

**NORTH COUNTRY UNION HIGH SCHOOL and
NORTH COUNTRY UNION JUNIOR HIGH SCHOOL
JOINT BOARD MEETING MINUTES - *DRAFT*
North Country Union Junior High School
Library
April 26, 2016 at 6:00 P.M.**

PRESENT

Board Members:

Jackie Young, Derby*
Scott Boskind, Derby*
Rose Mary Mayhew, Troy
Kristin Mason, Morgan*
Maggie Griffith, Newport City*
David Ghelli, Newport Town
Peter Moskovites, Charleston
Le-Ann Tetrault, Jay*
George Swanson, Lowell
Richard Nelson, Derby*

Administrators and Staff:

John Castle, NCSU Superintendent
Nicole Corbett, NCUJHS Principal
Colleen Storrings, NCUJHD Asst. Principal
Bill Rivard, NCUHS Principal
Anita Mayhew, NCUHS Asst. Principal
Bob Davis, NCUHS Asst. Principal
Jessica Puckett, NCUHS Special Programs Coord.
Eileen Illuzzi, NCCC Director
Liz Butterfield, NCSU Exec. Asst. to the Superintendent
Glenn Hankinson, NCSU Business Manager

Press:

*NCUHS and NCUJHS
Board Member

Ed Barber, Newport Daily Express
Robin Smith, Orleans County Record

I. **Chair Rose Mary Mayhew called the NCUHS Meeting to Order at 6:03.** This was a change in the order of the agenda, because there was not a quorum of the NCUJHS Board at the time.

Additions to the agenda: Business Ops has 3 action items to present.

II. **The NCUJHS School Board meeting was called to order at 6:35 p.m. by Vice Chair Scott Boskind.**

Additions or Adjustments to the Agenda: NCUJHS Principal Nicole Corbett said that she had a letter from a parent and two requests from staff to be added to New Business.

III. **Public Comments, Communication with Parents/Staff/Citizens: None**

IV. **Motion to Approve the NCUHS Minutes of March 15 and April 11, 2016 (*Attachments M1, M2*) BOSKIND/GHELLI APPROVED**

V. NCUHS Financial Report

Action:

A. Approve NCUHS Financial Report of April 2016 (*Handout*) There was no report available this month.

VI. NCUHS Committee Reports & Recommendations

A. Business Operations

Information:

1. Minutes of April 12, 2016 (*Attachment H*)

George Swanson thanked Peter Moskovites for his service as past-chair of Business Ops, to a round of applause.

2. **Exempt Staff: Motion** for NCUHS and NCCC Exempt Staff, excluding Dan Pickering, to receive a \$0.47/hour increase for FY 2016, and an increase for FY 2017 of \$0.44/hour. (Includes Tiffany Gray, Wendy Buchanan and Cecile Randall). SWANSON/GHELLI **APPROVED**

3. **Admin Contracts:** John asked that this item be held for the joint meeting.

4. **Vehicle Lease:** the current lease has expired. The Business Ops committee recommends extending the lease.

Motion to extend the vehicle lease for \$300.00 month. SWANSON/NELSON **APPROVED**

5. Treasurer: George mentioned that the board will need a new treasurer as of July 1. Richard Cartee had been elected, but has stepped down. George is on the books as treasurer until July 1. He mentioned that the next treasurer may want to submit for mileage reimbursement, though he has never done so.

6. Audit: Motion to accept the Audit for FY 15. SWANSON/GHELLI **APPROVED**

B. Curriculum & Instruction

Information:

1. Minutes of April 5, 2016 (*Attachment I*)

Action:

1. **Motion** to approve awarding Health Sciences I students: 1 science credit for the Human Biology dual enrollment portion of the program (semester 2) as well as the 2 elective credits they receive for the completion of year 1 Health Sciences. GHELLI/TETRAULT **APPROVED**

C. Policy and Special Programs (*did not meet*)

D. Human Resources

Information/Discussion:

1. Minutes of March 29, 2016 (*Attachment J*)

Is it necessary for the HR Committee to interview or approve coaching positions? This will be an item on the May board agenda.

2. Principal Search: Next Steps

Superintendent Castle reported that the runner-up withdrew shortly after the interviews, and Andrew Berrios decided to stay at his current place of employment after negotiating a higher salary.

The position was reposted one week ago. There have been about 14 new applications, of which 2 or 3 are viable. The posting will be left open until May 2nd. Rose Mary Mayhew, Scott Boskind and John Castle will screen the pool of candidates, interviews will be on the 9th, finalist(s) will be interviewed one week later, with approval of the final candidate at the Board meeting on May 17th. If there is no viable candidate after the interviews, then John and the board will explore "Plan C". John is optimistic. Some of the new candidates are in VT or have experience in VT, and some are from NH. None are previous candidates.

Action:

1. Approve Receptionist Job Description (*Attachment K*)

Mr. Rivard reviewed modifications that had been made by HR Director Nancy Griffith:

Terms Of Employment: 7:30 am to 4:00 p.m.; Qualifications: fluent English

Motion to approve the Receptionist job description, with the modifications.

