

**NORTH COUNTRY UNION HIGH SCHOOL
BOARD MEETING
July 15, 2014**

MINUTES

Board Members Present: Rosemary Mayhew, Corey Therrien, Richard Cartee, Rick Geisel, Peter Moskovites, LeAnn Tetrault, Maggie Griffith, Scott Boskind, Richard Nelson, Kristin Mason, Dan Maple and George Swanson.

Administration Present: John Castle, Anita Mayhew (for Bill Rivard), Eileen Illuzzi, and Glenn Hankinson

Faculty Present:

Guests: Ed Barber for the Newport Daily Express

6:33 p.m. The meeting was called to order by Rose Mary Mayhew leading with the Pledge of Allegiance to the Flag. Rose Mary welcomed and introduced our new Superintendent, John Castle to the board.

Approve the Minutes of June 17, 2014 – *Attachment A* - **MOTION** by Richard Cartee to approve the minutes of June 17, 2014 was seconded by George Swanson. Scott Boskind brought up the fact that several items discussed at this meeting were not reflected in the minutes, and he felt that they should have been. These items consisted of discussions on Public Comments, Graduation Ceremony, the North Country Academy, and the SRO. Rick Geisel indicated his opinion of the minutes reflected action taken by the board and many times people felt that they should have entailed more detail, but felt that they should be brief, and relate action items only. Maggie Griffith disagreed. She thought that the items mentioned should be in the minutes, and Corey Therrien agreed, especially relating to the SRO and a presentation to be given to the Newport City Council regarding the past year. Rose Mary affirmed this, but was not aware that it had been added to the agenda of their meeting and Bill Rivard was not aware of it. Richard Cartee also was not aware that the City Council had added it to their agenda; felt the communication was a problem. Rose Mary stated that Bill Rivard would need to know what it was they are looking for for information. After further discussion on the matter, Richard Nelson noted that the discussion was not germane, and asked that the board rise to a point of order and vote on accepting the minutes. **PASSED; Vote of No by Maggie Griffith, Abstention by Kristin Mason.**

Public Comments (Listen and Defer Action) - Brian McNeal was in attendance and advised the board that he had written a letter to the City Council regarding the SRO, and was not in receipt of answers to his questions as to what was being done, no documentation. Rose Mary replied that every instance is documented according to the event, not student names.

Principal's Report: Anita Mayhew for Bill Rivard

Action:

A. Approve Principal's Report to the Superintendent for June 2014 – *Attachment B* – **MOTION** by Le-Ann Tetrault to accept the Principal's Report for June, 2014 as written was seconded by Dan Maple. **PASSED; No Abstentions.**

Career Center Director's Report: Eileen Illuzzi

Action:

- A. Motion to approve NCCC Director's Report to the Superintendent for May and June 2014 - *Attachment C* – **MOTION** by Rick Geisel to accept the NCCC Director's Report for May and June, 2014 as written; seconded by Scott Boskind. **PASSED; No Abstentions.**

Information

Eileen advised she received word from AOE, and they had accepted Perkins Grant in the amount of \$166,048 for programs improvement, which includes allocation for Canaan, and grant for renovations of the Mechatronics Lab in the amount of 50,000. Acceptance to be taken at a meeting in the future after added to the agenda.

Superintendent's Report – Richard Nelson commented on the fact that the Superintendent's Report was missing from agenda and asked John Castle if he had anything to say. John shared that after day 9, he was re-acquainting with people and getting to know Central Office staff, had a lot to digest, but overall was feeling fortunate to be here. Monday morning meetings instituted with Central Office staff to check in and use time to share comments or concerns, which he felt was important for communication. Also meeting with all principals in the schools to get a sense of what they are looking for, and to become familiar facilities and their needs. He commended Liz Butterfield, his new Executive Assistant who started employment on the same day, stating she had four years' experience as administrative assistant at the Orleans Central SU, so she was able to hit the ground running, indicating he was very fortunate there. Culture and capacity are the two things he was noticing here at NCSU.

Faculty and Student Council Representatives Comments - None

Committee Reports

Business Operations

Information:

- A. Business Ops minutes from meeting on June 10, 2014 – *Attachment D*

Action:

- A. Motion to approve and sign the 2014-15 Bookkeeping contract with NCSU – *Attachment J* **MOTION** by Richard Nelson to approve the 2014-15 Bookkeeping contract as written was seconded by Corey Therrien. **PASSED; No Abstentions.**
- B. Motion to re-affirm action of the NCUJHS Board regarding the bond vote. Glenn Hankinson explained that the NCUJHS board had voted to accept proposal from Community National Bank for line of credit up to 1.9 million dollars, and this board needed to vote on it as well. **MOTION** by Peter Moskovites to re-affirm action of NCUJHS regarding proposal from Community National bank as written was seconded by Corey Therrien. **PASSED; No Abstentions.**

Curriculum and Instruction

Information:

- A. Curriculum and Instruction Committee minutes of meeting on July 1, 2014 – *Attachment E* – Report by Kristin Mason in the absence of David Ghelli. She explained that she, Le-Ann and George met with Anita Mayhew and where shown several good presentations. Kristin indicated highlights of the meeting were: Possible Alternative

Pathways Available which are fully up and running at NCUHS, Teachpoint, and the Rubicon Atlas as reflected in the minutes of the meeting.

