

**NEWPORT CITY ELEMENTARY SCHOOL**  
**BOARD MEETING MINUTES**  
**Monday, September 12, 2016**

Present

**Board:**

Vicky Lantagne, Chair  
Chris Royer  
Wendy McGillivray  
Mary Ellen Prairie  
Kathy Nolan

**Staff and Administration:**

John Castle, Superintendent  
Elaine Collins, Principal  
Glenn Hankinson\*\*, Director of Business  
Nancy Griffith, Recording Secretary  
Samantha Knight, Bookkeeper  
Kristen Morey\*\*, Teacher  
Christine Russell, Parent  
Carrie Ann Roberge, Parent  
Sharon Pare\*\*, Teacher  
Sean Boskind\*\*, employee  
Samantha Laramée\*\*, employee  
Scott Boskind\*\*, community member  
Melissa Lagoy\*\*, Parent  
Rory Carr\*\*, Parent

\*\*partial attendees

- I. **Call the Meeting to Order,**  
**Additions or Adjustments to the Agenda:** PRAIRIE asked that “due to / due froms” get discussed when Mr. Hankinson is here. COLLINS indicated that she had a request for a maternity leave from a staff member.
- II. **Approve the minutes of August 25, 2016 (Attachment A): Motion** to approve the minutes = MCGILLIVRAY/ROYER – **Approved.**
- III. **Public Comments, Communication with Parents/Staff/Citizens:** None.
- IV. **Program Presentation** - Sharon Pare, NCES’ Math Coach, was asked to present the new Bridges Math K-5 program which was developed by a company out of Oregon. It was chosen by the Math committee last year, and the visual models of the program were well liked by all. Also, all districts are committed to the program as it promotes 21<sup>st</sup> Century skills, such as collaboration, creativity, critical thinking and problem solving. Overall, the program is made up of two components: units and number corners.  
  
The 6<sup>th</sup> grade is continuing with Connected Math which flows seamlessly with the Bridges program. In addition to these two programs a few staff members signed up for the U Cube conference this summer, which promotes the concept that it is ok to make mistakes in Math, you learn from the problem solving attempts. Part of the U Cube initiative is that it has a week of Inspirational Math activities.  
  
PARE shared that all staff are on the same page and enthusiastic about the new programs. PRAIRIE mentioned that it was great that it was district wide initiative so if students move around they will be familiar with the programs at other schools. NOLAN asked that PARE talk about the consultant the school has coming this year. PARE mentioned that she will come monthly to help train the teachers on techniques to successfully implement the Bridges program to its best capacity.
- V. **Financial Report**

Action:

- A. Approve the Warrants: None to approve yet.
- B. Approve the Financial Report of August 2016 (*Handout*): Nothing to approve yet.
- C. Approve Year-End Report from FY16 (*Attachment B*): HANKINSON spoke around the anticipated deficit from FY16 and he indicated that it appears that the district over expended by \$155,921. Another \$106,000 showing were fund transfers approved at the last annual meeting into Technology and Construction funds. As of today the trial balance shows a \$158,000 in negative fund balance. He indicated that the board has various reserve funds that have actual cash in the accounts and that they could decide on certain “due to/due froms” that could reduce the deficit, and the district could perhaps even finish with a surplus. LANTAGNE asked if there were any restrictions as to when we did these transactions and HANKINSON indicated the year was closed out but the board could move ahead with the transfers. HANKINSON indicated that he and KNIGHT would bring a list of final recommendations to the next meeting. He indicated it was not done last year as they did not have enough assets in the general fund.
- D. Transfer \$37,521.55 from the technology fund to the general fund for FY16: HANKINSON indicated that they could do so as it was approved in October 2015, but COLLINS indicated the amount was slightly different now. **Motion** to approve the transfer of \$37,521.55 from the technology fund to the general fund - MCGILLIVRAY/NOLAN – **Approved.**

- VII. **Superintendent’s Report:** CASTLE indicated that he looks forward to seeing board members at the annual retreat this week which focuses on Act 46, and encourages active participation to have a clear idea as to what the expectations of all the districts are.
- VIII. **Special Education Coordinator’s /Business Manager’s Report:** COLLINS indicated that PRAIRIE had some questions around the Special Education assessment and how it relates to the local budget. HANKINSON indicated that a special budget line was put into the approved budget specifically for the assessment payment. The SU will bill quarterly for the assessment, and Special Education funds will continue to go directly to the district level. The overall figure is that districts get 56% reimbursement on special education costs.
- IX. **Principal’s Report** (*Attachment C*): COLLINS indicated it has been a positive start to the school year and that it has been administration’s goal to be visible. Everyone is ready to move forward, and she has dedicated a lot of time to build good systems and procedures.