GRIFFITH/MASON **APPROVED**

2. **Motion** to approve Paul Bosco as tennis coach. NELSON/TETRAULT **APPROVED**

VII. Motion to Approve the NCUJHS Minutes of March 22, 2016 (*Attachment A*): GRIFFITH/TETRAULT **APPROVED**

VIII. NCUJHS Financial Report

Action:

A. **Motion** to approve the NCUJHS Financial Report of April 2016 (*Attachment B*): Glenn Hankinson reviewed, reporting an anticipated fund balance of \$116, 000.00 for the end of the year. BOSKIND/GRIFFITH **APPROVED**

IX. Principal's and Director's Reports

Information:

A. Bill Rivard, NCUHS Principal reviewed highlights of his report, which he had emailed to the Board last week. Mr. Rivard reported that NCUHS & NCCCC will be receiving the 2015 Outstanding Use of Wood Award for the Thoreau's Cabin project. He asked for volunteers to hand out diplomas at graduation, and Dave and Scott volunteered. In response to an inquiry from a board member, Anita Mayhew reported that for this year's eighth grade transition, eighth graders came to HS. Ms. Mayhew reported that this new system was a great success. The eighth graders had lunch, were given T-shirts, and had tours of the high school, led by NCUHS students. The eighth graders' parents were also very pleased.

C. Nicole Corbett, NCUJHS Principal (Handout): Nicole distributed her report and reviewed highlights.

B. Eileen Illuzzi, NCCC Director (*Attachment F:*) Eileen reviewed highlights of her report. She reported that according to Gwen Bailey Rowe and Rose Mary Mayhew an NCCC student had just become the first Medication Assistant in state of VT. Three more students will be testing in a few weeks.

X. Superintendent's Report:

1. Mr. Castle reported that the Learning Walks are beginning soon, and described how they will work, emphasizing that they are informative, not evaluative, and that qualitative data will be gathered.
2. John reported that Casey Boyle Eldridge, NCSU Staff Accountant recently wrote a grant proposal for NCSU. The SU has been awarded the grant: \$40,000.00 for each of three years, to hire a health educator, focused on prevention, positive health and wellness. John reported that Casey is also in the process of writing a second grant, a \$30,000.00 year/3 year tobacco grant. The two grants will be combined to support one FT coordinator position for all grade levels, which may also involve direct instruction. John commended Casey for her work, as well as those across the SU who participated and helped her. He expressed his thanks to Glenn for supporting Casey in using her time to work on the grants. John also reported that he is involved with a group at NCH that is looking at establishing health centers in the area – perhaps in the schools themselves.

XI. Presentation: Overview from Great Schools Partnership on Support for Proficiency-based Learning: Mark Kostin presented his program via speaker phone, stating “We want students to graduate based on what they have learned, not what they have endured”.

Peter Moskovites asked: what is next step? John replied that this is substantial transformation, major shifts. John and Bill have attended Great Schools Partnership conferences, and John said they are the best PD he has ever attended. The High School Administrators were asked how they feel about GSP. Anita responded that it is very valuable, and the teachers are looking for this kind of coaching and leadership. Bill Rivard added that what they have been doing for past few years is the foundation for this. John commented that we need to bring parents in very early into the process, and that GSP is skilled at disseminating information and educating the public and parents.

Motion to enter into a contract with Great Schools Partnership for next year for no more than 40 days. GHELLI/YOUNG David GHELLI amended the motion to expand the annual contract to 60 days, Jackie YOUNG seconded. **APPROVED.**
AMENDED MOTION: APPROVED

XII. Motion to Approve the Warrant. SWANSON/GHELLI APPROVED

XIII. Unfinished/New Joint Board Business

Action:

A. **Motion** to approve IDEA-B (*Attachment G*): GHELLI/BOSKIND **APPROVED**

XIV. NCUJHS Building Committee

Information:

A. Building Committee Minutes of April 4, 2016 (*Attachment C*)

B. Epoxy Floor and Wall Issues report (*Attachment D*):

Building Committee Chair Scott Boskind reported that DEW is trying to organize a meeting of all companies involved with the construction of the involved floors and walls (the flooring company, sub-contractors, etc.) to determine what went wrong. The plan is to address and correct the issues in July.

Action:

A. Flooring projects:

Scott reported that the principal and the building committee are recommending that surplus funds, pending availability, be used to replace the flooring in two classrooms in the 1991 section (new section). The vinyl tile flooring in those rooms is coming apart. The cost is estimated at \$12,000.00 per floor.

Motion to go out to bid for replacement of the flooring in the two classrooms. MASON/YOUNG **APPROVED**

It was stressed that the repairs are pending the availability of an anticipated positive fund balance. Business Director Glenn Hankinson pointed out that asbestos testing may have to be done, if not already performed during the recent construction projects.

