

**NORTH COUNTRY UNION HIGH SCHOOL
and
NORTH COUNTRY UNION JUNIOR HIGH SCHOOL
JOINT BOARD MEETING MINUTES
NCCC ROOM 380**

OCTOBER 20, 2015 at 6:30 P.M.

Present:

NCUJHS & NCUHS Board

Richard Cartee, Newport City
Scott Boskind, Derby
Kristin Mason, Morgan
Jackie Young, Derby
Richard Nelson**, Derby

NCUHS Board

George Swanson, Lowell
Peter Moskovites, Charleston
Le-Ann Tetreault, Jay

Administrators and Staff

John A. Castle, Superintendent
Nicole Corbett, NCUJHS Principal
Eileen Illuzzi**, NCCC Director
Bill Rivard, NCUHS Principal
Glenn Hankinson, NCSU Finance Director
Colleen Storrings, NCUJHS Ass't Principal
Pauline Morrill**, Math Teacher, NCUHS

Public

Derby Memorial Library Reps**

Press

Jennifer Hersey Cleveland, The Record
Ed Barber, Newport Daily Express

**partial attendees

- I. The NCUHS meeting was called to order by Vice-Chair Peter Moskovites at 6:35 p.m., who led the Pledge of Allegiance to the Flag and called for additions or adjustments to the Agenda.
 - A. Nicole Corbett requested to add a presentation of a request from the Derby Memorial Library to the NCUJHS board.
 - B. Glenn Hankinson informed the board that there would only be financials presented for NCUJHS, and not NCUHS.
- II. No motion was made to approve the minutes of the NCUHS minutes of September 15, 2015 (attachment A) as the Board did not have a quorum.
- III. Public Comments, Communication with Parents/Staff/Citizens: None.
- IV. Staff Presentations: Royce Lancaster was not present to discuss the Explorers Program.
- V. Student Representative Report: None.
- VI. Financial Report: None.
- VII. Committee Reports:
 - A. Business Operations: Peter Moskovites discussed the delinquent payment of lunch accounts. The committee feels the board needs to kick it up a notch as parents are not responding to current notifications of past due accounts. The committee is suggesting that a letter be sent out as per the existing policy E.16. There are four areas that the policy addresses. The first is to have the school send a notification letter, which they have done. The second step is to bring the matter before the full board at a board meeting. The third step is to pursue a small claims court case. The final step, if necessary, is to contact DCF to report the families. George Swanson asked what kind of outstanding

amounts we were discussing, so Bill Rivard indicated it was around \$29,000. Some individual accounts are \$200, \$300, \$500, etc. and the parents are refusing to pay. Richard Cartee questioned whether or not the board could decide if the letters could go out per policy as the NCUHS did not have a quorum this evening. John Castle believes that the school can move ahead with sending the letters and that the board would need to make a motion to approve a certain action only if they wanted to deviate from policy. John Castle feels the policy's step three is to simply inform the board. Scott Boskind asked if we have had any experience with small claims court, and if so, what their stance might be on these delinquent accounts. Peter Moskovites indicated that they had not. Ed Barber asked for clarification on the policy since the school offers breakfast, lunch, after school snack, etc. Peter Moskovites clarified that the policy states that the student will be limited to the main meal only until a delinquent account is paid, which would be lunch. Peter Moskovites indicated that the next Business Ops meeting is scheduled for November 10th at 5pm.

- B. Curriculum & Instruction: Kristin Mason indicated that the committee had met on October 6th, 2015. The Math department did a presentation about Proficiency Based Grading. Grade 11 students took SBAC assessment test, and this was new this year. It was discovered that some improvements are needed in the delivery system, but overall students performed well. Gillian Staniforth also had presented proficiency based assessments at NCCC to the committee. Students are using peer to peer learning to assist each other with learning.
- C. Policy and Special Programs: None.
- D. Human Resources: Scott Boskind indicated that the committee had met on Sept 29, 2015 for the purpose of interviewing for the head varsity basketball coach. Two great candidates were interviewed, John Gunn and George Azur II. He reported that the committee unanimously wanted to offer the position to John Gunn. Both candidates have been informed on the committee's decision. Scott Boskind indicated that the NCUHS board did not have a quorum to take official action tonight so it could be a problem as the basketball season will start soon. John Castle discussed how he can authorize the hiring of support positions, so he authorized the board to hire John Gunn.

