

## Newport City School Board Meeting Minutes October 5, 2015

### Present

#### **Board Members:**

Corinna Lancaster – Chair  
Jessica Ward – Vice Chair  
Mary Ellen Prairie  
Karrie Briggs  
Vicki Lantagne

#### **Administration and Staff:**

Judith Boucher, Principal  
Melinda Mascolino, Ass't Principal  
John Castle, Superintendent  
Glenn Hankinson, Finance Director  
Samantha Knight, Bookkeeper  
Kristen Morey, Teacher  
Nancy Griffith, Recording Secretary

- I. LANCASTER called meeting to order at 6:00 pm.  
**Additions or adjustments to the agenda:** CASTLE requested an item be added to the agenda to discuss an update on the school nurse's employment status. HANKINSON asked that a document from Sullivan & Powers needed action. KNIGHT mentioned that addition was not necessarily as the document had been signed last week but had not been forwarded to Central office yet. She would do so this week.
- II. **Motion** to approve the minutes of September 14, 2015 (attachment A) with the addition of the names of those who had made the motion (LANTAGNE), and who had seconded (PRAIRIE) the motion to offer dental insurance to support staff at the last meeting – WARD/PRAIRIE – approved
- III. **Public comments, Communication with Parents/Staff/Citizens:** MOREY inquired as to the timeline for the principal search. CASTLE recommended starting after the New Year, however the initial solicitation of who wanted to be on the search committee could start now. CASTLE will bring a proposed search timeline to the next meeting. MOREY indicated that she had served on one of the previous search committees where they had met frequently in the fall to establish their criteria, and is concerned the current search has not started.
- IV. **Financial report:** Discussion about approving prior month's financials due to timing of NCES' monthly meeting. This was acceptable as per CASTLE. **Motion** to approve August financials – LANTAGNE/PRAIRIE – approved.  
Signed and reviewed warrants on September 30, 2015 in the amounts of \$99,309.40 and \$16,882.20. Motion to approve the warrants – WARD/LANTAGNE - approved.  
LANCASTER inquired as to the status of the auditor's recommendations to develop policies. KNIGHT indicated that she and Glenn have yet to meet, so she will have to report on that at a later date.
- V. **Principal report:** BOUCHER indicated that NCES had to hire more people to serve student needs. The new hires were a 1:1 para and a BI. As anticipated during the budget development, a lump sum of money will need to be paid out of the Technology fund. BOUCHER recommends

KNIGHT analyze all the technology invoices to make sure they were applied to the proper budget line as some should have perhaps been applied to the library budget line. **Motion** for KNIGHT to pay outstanding technology expenses out of Technology fund directly – LANTAGNE/PRAIRIE – approved.

BOUCHER reported about a leak in furnace that she had fixed immediately, which was approximately \$1,000. MASCOLINO reported on a few toilets leaking, so a plumber was called to fix them. BOUCHER mentioned that when developing next year's budget that they should consider that the parking lot will probably need more than sealing and that the sidewalks took a beating. BOUCHER looked into repairing lobby door (sometimes sticks, and does not always lock) and replacing the door will be approximately \$20,000. BOUCHER believed the door has been discussed previously and that the cost was to come out of the Construction fund.

- VI. **Superintendent report:** CASTLE indicated that a small sub-committee has been set up to look at centralizing special education and how to access the cost (PRAIRIE on it). Three methods being considered: direct cost, blended model or aggregated costs. His intent is to have one model to propose to the SU Board November meeting to be approved so that a proposed budget can be brought forward to the SU December meeting. All these changes are due to Act 153, and penalties under Act 46.

CASTLE also mentioned that SU policy committee is looking at all districts' Support Staff policies to come up with recommendations to have more equity. Policy committee will come up with recommendations, but each board will have the final say.

CASTLE discussed that a number of districts are hosting community forums around Act 46. He would encourage NCES to do the same to better inform staff and tax payers. CASTLE believes there is much misunderstanding and misinformation out there about the law.

CASTLE mentioned that mediation for negotiations is scheduled for either 10/21 or 10/26 and that the SU board approved the commitments at last month's meeting.

- VII. **Unfinished/New business:** Gym bleachers/inspection. Some discussion was had but as they only received one quote BOUCHER asked HANKINSON to put out an RFP. CASTLE mentioned safety grants are available thru VSBIT, so he will see what funds are available.

Snowplow bids were opened and only one bid received. Group felt the one bid seemed high. BOUCHER recommends advertising again, and contacting the only bidder to say bid specs were not clear. PRAIRIE mentioned that the custodian that does the walk thru with potential bidders needs to have a better checklist to review with them. No action taken.

**Motion** made to accept that BOUCHER signed the new bus title – PRAIRIE/LANTAGNE - approved.

HANKINSON distributed the Independent accountant report for VSTRS and VMERS for review. No action taken.

CASTLE discussed the School Nurse's employment status. As the employee is not an RN, she is being placed under an LPN contract. Employee was notified at a meeting last Friday. CASTLE recommends a rate of pay of \$20/hr. versus her current \$24/hr. She would need a licensed school nurse as a supervisor and he has contacted two prior school nurses. **Motion** to approve new rate of pay with continuation of benefits – LANTAGNE/PRAIRIE – approved.

LANCASTER reviewed the established guidelines for the Sherman funds. New modifications were discussed and MASCOLINO will bring a final copy to the next meeting for approval. HANKINSON brought forward two other actions for the Sherman Fund. Currently HANKINSON is only signor on bank documents, he proposed to add board chair. **Motion** to add board chair to Sherman account – PRAIRIE/LANTAGNE - approved. HANKINSON discussed how current Probate court document states a minimum \$800,000 account value. This year it was below \$800,000. HANKINSON propose changing the last line of document to meet guideline phrase (based on % of fund value). **Motion** to authorize HANKINSON to petition Probate court to change wording. WARD/BRIGGS - approved.

MOREY asked where Plaque for Ray Laude will be put up and when, as his wife was inquiring. MASCOLINO mentioned talking about it at the next faculty meeting.

- VIII. **Other business:** Need to appoint representative for VSBIT/VEHI annual meeting. Discussion. No action taken.

LANTAGNE mentioned she was happy to see NCES students participate in X-Country event at Primeau Farm.

BOUCHER mentioned that Shaw's donated \$400 to school and asked KNIGHT to put funds in fundraising account. She hopes to use those funds to fund upcoming performance at NCUHS, for 4/5<sup>th</sup> graders attending.

- IX. **Agenda Items for next meeting on November 2<sup>nd</sup>, 2015:** None mentioned.

- X. **Executive Session:** LANCASTER moved the meeting into executive session at 7:28 p.m. inviting Judith Boucher and John Castle to discuss a personnel matter.

Exited Executive session at 8:27 p.m. with action taken. **Motion** to release BOUCHER from her contract and compensate her for her unused vacation time and making her last day November 12<sup>th</sup>, 2015 – PRAIRIE/LANTAGNE – approved. CASTLE will be acting principal.

**Motion** to approve advertisement for interim principal for the remainder of the 2015-2016 school year – PRAIRIE/LANTAGNE – approved.

- XI. **Adjourn:** **Motion** to adjourn at 8:35 p.m. – WARD/BRIGGS – approved.

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
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NCSU Policy Committee	Thursday	October 15	5:30 p.m.	NCSU A219
NCSU Executive Committee	Thursday	October 15	6:30 p.m.	NCSU A209
NCES Board	Monday	November 2	6:00 p.m.	NCES

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