In answer to a query, Mr. Boskind stated that there may be other requests for use of the fund balance, after the flooring project. Near the top of the list is repair or replacement of an oven and doors, for an estimated cost of \$30,000.00. These items will be addressed at the May school board meeting. Peter Moskovites asked if the Junior High had a Capital

Construction Fund. Mr. Boskind replied that the board should look at establishing such a fund for future projects, such as a new roof, etc.

XV. Unfinished/New NCUJHS Business:

D. Clarify pay increase for NCUJHS Exempt Staff:

There was confusion following the last Board meeting, as 1 person is salaried, 1 is not. Board members asked what the Negotiated Agreement grants: 47 cents for hourly, 3% for salaried.

Motion to parallel the negotiated agreement of \$0.47/ hour wage increase for hourly exempt employee, for this year and \$0.44 next year. RN/MG

Motion to grant salaried exempt staff employee a 3% increase for this year and next year. NELSON/CARTEE **Approved**

The following three items were added to the agenda at the beginning of the meeting:

1. Parent Whitney Ovitt submitted a letter stating that she is going to WA state, temporarily, to take care of her mother-in-law, and that her child will continue to stay at her grandfather's in Derby while Ms. Ovitt is away. Ms. Ovitt asked the board to grant permission for her child to finish the school year at NCUJHS. Mr. Castle shared that the student may also need to enter NCUHS under the same circumstances, at the beginning of the school year. Mr. Castle explained that he has the authority to grant the request that the student be allowed to finish the school year at the Junior High, and will do so, but that the HS board will have to approve the request for the beginning of the school year. This item will be on the NCUHS agenda for May.

2. Mrs. Corbett read a letter from Carolyn Hannon, who is retiring, and would like to contract if possible or needed. Nicole confirmed that this retirement was factored into plans for the coming year.

3. Mrs. Corbett reported that she had letter from Support Staff member Michelle Jenne, retroactively requesting 5 days of unpaid leave. After a short discussion, the request was tabled for Executive Session.

XVI. Future Agenda Items, Date of Next NCUJHS Meeting: May 24, 2016 at 6:00 p.m.

XVII. NCUHS New Business

Action:

A. **Motion** to approve the Canoe Builders Club (*Attachment L*) Mr. Rivard reviewed the requirements for formation of a club at NCUHS relative to the Canoe Builders Club: Meets the mission of the school - yes; Level of students – 6; Financial - seed money has been provided by an individual, so there is currently no cost; Staff - John Little. Impact - would not eliminate or interfere with other programs, would in fact enhance offerings; Recommendation of the Superintendent – Mr. Castle supports, stating that the club will enhance Science, Math and multiple other disciplines. GRIFFITH/TETRAULT **APPROVED**

XVIII. Future Agenda Items, Date of Next NCUHS Meeting: May 17, 2016 at 6:30 p.m.

Kristen Mason requested that all joint meeting agendas include an update on the Great Schools Partnership; Update on Alternative Program Transition; Work-based learning

XIX. NCUHS/NCUJHS Executive Session

Motion to enter Executive Session at 8:49 p.m. – NELSON/MAYHEW

The Chair exited Executive Session at 9:41 p.m.

Action following Executive Session:

A. **Motion** to approve a 3% increase for FY17 for the NCUJHS Assistant Principal. CARTEE/YOUNG **APPROVED**

B. **Motion** to approve a 3-year contract, with a 3% increase for FY17 for the NCUJHS Principal. NELSON/CARTEE **APPROVED**

C. Approve Pay Increases for NCUHS Exempt Staff: All NCUHS contracts were referred back to the Business Ops and HR Committees, to be examined in light of hiring a new principal. Letters will be issued by the HR department to all those affected, stating the Board's intention to offer contracts.

1. Approve new contract term as well as amount for FY17 for Ian Dinzeo and Bob Davis. Mr. Castle explained that the Budget was meant to decrease their days, but there is a provision in the Negotiated Agreement that states they had to be offered a contract by April 1st or a successor contract is in effect. Bus Ops and HR will consider reinstating both contracts to 260 days for 1 year.

2. Brent Hilliard, Gwen Bailey Rowe: referred back to Bus Ops/HR

3. Approve \$ amount or % increase for FY17 for Eileen Illuzzi: referred back to Bus Ops/HR
4. Approve \$ amount or % increase for FY17 Anita Mayhew: referred back to Bus Ops/HR

D. **Motion** to grant 5 days of unpaid leave to Employee A (Michelle Jenne): CARTEE/BOSKIND **APPROVED**

XX. **Motion** to adjourn the NCUHS and NCUJHS Board Meetings at 9:46 p.m. BOSKIND/GRIFFITH **APPROVED**

Respectfully submitted,

**Liz Butterfield,
Recording Secretary**

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NCUHS Business Ops. & HR Comm.	Tuesday	May 11	5:00 p.m.	NCCC Room 316
NCUHS Board	Tuesday	May 17	6:30 p.m.	NCCC Room 380
NCUJHS Board	Tuesday	May 24	6:00 p.m.	NCUJHS Library