VIII. Unfinished/New NCUHS Business:

- A. Leave Request: Leave request cannot be dealt with as there is not a board quorum, and it is beyond the scope of the superintendent's authority.

IX. Richard Cartee called the NCUJHS meeting to order at 7:00 p.m.

- A. Corbett mentioned again that the Derby Memorial Library will be coming in at 7:35 to present a request.

X. Approve the Fall Retreat Minutes of September 20, 2015 (attachment E).

- A. **MOTION** to approve Fall Retreat minutes of September 30, 2015. CARTEE/TETREAULT. APPROVED.

XI. Financial Report:

- A. **MOTION** to approve warrants (attachment F) BOSKIND/TETREAULT. APPROVED.

XII. Principal's and Director's Reports:

- A. Nicole Corbett (NCUJHS) briefly reviewed the general information section of her principal's report (attachment G) in the board packet. She also wanted to mention that the Rotary Club sponsored a presentation to their assembly about the concept of the "tip of iceberg", which is to not judge people by the 1% you may see. She expressed a thank you to the Rotary for financing this presentation. Scott Boskind talked about how their intervention methods appear to be working are per the lowered numbers on the discipline reports.

- B. Bill Rivard (NCUHS) indicated that his report was in the board packet (attachment H). He briefly reviewed how the Improbable Players Group came in to show students the effects of alcohol and drug abuse. He also discussed the Visual Arts department's upcoming trip to NY, as well as their participation in the Newport Rotary Duck Regatta. He also indicated that the administration has had great success with the walk-thru observations method that has been used for the past year. He then discussed an article on the "glitches in the implementation of mindsets thinking", which ties into work being done by the Leadership team. It is about putting in the efforts to be successful. Lastly, Bill Rivard presented a thank you note to the school board for funding the new auditorium seating. The note was signed by parents and community members during the open house last week.
- C. Eileen Illuzzi indicated she wanted to highlight two things from her report in the board packet (attachment I). The first was the VIT schedule that is always included in her reports. Due to funding cuts the program will no longer exist in the New Year. The second item was that a RAB meeting (minutes were included) was held on September 16, 2015 and she wanted to keep the board informed. Richard Cartee inquired as to the RAB's feelings around the review of programming for next year. Eileen Illuzzi indicated that they felt that we were doing a wonderful job and not much was discussed around plans to move forward. She indicated that would be discussed at the next RAB meeting.

XIII. Superintendent's Report: None.

XIV. New/Unfinished Joint Board Business:

- A. Information: None
- B. Action: To raise Adult meal prices from \$3.25 to \$3.50: There was discussion again around not having a quorum, but John Castle indicated that the NCUIHS could take action and the NCUHS will have to follow suit. **MOTION** to raise the adult meal price from \$3.25 to \$3.50. BOSKIND/MASON. APPROVED. Nicole Corbett asked when it is to become effective. John Castle decided that it would become effective on Monday, October 26th, which would give the schools time to notify people.

XV. Executive Session: None was had due to lack of quorum for NCUHS.

XVI. Date of next NCUHS Meeting, Future Agenda Items: Scott Boskind proposed two new future agenda items. The first was that those that were involved in organizing the college/career fair that was held at NCCC be asked to present the event in front of the board as he was very impressed by his visit to that event. The second was to ask that Lisa Boskind, current principal at NCSAP, come in front of the board to present what the program incorporates as there are a few new board members that may not be aware of the program. He feels that this is important as there is the possibility of program changes within the NCUHS NCA, NCSAP and Tutorial programs during the FY17 budget development process. He proposed that one group present in November and the other in December. Bill Rivard said that should not be a problem.

