

NEWPORT CITY ELEMENTARY SCHOOL
BOARD MEETING MINUTES
Monday, October 24, 2016 at 6:00 P.M.

Present

Board:

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

Staff and Administration:

John Castle, Superintendent
Elaine Collins, Principal
Samantha Knight, Bookkeeper
Nancy Griffith, Recording Secretary
Samantha Laramée, employee
Tillie Smith, community member
Michelle Rossi, Parent Club co-chair
Aaron Benson**, employee
Jennifer Ingram**, employee
Emily Corkins**, employee
Ian Rhein**, community member

I. Call the Meeting to Order at 6:00 p.m.

Additions or Adjustments to the Agenda: None.

II. Approve the minutes of October 3, 2016 (Attachment A): Motion to approve the minutes -
MCGILLIVRAY/NOLAN – **Approved.**

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

IV. Program Presentation - NA

V. Financial Report

Action:

A. Approve the Warrants: **Motion** to approve the warrants that were signed on 10/5/16 in the amounts of \$1,396 from the General Fund, \$15,177.31 for Food Service and \$52,738.69 from the General Fund – MCGILLIVRAY/ROYER – **Approved.**

B. Approve the Financial Report of September, 2016: Nothing to approve at this time. NOLAN asked for clarification around the processing of financials. KNIGHT explained that the bank statements came in later in the month so it did not give her much time to reconcile the statements to compile financials.

VII. Superintendent's Report

A. Community Engagement: Not much to report on at this time. He is working on the information that will be presented to the Executive Committee on Thursday. He mentioned such things as an informational tri-fold and a potential survey. He stressed that Thursday was an important night as they have a representative from the AOE coming to talk about Act 46.

IX. Principal's Report (Attachment B): NOLAN indicated she did not have any questions, but had a request. She would like to see more data on the report, such as enrollment numbers, etc. LANTAGNE indicated they had some of that information reported under prior administration, such as discipline data, evacuation drills, etc. CASTLE indicated that he has given principals more leeway in regards to what information to include in these reports. He mentioned that the JHS's approach is to concentrate more on the positives, versus negatives. He finished with that it would really be up to Ms. Collins to see what data she may want to include monthly versus quarterly. NOLAN re-iterated that she would like to see the following information on a regular basis so that the board has some sort of baseline to compare in

order to see if their initiatives were working: enrollment data, attendance percentages to see if students are attending on a regular basis, attendance in regards to parent conferences, discipline data, how often are the behavior rooms being used, etc. MCGILLIVRAY agreed, and suggested the information could be presented once a month. COLLINS indicated she felt about 97% of parents participated in the parent/teacher conferences. She also shared community involvement efforts in that she had officers of the city, such as the Chief of Police, Fire Chief, etc. come present to classrooms about responsibility. She indicated that students were very engaged and interested in the presentations.

VIII . Unfinished/New Business

Information/Discussion:

A. Potential solutions for para educator pay scale: COLLINS indicated that after review and consideration her proposal would be to move all those currently below up to the suggested minimum rate of \$12.50 for FY17 which would cost approximately \$11,000, and she realizes that they will already be over budget in regards to all the new paras that were not budgeted. However, she feels the surplus of about \$70,000 from heating oil fund would cover these personnel cost overages. She would then recommend considering experience in the building and placement on the appropriate step on the proposed wage grid in regards to budget development for FY18. LARAMEE indicated that with that approach, she would start at the same rate as everyone even with five years' experience at NCES. COLLINS stresses that she values the staff here, but must be concerned with funds. LARAMEE then asked about ones that were hired this year at a much higher level, what the administration's goal was in regards to freezing people until they match where they should be in regards to step placement. COLLINS indicated that they will have to look at that closer as she had concentrated more on trying to fix the current mess that occurred when considering salary based on categories, and did not look at that aspect with regards to FY18 considerations. She indicated that it will take a bit of time to fix this mess that was years in the making. She hopes that the employees recognize the boards effort to fix this. NOLAN asked if LARAMEE felt that others were in the same situation as her. She indicated that potentially INGRAM and LUDWIG would be similar. BENSON asked if the ones in that situation could be applied to the proposed wage grid right away in regards to relevant experience at NCES. MCGILLIVRAY indicated it would be closer to 6 employees that would be in the same situation if one looked at the spreadsheet. ROYER asked LARAMEE if she was more bothered by the idea that a new para could potentially be placed at the same level as her this year than by the actual hourly rate she could potentially make under any of these proposals being reviewed. In any scenario her increase would represent a significant percentage. MCGILLIVRAY had GRIFFITH run some other scenarios on the spreadsheet. CASTLE asked if COLLINS had looked at all Personnel costs, and she said no, only the para line. But she still felt that with the new hires and the proposed changes to para wages that they should be fine with the oil surplus. MCGILLIVRAY would like to see how the different scenarios look printed out, so the Board moved on to the next topic of discussion on the agenda until they could review the print outs.

B. NCES Parents' Club Fundraising: COLLINS indicated that the Parents' Club was going to continue fundraising efforts and will give all funds to NCES, which will in turn be deposited into the students' activities account. As a result, this account will have to be converted to a checking account against which only COLLINS or KNIGHT can write checks on. **Motion** to convert the students' activity account to a checking account to have all fundraiser funds go into that account and have Elaine and Sam Knight as signers – MCGILLIVRAY/ROYER – **Approved.**

The Board went back to the para wage discussion as the scenarios were handed out. Much discussion was had around concerns about budget repercussions. **Motion** to place all paras on the proposed wage grid that had a base of \$11.50 and step increments of 2% retro-active to the first day of employment in the current school year with step placement reflecting years of experience at NCES- MCGILLIVRAY/ROYER – **Approved.**

Action:

A. Approve VT AOE EQS Waiver applications (*Attachment C*): This is a waiver in regards to school nurse requirements. NCES only has an LPN on staff. CASTLE indicated that the SU is looking at a School Nurse Leader model next year that would eliminate the need for this waiver. **Motion** to approve the waiver - ROYER/MCGILLIVRAY – **Approved**.

IX. Other Business

Action:

A. Review Policy F.11 Student Attendance (*Attachment D*): Let the minutes reflect that the board reviewed this policy. **Motion** to approve the F.11 policy - PRAIRIE / MCGILLIVRAY – **Approved**.

X. **Agenda Items/Date for Next Board Meeting:** Harry Frank will be here. RHEIN asked if he could re-address an issue previously discussed. As a community member and a parent he would like to address the fact that certain paras are compensated less than manual laborers, this is of concern to him. These paras deal with extreme difficult behavior and assist in enabling these students to develop coping skills which will be carried on thru life. He hopes that the board considers their importance while he recognizes the importance of budgeting. MCGILLIVRAY stressed that the board recognizes their importance but have to take tax payers into consideration. She encourages him to share his opinion with voters and city council. RHEIN feels that the voters don't realize the costs involved in training new paras if senior paras that have gained many skills and much knowledge leave to work elsewhere.

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

XII. **Adjourn.** Motion to adjourn at 7:30 p.m.

Respectfully submitted,

Nancy Griffith
Recording Secretary

Meetings:

	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NCSU Policy Committee	Thursday	Oct. 27	5:30 p.m.	NCSU A213
NCSU Executive Committee	Thursday	Oct. 27	6:30 p.m.	NCSU A209
NCES Board	Monday	Nov. 7	6:00 p.m.	NCES