Human Resources

Information:

HR Committee minutes of meeting of June 23, 2014. – *Attachment F*

Action:

- A. Motion to release Tracy Muzerall from her NCUHS Guidance contract, as she has been hired to fill the PE/Health position. **MOTION** by Rick Geisel to release Tracy Muzerall from her contract as NCUHS Guidance Counselor was seconded by Maggie Griffith. **PASSED; Abstention by Richard Nelson. MOTION** by Rick Geisel to affirm hiring of Tracy Muzerall as PE/Health Teacher was seconded by Maggie Griffith. **PASSED; No Abstentions.**
- B. Motion to approve, retroactively, the request by NCUHS School Nurse Lisa Anderson, RN, to use the 15 days of sick leave and earned time that she has accrued for maternity leave and to grant her an unpaid leave of absence if she must use more than the 15 total days that she has accrued. – *Attachment G* – **MOTION** by Rick Geisel to retroactively approve request of Lisa Anderson, RN as written was seconded by Le-Ann Tetrault. **PASSED; No Abstentions.**
- C. Motion to hire Tara Niedermeier as a 1.0 FTE Guidance Counselor for the 2014-15 school year. **MOTION** by Rick Geisel to affirm hiring of Tara Niedermeier as 1.0 FTE Guidance Counselor for the 2014-15 school year was seconded by Le-Ann Tetrault. **PASSED; No Abstentions.**
- D. Motion to approve the following job descriptions (previously approved by the HR Committee): Student Management Assistant/Substitute Coordinator, Computer Lab Support, and Assistant Bookkeeper. - *Attachment H* - **MOTION** by Rick Geisel to approve job descriptions for Student Management Assistant/Substitute Coordinator, and Computer Lab Support, and Assistant Bookkeeper was seconded by Peter Moskovites. Richard Cartee asked if the job description of Assistant Bookkeeper meant a new hire, and Rick Geisel indicated if so, it would have to come before the HR committee. After further discussion, Richard Nelson moved to **TABLE** motion for clarification and bring up at next meeting, seconded by George Swanson. Scott Boskind suggested that the board act of the other job descriptions, and table just the position of Assistant Bookkeeper. **MOTION** by Rick Geisel to approve job descriptions for Student Management Assistant/Substitute Coordinator, and Computer Lab Support, was seconded by Corey Therrien. **PASSED; No Abstentions.** John Castle offered to assist Bill Rivard and the HR committee in their review of this job description at the next meeting.
- E. Motion to hire Kate Camara as a 1.0 FTE English Language Arts teacher for the 2014-15 school year. **MOTION** by Rick Geisel to affirm hire of Kate Camara as 1.0 FTE English Language Arts teacher for the 2014-15 school year was seconded by Maggie Griffith. **PASSED; No Abstentions.**
- F. Motion to affirm hire of Kathy Gray as Health Careers teacher. **MOTION** by Scott Boskind to re-affirm hiring of Kathy Gray, for the position of Health Careers teacher; seconded by Le- Ann Tetrault. **PASSED; No Abstentions.**

VSBA Update – Remove from future agendas; now received via email.

Timeline –

Old /New/Other Business

Information:

A. Open Meeting Law Changes – *Attachment I* – John Castle indicated that he was not too concerned on this issue, stressed the importance of fulfilling the law, updating practice of minutes, agendas, etc. Biggest issue was the matter of posting notices at two public places. He encouraged board members to gain access to a North Country Supervisory Union email account for the purpose of conducting matters related to NCUHS.

Action:

A. Motion to designate the following two public places to post meeting notices and agendas for NCUHS: _____ and _____. **NO ACTION TAKEN.**

Corey Therrien once again raised concern regarding the SRO and MOU, and indicated that the City Council did not approve as they were waiting for a presentation from NCUHS as to its effectiveness. John Castle indicated he would follow up with Bill Rivard on the matter, and advise the board of the situation.

Future Agenda Items/Date for Next Board Meeting: - School Board Code of Conduct, Job Description of Assistant Bookkeeper, and acceptance of NCCC Grants.

Executive Session - 8:05 p.m. - Entered into executive session for personnel matter. OUT at 8:20 p.m. – **NO ACTION TAKEN.** 8:21 p.m. - Entered into executive session for contractual issue – OUT at 8:40 p.m. – **NO ACTION TAKEN.**

8:41 p.m. - Adjourned.