

**NORTH COUNTRY UNION JUNIOR HIGH SCHOOL**  
**BOARD MEETING MINUTES - DRAFT**  
**NCUJHS Library**  
**May 24, 2016 at 5:30 P.M.**

**Present***Board Members:*

Richard Cartee, Newport City  
 Kristin Mason, Morgan  
 Scott Boskind, Derby  
 Maggie Griffith, Newport City  
 Le-Ann Tetrault, Jay  
 Richard Nelson, Derby

*Administrators and Staff:*

John A. Castle, NCSU Superintendent\*  
 Nicole Corbett, NCUJHS Principal\*  
 Colleen Storrings, NCUJHS Asst. Principal  
 Kevin Hodgeman, Maintenance  
 Hillary Potter, Teacher\*  
 Glenn Hankinson, NCSU Director of Finance

*Public:* Allen Yale, Derby Historical Society

*Press:* Ed Barber, Newport Daily Express

I. The meeting was called to order at 5:47 by Chair Richard Cartee, who led the Pledge of Allegiance to the Flag and called for Additions or Adjustments to the Agenda. Added: Approval of Job Descriptions, Salary Adjustment

II. **Approve the minutes of April 26, 2016 and May 3, 2016.** (*Attachments A1, A2*)

MASON/TETRAULT **APPROVED**

III. **Public Comments, Communication with Parents/Staff/Citizens:**

A. Teacher Hillary Potter invited the Board to attend 8<sup>th</sup> Grade Recognition on Thursday, June 9<sup>th</sup> at 6:00 PM.

B. **Motion** to grant permission to the Derby Historical Society, under the direction of Allen Yale, Treasurer and Curator, to bury an electrical line and in doing so cut the asphalt at an existing crack.

BOSKIND/GRIFFITH **APPROVED**

IV. **Financial Report**

Action:

A. Approve the Warrants (*Handout*) MASON/BOSKIND **APPROVED**

B. Approve the Financial Report of April 2016 (*Handout*) Mr. Hankinson reported a projected Budget Surplus of \$177,000.00. NELSON/TETRAULT **APPROVED**

C. Approve FY17 Tax Anticipation Borrowing (*Handout*) Glenn clarified that this will be done at the High School meeting.

V. **Committee Reports**

Information:

A. Building Committee Update:

Scott asked Kevin to review the 5-year plan:

- Flooring: Barre Tile was the only bidder on replacing two floors. The Building committee would like to add third room, at the same price as each of the other two.

**Motion** to have Barre Tile replace three floors, at an amount not to exceed a total of \$40,000.00, from the budget surplus. BOSKIND/MASON **APPROVED**

- Doors: Cost to replace 14 doors, including hardware, locksets, crash bars, etc.: average \$850.00/door. The Junior High staff would do the labor. The Cafeteria doors do not lock down, because they are so warped.

The total would be approximately \$12,031.00. Kevin will shop for the best price.

**Motion** to replace the 14 doors at a total not to exceed \$15,000.00, paid out of the budget surplus. **BOSKIND/GRIFFITH APPROVED**

- Refractory for Wood Chip Boiler: \$25,000.00
- Flat roof for '57 building: Seam failure.  
Rodd Roofing recommends a service contract. They would re-do a section of seams each year, and report 2X/year. They say this will make the roof last 15 years.
- Fence line on property border. Have the NCCC Building Trades build the fence? Richard Nelson will also take a look.
- Asbestos abatement: small amount left to be done. Not this year.
- Sidewalks: one section is in very bad shape, needs to be replaced soon.
- Oil Boilers: 27 years old, have been inspected, can possibly go another 20 years.
- Convection ovens: parts are obsolete, have had to fabricate. May be state aide available, but may not be able to wait. Glenn and Theresa will investigate and apply.
- Meat slicer, 29 years old: housing cracked, slicer doesn't come apart to be cleaned. Cost is \$4,190.00 from Hobart.
- **Motion** to replace the convection oven with a Blodgett double oven, at a cost not to exceed \$8,000.00 including gas hook-up, and to purchase a meat slicer, at a cost not to exceed \$4,200.00, from budget surplus funds. **BOSKIND/MASON APPROVED**
- Dry Wells: from '57, not working.
- Grease trap: Kevin will fabricate new cover.
- Lighting retrofit
- Gym Floor, '97. A few dings, has been recommended to leave it alone. The new floor machine is restoring the luster.

Nicole asked Kevin to inform the Board that a student is coming in this fall who uses a wheelchair, and needs access to the tech-ed room. Rooms 314 and 315 are affected. Kevin explained that we are required to contract with an engineer to retrofit. Glenn is researching funding. Kristin Mason suggested investigating a ramp that is ADA compliant. The Board told Kevin to move forward with whatever needs to be done.

Reporter Ed Barber asked if future projects in the 5-Year Plan will be included in the budget. Richard Cartee said that a Capital Improvement Fund will be established with the remaining fund balance, if the voters approve establishment of such a fund in March. In a year when there is no projected fund balance, projects could be put in the next year's budget.

**VI. Principal's Report** (*Attachment B*) Nicole reviewed her report before leaving for 6<sup>th</sup> Grade Night.

**VII. Superintendent's Report:** Mr. Castle explained where we stand with VT AOE with the Transportation Waiver. The SU will become a pass-through. The Superintendent explained all of the considerations of moving all transportation to the SU, explaining that a cost analysis is being done to present to AOE. In the near future, HS and JHS bus leases will be held with the SU.

### **VIII. Unfinished Business**

#### Action:

A. Award bid for the flooring project (*Attachment C*) This was done during the Building Committee portion of the meeting.

### **IX. New Business**

#### Action:

A. **Motion** to award bid for Copy Paper to W.B. Mason (*Attachment D*) BOSKIND/NELSON **APPROVED**

B. Approve Job Descriptions:

1. Motion to approve Administrative Assistant (Exempt) job description. NELSON/MASON **APPROVED**

2. Motion to approve Office Clerk/Substitute Coordinator job description: MASON/TETRAULT **APPROVED**

3. Motion to approve Secretary/Clerk/Registrar job description: GRIFFITH/MASON **APPROVED**

C. Motion to grant Annette Cross a \$208.00 salary adjustment for FY16 and FY17(.10 cents/hour).  
GRIFFITH/MASON **APPROVED**

**X. Agenda Items/Date for Next Board Meeting**

XI. Motion to enter **Executive Session at 7:25 to discuss a personnel issue.** (*Anticipated*)

MASON/BOSKIND **APPROVED**

**The Chair exited Executive Session at 7:33 PM.**

No action was taken.

**XI. Motion to Adjourn at 7:34 PM.** NELSON/MASON **APPROVED**

Respectfully submitted,

Liz Butterfield,  
Recording Secretary

| <u>Meetings:</u>           | <u>Day</u> | <u>Date</u> | <u>Time</u> | <u>Location</u> |
|----------------------------|------------|-------------|-------------|-----------------|
| NCUJHS/NCUHS Joint Meeting | Tuesday    | June 21     | 6:30 p.m.   | NCCC 380        |
| NCSU Policy Committee      | Thursday   | June 16     | 5:30 p.m.   | NCSU A213       |
| NCSU Executive Committee   | Thursday   | June 16     | 6:30 p.m.   | NCSU A209       |