

**NEWPORT CITY ELEMENTARY SCHOOL
BOARD MEETING AGENDA
Newport City Elementary School
Monday, October 3, 2016 at 6:00 P.M.**

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
Cathy Lowell**, Teacher
Leanne Desjardins**, Special Education Director
Donna Young**, Teacher
Samantha Laramée**, employee
Meredith Lisner**, employee

**partial attendees

- I. **Call the Meeting to Order:** Called to order at 6:02 p.m.
Additions or Adjustments to the Agenda: None.
- II. **Executive Session: Motion** to enter executive session at 6:10 p.m. for a student hearing – ROYER/MCGILLIVRAY – **Approved**. Came out of executive session at 6:29 p.m. **Motion** to accept the recommendation of Administration – NOLAN/MCGILLIVRAY – **Approved**.
- III. **Approve the minutes of September 12, 2016 (Attachment A): Motion** to approve the minutes - MCGILLIVRAY/ROYER – **Approved**.
- IV. **Public Comments, Communication with Parents/Staff/Citizens:** LISNER asked if she could present a letter she wrote to the Board, and they indicated that yes she could. After reading the letter LANTAGNE indicated that she was going to put that request to later in the meeting as Para wage discussions were on the agenda.
- V. **Program Presentation - Donna Young, Courage Theme:** YOUNG was asked to share some of the work being done by the school leadership team. The team is made up of administration and teachers. After discussion over the summer the team came to a consensus that the main focus was to build a positive culture, which is not a surprise after the past few rough years. The culture to build is within the school, classrooms and community as a whole. The team established monthly traits that all staff is working on, that will be shared within individual classrooms, grade levels and partner classrooms. A few examples are that September's trait was courage, October is responsibility and November will be gratitude. YOUNG went on to show examples of how traits were being demonstrated/taught. NOLAN expressed how it was great that the monthly themes meshed with the normal cycles experienced at school during the year.

VI. Financial ReportAction:

A. Approve the Warrants: **Motion** to approve the warrants signed on 9/21/16 in the amount of \$378,478.50 and \$241.03– ROYER/MCGILLIVRAY - PRAIRIE asked what the \$500 bus cleaning bill was for, and COLLINS indicated that she believed it to be repairs and not cleaning, but she would look into it. PRAIRIE then asked where the funds for the sidewalk repairs came from, and COLLINS indicated it came from the construction fund. PRAIRIE also inquired about the cost for a server rack, and ROYER indicated it was something they had identified as being

needed during the walk thru in the spring, and the finished rack project looks much neater. Some of the cost was due to re-wiring needed by an electrician, which was not covered by NCES' tech support contract with the SU – **Approved**.

B. Approve the Financial Report of September, 2016 (*Attachment B*). Nothing at this time.

C. Review and discuss the Year-End Report from FY16 (*Attachment C*). HANKINSON reviewed a hand out that discussed various fund transactions that were done during FY16 to explain current balances. The District ended out the year with a deficit of \$121,000. He then indicated that the Board could now move forward with the “due to / due froms” that the auditor has recommended. All these recommendations do not need voter approval. There are some small balances in the tech and constructions funds, but no significant amount that would be worth transferring to the general fund. Discussion was had around the current bus leases and potential construction needs. After final review it appears that with the adjusting fund entries the district will start FY17 with a reduced deficit, starting out at minus \$8,000. **Motion** to adjust “due to / due froms” as recommended on page one on HANKINSON’s worksheet – MCGILLIVRAY/ROYER – **Approved**.

VII. **Superintendent’s Report:** CASTLE indicated that he would defer his comments until the agenda item that discusses Act 46.

VIII. **Special Education Coordinator’s Report:** DESJARDINS indicated that she did not prepare a report, but was here to answer any questions that the board may have. PRAIRIE asked when we would see the IDEA-B budget, and DESJARDINS indicated it always comes to the boards in the spring. She did indicate that the committee was meeting soon to discuss potential changes. PRAIRIE asked how much the SU was anticipating in IDEA-B funds, and DESJARDINS indicated it was based on a State formula and she has not heard that it will be reduced. Recent figures have been around \$820,000 plus carryover that they have had, so approximately the SU is anticipating a \$1,000,000 IDEA-B budget. PRAIRIE asked if those funds go down to the district level, and DESJARDINS indicated that no, it is different than TITLES funds in that IDEA-B funds are used on SU wide initiatives. NOLAN stated that the board had a discussion a couple of months ago around para categories in Special Education, and she felt that not all board members had the same understanding as to what those meant. CASTLE indicated that approach has been modified and will be discussed later on this agenda. NOLAN then asked about the reset room, which has now been changed to the intervention room. COLLINS indicated that the Social Emotional Learning team decided that the reset room was serving a multi-purpose last year as there was a lack of systems and cohesive accountability of students. The reset room became a catch all. The purpose of renaming the room is that the room is to be used primarily for de-escalation. NOLAN asked what the difference was between the intervention r and the conflict resolution room. DESJARDINS indicated that the conflict resolution room is a lower escalation level. Next year they would like to implement more academics into the intervention room.