Pauline Morrill, a NCUHS staff member, came in front of the board to request a discussion around her leave request (agenda item VIII) that was skipped over. John Castle informed her that she could inform the board about her request, but that no action could be taken due to the lack of the NCUHS board quorum. She handed out documentation to support her request. At this time Richard Nelson arrived, so a quorum for the NCUHS board was achieved. Pauline Morrill when on to explain that her daughter is traveling to Europe on a field trip with her school and Pauline Morrill is requesting 4 discretionary days to accompany her. The number of days is an estimate as the exact travel itinerary is tentative at this time. Scott Boskind asked what additional leave time she is requesting above her

current benefits. She indicated that most of the trip is during the April break, so she would just need a couple of days as she currently already gets two discretionary days, but the current agreement does not allow them to be used to extend vacation weeks. John Castle indicated that he supports the request for the leave, but would not support it being additional paid days. He recognizes there is a value to the educational aspect of the request, but still feels the board should not grant it as paid leave. **MOTION** to grant request for unpaid additional leave. NELSON/SWANSON. Pauline Morrill questioned if she could have used professional leave for the trip as she is pursuing her foreign language certification again, but does not have that teaching assignment currently at NCUHS. John Castle stated that professional leave could not be used. APPROVED. Pauline thanked the board.

XVII. Adjourn NCUHS Meeting: meeting was not adjourned.

XVIII. Approve the NCUJHS Minutes of September 22, 2015 (attachment J)

A. **MOTION** to approve the minutes of September 22, 2015. BOSKIND/MASON. APPROVED.

B. Richard Cartee asked the members of the Daily Memorial Library to come forward to present their request to the Board. The representatives of the library requested the use of space at the NCUJHS free of charge for their Holiday Craft Fair on November 14th, 2015. They will still pay the custodial fee however for clean-up. **MOTION** to waive rental fee for the craft fair. YOUNG/TETREAULT. APPROVED.

XIX. Financial Report

A. Glenn Hankinson indicated that as of the end of September, 2015 the business office has not encumbered some of the revenues. Largest portion non-encumbered is tuition revenue. Motion to accept the financial report. MOSKOVITES/BOSKIND. APPROVED.

X. Building Committee Report

A. Scott Boskind indicated that some flooring needs to be replaced, however, the original company will extend their warranty to fix the problem without cost. Another outstanding item is the air handling unit that was installed above the technology lab, it needs to be disassembled to repair roof above that was not properly vented. It is DEW Corporation's responsibility to do so. Richard Nelson asked if there was a cost associated with that project and Scott Boskind indicated that it should be under warranty. Richard Nelson thanked Scott Boskind for his hard work on these projects.

XXI. New / Unfinished business

A. Nicole Corbett discussed how their current copier was no longer scanning after a software update was done. The current lease company was not able to rectify the program and supplied them with a new copier to try. They also looked at another vendor (Canon) that is willing to payout our current lease. John Peters reviewed the new vendor's proposed equipment and confirmed that it was compatible with our systems. Current lease ends in June. New copier would be a four year lease. **MOTION** to accept Nicole's recommendation to accept new lease with CANON as per their proposal. BOSKIND/TETREAULT. APPROVED.

XXII. Date of next NCUJHS Meeting, Future Agenda Items

A. Next JHS meeting is Tuesday, November 24th, 2015. Richard Nelson mentioned boards should hold a joint meeting in December to avoid dancing around Xmas holidays. **MOTION** to hold joint meeting December 15th at JHS at 6:15pm. NELSON/TETREAULT. APPROVED if NCUHS agrees at the next meeting.

XXIII. **MOTION** to adjourn NCUJHS 7:45 pm. MASON/NELSON. APPROVED.

- A. John Castle indicated that the NCUHS board never adjourned their meeting officially so they could go back and take action on their items that we had to skip over due to the lack of quorum at the time.
- B. **MOTION** to approve the minutes of September 15, 2015 (attachment A). SWANSON/TETREULT. APPROVED.
- C. **MOTION** to approve the new adult meal pricing of \$3.50 for NCUHS, to be effective as of October 26, 2015. MASON/YOUNG. APPROVED.
- D. **MOTION** to hold joint meeting with NCUJHS on December 15th, 2015 at the NCUJHS. NELSON/SWANSON. Nicole Corbett mentioned that that is the night of the NCUJHS concert. Nelson withdraws his motion. John Caste encourages that NCUJHS re-consider having a joint meeting. **MOTION** to reconsider at the next meeting. NELSON/YOUNG. APPROVED.

XXIX. **MOTION** to adjourn NCUHS meeting at 7:50 p.m. YOUNG/SWANSON.

Respectfully submitted,

Nancy Griffith
Recording Secretary

DRAFT