VIII. **Unfinished/New Business**

Information:

- A. Update on buses, freezer, mixer: COLLINS indicated that the freezer was recycled and the mixer was sold. Buses have gone out to bid for potential buyers.

Action:

- A. Approve ski program: Jay Peak Learn-To-Ski (Melissa Lagoy and Carrie Ann Roberge): LAGOY indicated that last year’s program went very well and it was purely focused on skiing. She is transferring the reins to ROBERGE to expand the program, such as expanding it to the 6<sup>th</sup> grade. ROBERGE will attend the foundation meeting at Jay Peak in October to get the infrastructure going. Many parents have hopes that it can continue to expand in the future, but at least have it include 5<sup>th</sup> and 6<sup>th</sup> graders this year. LANTAGNE asked PARE why it was only 5<sup>th</sup> graders that were in the program and PARE believed it was because when it started there was no faculty members in other grades that were avid skiers to help support the program. PARE stressed how it was important to have enough instructors and chaperones to make that program successful. ROBERGE would like to add other activities to hopefully attract more participants.

PRAIRIE expressed concerns around taking staff out of school to support this program and does not understand why we don't simply encourage families to go thru the Newport Rec Department. MCGILLIVRAY indicated that the program was a great opportunity but that it was still unattainable for most families due to lack of transportation and higher costs. CARR mentioned that she thought that funds raised by the Parents Club could be used to support such enrichment programs. Much discussion was had around the benefits of these types of programs. NOLAN asked if COLLINS had any thoughts on the program. NOLAN understands both sides of the argument. COLLINS also acknowledged recognizing both sides of the argument and indicated she had met with ROBERGE over the summer and felt that there would be enough staff members that could assist, and would like to see the program expanded to include exposing all students to other winter activities. COLLINS indicated that the Craftsbury Outdoor Center offers cross country skiing free of charge. ROYER indicated that he does not see this Jay Peak program being overly expensive. **Motion** to approve the ski program for this current year– NOLAN/ROYER – **Approved**.

- B. Approve opening an account for the NCES Parents' Club: RUSSELL indicated that the Club now has two co-chairs, Rory Carr and Michelle Rossi, and RUSSELL would be the treasurer, with RUSSELL and ROSSI being co-signors. CARR indicated they hope to have a monthly treasurer report. They would like to use the district's tax ID number and have the bookkeeper receive the statements. CASTLE recognizes the importance of the Parent's Club and their advocacy for the students, but strongly discourage the district having any management in the parent committee account, but that he committee needs to have their own procedures in managing their account. CARR indicated this approach was to have more transparency and thought this combined effort would be better. MCGILLIVRAY and COLLINS both thought that combined effort would be better as well. CASTLE indicated that HANKINSON concurred with his recommendation of keeping the separation.

More discussion was had around other alternatives, such as the Parent's Club setting themselves up with a EIN number. Discussion was then had around how student activity accounts under the school account works. KNIGHT indicated that NCES currently has theirs as a savings account, but could easily be changed to a checking account. LAGOY summarized that the Parent Club needs to decide how much say they want to have in how the funds are spent and that will determine how they want to move forward. There was no consensus for a motion on this. CARR asked for a recommendation on how to move forward, and most of the board agreed with CASTLE's original recommendation that the Club opens their own separate account, with a minority preferring that funds funnel thru the school student activity fund. Tabled until the Parent's Club can bring it back in front of the board after having a group discussion.