IX. **Principal’s Report** (*Attachment D*): ROYER asked that COLLINS elaborate on the students consistently testing the boundaries. COLLINS reiterated that the school is really promoting accountability and expectations and it is normal that students test those boundaries. MCGILLIVRAY asked about the newsletters, and COLLINS indicated that it just went out last Friday and was posted on the website. NOLAN asked who was responsible for the website and COLLINS indicated that it was PERRAULT. NOLAN asked if the school had a vision for how they wanted the website to express information as it is a great vehicle to communicate with the community. She indicated it also needs to be kept up to date.

X. **Unfinished/New Business**

Information:

- A. Discuss the NCES Parents’ Club Fundraising: The club has not met so they will come back with updates for the next meeting.
- B. Discuss potential solutions for paraeducator pay scale: CASTLE indicated that this is a huge obstacle to overcome as there is huge inequity within the building and we are attempting to correct it mid-stream, not necessarily in a budget process. There is also the challenge of some

- people getting paid way more than their peers, and some way below. The previous model that was recommended had a major downfall in that para category assignments change every year, so wages would fluctuate every year. Discussion was had around the spreadsheet handed out. PRAIRIE stressed that we put it aside due to budget constraints. CASTLE asked for clarification, did she mean to push it off until next year's budget or until the next meeting? ROYER indicated that he felt strongly that we needed to take some action immediately to respect staff members. PRAIRIE indicated that she agreed, but needs more information about funding availability. MCGILLIVRAY asked where the min of \$12.50 came from on the handout and Elaine said it was from the initial category grid proposal (level 2) which she felt was mid-ground and CASTLE also stated that it was to try and be close to Derby Elementary's new hire rate. Discussion was had around the conflict resolution position, which was previously called Guidance Aide. The board feels the title should change. COLLINS indicated she would like two more weeks to review the financial repercussions before making a final recommendation due to the information being received late today, immediately prior to the meeting. MCGILLIVRAY asked that since the category wage grid was approved at a previous meeting and category 4 was approved at \$15.50, could the board not agree to at least move the SLPA and Guidance Aide to the \$15.50 as they were clearly category 4 positions – **Motion** to do the salary change retro-active to the start of the school year for the SLPA and Guidance Aide positions and to table the rest of the discussion until the next meeting– MCGILLIVRAY/PRAIRIE – **Approved**.
- C. Discuss the potential for an Act 46 Community Forum: LANTAGNE indicated that we need to summarize what Act 46 means to the voter, as the general public does not know what Act 46 is about. ROYER agreed that we need to ask provocative questions to peak voters' interest. He indicated that we also need to consider the form of media to use to reach a broader range of voters. MCGILLIVRAY asked if there was a timeline to hold a forum. CASTLE indicated there is really no set timeline. The SU has to have an Act 46 plan to the State by November of 2017. The SU full board met and had an open forum and the consensus was that they wanted to ask for input from the communities, not sell them an idea. There is a lot of information under Act 46 and the SU Executive Board is having a member of the AOE come to their next meeting to answer frequently asked questions and elaborate on certain of their "descriptions". Discussion was had around various ways to feel-out how much community members know about Act 46.

Action:

- A. Award Oil Bid (*Attachment E*): HANKINSON explained how the D & C penalty worked. In reality if NCES goes with them again, they actually have a credit available. **Motion** to purchase heating oil and propane from D & C and Fred's – ROYER/NOLAN – **Approved**.
- B. Designate VEHI Proxy (*Attachment F*): **Motion** to allow VEHI to vote on the district's behalf – ROYER/NOLAN – **Approved**.
- C. Designate VSBIT Proxy (*Attachment G*): **Motion** to allow VSBIT to vote on the district's behalf – ROYER/NOLAN – **Approved**.
- D. Award sale of bus (*Attachment H*): Nothing to report.
- E. Request from LOWELL to take an additional discretionary day to attend a family wedding. CASTLE asked if it was a request for an unpaid or paid day. NOLAN indicated she is in favor for an unpaid day. CASTLE wanted the board to know that other boards have granted paid days in these instances, but he does not advocate for it. **Motion** to grant LOWELL a third discretionary day, Wednesday April 26, 2017 as unpaid – NOLAN/ROYER – discussion was had around whether her intent was to have it paid or unpaid. **Motion** to grant third day without pay – PRAIRIE/MCGILLIVRAY – **Approved**.

- XI. **Agenda Items/Date for Next Board Meeting:** There is a conflict on October 17 with negotiations' planning, so it needs to be rescheduled for October 24th at the same time. LANTAGNE has a letter of resignation from Bridget Descheneau, a pre-K para. Her last day will be October 7th. **Motion** to accept the

resignation – MCGILLIVRAY/ROYER – **Approved**. Items for the next meeting are: Parents club and the para wage grid.

XII. **Executive Session** (*if needed*): None needed.

XIII.**Adjourn**: Motion to adjourn at 8:47 p.m. – MCGILLIRARY/ROYER - **Approved**.

Respectfully submitted,
Nancy Griffith
Recording Secretary

| <u>Meetings:</u> | <u>Day</u> | <u>Date</u> | <u>Time</u> | <u>Location</u> |
|--------------------------|-------------------|--------------------|--------------------|------------------------|
| NCES Board | Monday | October 24 | 6:00 p.m. | NCES |
| NCSU Policy Committee | Thursday | October 27 | 5:30 p.m. | NCSU A213 |
| NCSU Executive Committee | Thursday | October 27 | 6:30 p.m. | NCSU A209 |