

Newport City School Board Meeting Minutes November 30, 2015

Present

Board Members:

Corinna Lancaster – Chair
Vicki Lantagne
Mary Ellen Prairie
Jessica Ward

Administration and Staff:

John Castle, Superintendent
Kathy Nolan, C & I Director
Nancy Frenette, Interim Principal
Nancy Griffith, Recording Secretary

Guests (parents):

Melissa Lagoy**
Rory Carr**
Lesley Rae Larson**
Wendy McGillivray**
Jessica Scherer**
Carrie Ann Roberge

**Partial attendees

- I. LANCASTER called meeting to order at 6:03 pm.

Additions or adjustments to the agenda: CASTLE mentioned we will not have updates on the FY15 audit as the initial auditor's report was only received this afternoon. He also mentioned that he only had limited information on the bus bids, so that action item will have to be on another month's agenda at a later date.

- II. **Motion** to approve the minutes of November 2, 2015 by WARD/LANTAGNE. PRAIRIE wanted clarification on the hiring of Mrs. Menard as a LT sub. She was under the impression she could not sub due to not being licensed, so was questioning why a LT contract was approved. CASTLE clarified that she is working part-time due to limitations on licensing, and Donna Lee Burnside has been recently hired to work part-time as well to fill that void as she does hold a license. **APPROVED.**
- III. **Public Comments, Communication with Parents/Staff/Citizens:** MCGILLIVRAY wanted to discuss the 5th grade ski program. She was under the impression that it has been cancelled as per a discussion with Melinda Mascolino, without any input from parents or the community. The Board was not aware of this. MCGILLIVRAY has numerous volunteers willing to help, but CASTLE indicated that we need one staff member as well for liability reasons. No viable staff member volunteered, and the ones from last year do not want to continue. LARSON is frustrated that there is no clear idea as to whom they need to approach to get clear information. LAGOY clarified that she approached Melinda about volunteering, and she was encouraged to talk to two teachers. They all told her about the numerous challenges around running the program. The deadline to notify Jay Peak has passed but MCGILLIVRAY contacted Jay Peak and they confirmed that they could still accept NCES. CARR asked if the root problem was the lack of a staff member, and CASTLE confirmed that. SCHERER asked if there is a back-up plan for enrichment opportunities as NCES no longer offers educational field trips, and now the ski program is

in jeopardy. MCGILLIVRAY wants to know what their rights are to get this program in place again. CASTLE indicated that he will be willing to look at it again. LAGOY asked if the Board is willing to let the volunteers work with administration to find a staff member. FRENETTE is aware of all the idiosyncrasies around trying to offer these types of enrichment programs with various student behaviors existing within the student population base.

ROBERGE indicated she was here to ask to expand the ski program to all grades, or some sort of sports program. LARSON indicated it is important in our area as most parents can't afford to bring their children to these types of activities. LANCASTER stressed that it is a huge endeavor to offer these programs, it is not simply just showing up, there is lots of preparation. CARR stressed that this group of parents want to see the school and its students succeed and would like to attend future meetings to keep the lines of communication open, and is committed to helping the school. LANCASTER asked that the ski program be added to the next agenda (December 14th).

IV. **Financial Report:**

- A. **Motion** to approve August and September 2015 Financials by PRAIRIE/LANTAGNE. **Approved.**
- B. **Motion** to approve AP (\$100,813.93) and Food Service (\$2,646.69) warrants by PRAIRIE/LANTAGNE. **Approved.**
- C. Auditor recommendations will be put on the next meeting's agenda.
- D. CASTLE handed out a preliminary budget that was previously reviewed with KNIGHT, HANKINSON and MASCOLINO. CASTLE reviewed the format of the budget and stressed that is preliminary, it will change based upon further discussions around student needs, staffing levels, etc. PRAIRIE is concerned about the potential re-assignment of one of the 6th grade teachers down to 5th grade as the 5th grade moving up is small. CASTLE confirmed that will have to be discussed further. PRAIRIE also wanted clarification around how Special Education costs will look in the budget. CASTLE indicated that all separate line items will be removed and one simple assessment line will be added once final calculations are done. CASTLE proposed a "budget only" meeting on December 14th where he will come forward with clear recommendations on staffing, programs, etc. PRAIRIE reminded CASTLE that they need to look at a new PA system in the proposed budget as well.

