items/Date for Next Board Meeting:** Next regular meeting is 9/12, bring back support staff policy in final approved form, review salary changes with budget input, consideration of Ski Program. Warn an 8/25 meeting as a building projects inspection walk thru at 5:30 pm.

XI **Executive Session** (*if needed*): **none**

XII **Motion to adjourn** at 8:35 p.m. - ROYER/MCGILLIVRAY – **Approved.**

Respectfully submitted,

Nancy Griffith
Recording Secretary

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NCES Board Retreat	Monday	August 8	5:00 p.m.	East Side Restaurant
NCSU Policy Committee	Thursday	August 18	5:30 p.m.	NCSU A213
NCSU Executive Committee	Thursday	August 18	6:30 p.m.	NCSU A209
NCES Board	Monday	Sept. 12	6:00 p.m.	NCES