- C. Hire paraeducators: **Motion** to hire the needed paraprofessional – PRAIRIE/MCGILLIVRAY. **Approved**. COLLINS is also advocating to hire another para to shadow a student transitioning back from Turning Points that is on a 504 plan, so not reimbursable. **Motion** to hire the additional para – PRAIRIE/ROYER – **Approved**.
- D. Approve bus salary increase for Sean Boskind: COLLINS indicated that at the last meeting the board approved a rate of \$15.50, but after comparing with other districts the average is around \$17.35/hr., and Sean is asking for \$17.00/hr. **Motion** to give Sean \$17.00/hr. retro-active back to July 1 – PRAIRIE/NOLAN – **Approved**.
- E. Approve contribution for parents for after-school program: COLLINS indicated this was simply to revisit the costs that were presented at the last meeting that other schools charge to participate in the program. LANTAGNE asked what NCES was currently doing, and COLLINS indicated that unbeknown to her a flyer went home asking for \$1/day per child. COLLINS did discuss with the ENCORE coordinator that it was still

being discussed with the Board and that it might be difficult to change now. PRAIRIE stated that perhaps we will have to wait until next year to change it. **Motion** to maintain the \$1/day with the understanding that it will be revisited next year – ROYER/NOLAN – **Approved.**

- F. Award Snow Removal Bid (*Attachment D*): Two were received and the board reviewed them. **Motion** to accept the bid from Dan St. Onge at \$210 per visit/plowing, \$175 per visit/salt, \$80 per visit/shoveling. PRAIRIE mentioned that she would like more specifics in the bid request next year. – MCGILLIVRAY/NOLAN – **Approved.**
- G. Award Oil Bid (*Attachment E*): NOLAN asked if NCES were doing this on their own, or if they were part of a district wide bid. LANTAGNE indicate that it was for this district only. Oil Supply \$1.62/gallon heating oil – DC Transport \$1.76/gallon heating oil and indicated that the penalty charge from last year would be waived as there is an outstanding balance of approximately \$21,000 based on the contract language on unused oil from last year. Board is unsure of the specs in regards to how many gallons the bid was for. PRAIRIE asked that as a board if they can reject these bids so that COLLINS and HANKINSON can revisit the bid specifications and do some research on last year’s bid that was awarded. ROYER was concerned that this was an expensive item that needs to be dealt with as soon as possible. **Motion** to reject all bids – ROYER/MCGILLIVRAY – **Approved.**

- X. **Agenda Items/Date for Next Board Meeting:** Currently next meeting is October 3<sup>rd</sup>. Items are Para recommendation analysis, inventory on technology to help with budgeting needs, “due to/due froms” from HANKINSIN and KNIGHT, financial report, warrants.

LANTAGNE mentioned that COLLINS had a letter from Ms. Besaw requesting a maternity leave, she has a November 9<sup>th</sup> due date, and would like to take 6 weeks and return Jan. 2<sup>nd</sup>. **Motion** to grant maternity leave – PRAIRIER/ROYER – **Approved.** RUSSELL wanted to mention that the situation that occurred with the Parent’s Club was unbeknownst to the group, and was very hurtful to the group, and even though that happened they still want to continue to do good things for the school. She feels badly that it reflects on the trust in the group. NOLAN asked if the group had received restitution and RUSSELL indicated she was told that a significant amount was paid back. NOLAN thanked her for her comments. ROYER indicated there was never a trust issue with the members that were present tonight, but his concern in only around the school having to be protected. PRAIRIE reiterated that is was simply for the best of the school, and nothing personal against the group. PRAIRIE indicated that they are moving forward and will not dwell on it. COLLINS states that one cannot undue what is done and must move forward, it is not personal. CASTLE also reiterated that his recommendation was strictly best practice and nothing against that people in the parent’s club. He gives them great credit to have the resilience to see thru these troubled times.

- XI. **Executive Session** (*if needed*): Not needed.

- XII. **Adjourn** at 8:39 p.m.

Respectfully submitted,

Nancy Griffith  
Recording Secretary

<b><u>Meetings:</u></b>	<b><u>Day</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
NCSU Policy Committee	Thursday	Sept.15	5:30 p.m.	NCCC 316
NCSU Full Board	Thursday	Sept. 15	6:00 p.m.	NCUHS Library
NCE School Board	Monday	Oct. 3	6:00 p.m.	NCES