- V. **Principal report:** none
Superintendent report: none

VI. **New Business:**

- A. Principal search: CASTLE recommends waiting to post the position until after the Christmas break, and a detailed timeline was handed out at the November meeting. He also recommends sending out a correspondence to parents and staff immediately to see who would like to be on the search committee, so that it is in place before the Christmas break. He will coordinate the sending of the

correspondence. Committee should be structured as per his recommendations in the November minutes with the addition of a community member. He is looking at a 10-week timeline from the posting date, so potentially the new principal would be hired by the end of March. He will bring a final timeline to the December 14th meeting.

- B. Bus Options: HANKINSON has requested bids from two vendors, Butler's and Cressi. One of the two proposals has been received, and the other will be received shortly. The request was for leasing busses, with the district providing its own drivers, and spare buses being available. Could potentially bump up to three bus routes. NOLAN discussed the early arrival of some students on the first bus routes. They are here as early 7:40 am and classes don't officially start until 8:45. She looked at the possibility of three bus routes, with kids being on the bus at most 35-45 minutes with all bused students arriving around 8:05. This would require a 3rd driver, and they have a potential candidate.

NOLAN also looked at teachers' schedules to address the loss of instructional time over the past few years, as well as rectify current inequity in teachers' scheduling. She would also like to change lunches from 4 to 3 shifts as the first shift starts at 10:50. Another goal is to preserve common planning time for teachers. She is working with one teacher to come up with final recommendations. The parents/guests present shared that any changes in bus schedules would affect some parents' childcare arrangements and that advance notice is needed.

VII. Unfinished/New Business:

- A. Facilities Update: CASTLE confirmed that the school received a \$5000 safety grant to help with the bleacher project. The company could not do the project during the Christmas break, but will aim for the February break. LANTAGNE mentioned that there was an issue one time when the school basketball team came to practice and they couldn't because the gym floor had been waxed, so perhaps try to mention to the custodial department that they need to check on event schedules before carrying out projects.
- B. Update on Special Education Services: CASTLE mentioned that he does not know if they can pull off the new "in house" program due to the lack of Special Ed personnel, as well as the fluidity of the student population moving in and out of the district. He discussed the upcoming placement of a new SU behavior Interventionist at NCES as of next week to help existing staff meet students' needs. LANCASTER talked about her concern of general discipline not being carried out in the school and wondered about a new position to just deal with that. CASTLE does not see that as the answer. There is a process in place around developing behavior expectations. And MASCOLINO is planning a general assembly to reinforce expectations that were developed at previous in-services. PRAIRIE expressed concern about certain staff members not following the school handbook in regards to policies and regulations. She wants the importance of this handbook being followed and enforced brought to the attention of all staff members.
- C. Bookkeeper contract/vacation clarification: Board received the email that showed what the bookkeeper has been receiving and what she was expecting. **Motion to**

have bookkeeper’s vacation schedule match what is in the support staff policy by WARD/PRAIRIE. **Approved.**

D. Approve Designee for Announced Tuition: **Motion** to have the chair be the designee by PRAIRIE/LANTAGNE. **Approved.**

VIII. **Agenda items/Date for next meeting:** Board already confirmed that December 14th can be a budget meeting. Board would like to keep the January 4th meeting and then schedule a second meeting as a final budget decision meeting on January 11th.

IX. **Executive Session: Motion** to go into executive session at 8:01 p.m. PRAIRIE/LANTAGNE. **Approved.** Exited executive session at 9:00 p.m. with no action taken.

X. **Adjourn:** Adjourned by the chair at 9:01 p.m.

Respectfully submitted,

Nancy Griffith

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NCSU Policy Committee	Thursday	December 17	5:30 p.m.	NCSU A219
NCSU Full Board	Thursday	December 17	6:30 p.m.	NCSU A209
NCES Board	Monday	December 14	6:00 p.m.	NCES