

**NORTH COUNTRY UNION JUNIOR HIGH SCHOOL**  
**BOARD MEETING MINUTES**  
**Tuesday, September 23, 2014 at 6:15 p.m.**  
**AT THE NCUJHS LIBRARY**

**Present:**

*Board Members*

Dan Maple, Holland  
Le-Ann Tetrault, Jay  
Corey Therrien, Newport City  
Richard Cartee, Newport City  
Scott Boskind, Derby  
Maggie Griffith, Newport  
Kristin Mason, Morgan

*Staff*

Steve Farrow, NCUJHS Teacher  
Glenn Hankinson, NCSU Business Manager  
Nicole Corbett, NCUJHS Principal  
Colleen Storrings, NCUJHS Assistant Principal  
John Castle, NVSU Superintendent  
Liz Butterfield, NCSU Exec. Asst. to the Superintendent

*Press*

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

**I. The meeting was called to order** at 6:17 by Board Chair Richard Cartee, who led the Pledge of Allegiance to the Flag. The busing request was deleted from the agenda.

**II. Motion to accept the minutes** of August 26, 2014 (*Attachment A*), correcting Maggie's name to Griffith, not Griffin. **MAPLE/THERRIEN APPROVED**

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

Nicole read a letter from author Natalie Kinsey Warnock, who has just completed a two week Storykeepers program at the school, saying, "Teachers ..... I wanted you all to know, that as I have watched you with your classes these past two weeks, I am filled with respect and admiration for the content of your teaching, your teaching styles, and your interaction with your students. There is a very high level of teaching, and learning, going on at NC Jr. High. I just wanted you to know that I am very impressed with what you are doing, and your energy, and efforts, have not gone unnoticed. I love seeing the excitement and energy of the students, too, as they are uncovering these family stories. Thank you for allowing me to share Storykeepers with you. It has been a privilege and a pleasure to work with you, and your students, these past 2 weeks, and I am sincerely going to miss working with you. Natalie"

Nicole also reported that she had received a phone call from Miriam Benson congratulating the students for their behavior while participating in the intramural tennis program.

NCUJHS Teacher Steve Farrow, also of the Northern Vermont Youth Soccer League, shared photos from the fall and summer soccer programs, thanking the board and stating that the Junior High has the best facilities "of anywhere". He stated that 438 children participated in league games and 120 took part in the summer soccer camp. Mr. Farrow shared that the public was very respectful of the construction project and there were very few issues. The Board agreed that the public was wonderful during the construction process.

**IV. Financial Report: Glenn Hankinson**

A. The Business Manager reported on the **Woodchip Heating Project**, and distributed a handout illustrating the project expenses and the reimbursement from the State of Vermont. Most of the project was reimbursed at 90%, and some items at 30%, though the state did disallow some items from reimbursement. The State of Vermont has recently made the final reimbursement payment. The NCUJHS Board had agreed to make the

interest payments and Glenn has asked three banks for proposals to fund the balance, \$350,000.00, for ten years. There is no prepayment penalty, and the terms can be re-negotiated. **Motion** to recommend to the NCUHS board that they accept the finance proposal of 2.39% from Passumpsic Savings Bank. THERRIEN/K.MASON **APPROVED**

**B. Motion to accept the July 2014 Year-End Financial Report.** Glenn will provide an email to the board with more details of the report. THERRIEN/BOSKIND **APPROVED**

Reporter Ed Barber asked about the 2013 deficit of \$13,347.00. Glenn explained that 2013 is done and audited and that in FY 2014 there were some general fund expenses for the building project that the board could have expensed to the construction project, but decided not to. Glenn pointed out that the Junior High financials are tied to High School financials. Richard stated that a \$13,000.00 deficit is small for the size of the school, and reflects a commendable job by the administration. The Board asked the Business Manager for a final report at end of the project showing the real cost of the construction project.

## **V. Committee Reports**

### **A. Building Committee**

Information: Building Committee Minutes of 8/26/14 and 9/10/14 (*Attachments B & C*)

Scott Boskind reported that Maintenance Foreman Kevin Hodgedon is on sick leave for a few months and that it is critical at the end of the construction project to have a maintenance foreman on site. Richard had suggested that Ron Chaffee, retired from NCUHS, be asked to fill in. Scott said that this was a “brilliant” idea and reported that it has been a smooth transition. Mr. Chaffee will be working 30 hours/week, for at least 2 months, while Kevin is out.

Scott shared that the Building Committee has a new proposal: there are rooms where ceiling tiles and lights will need to be replaced in the near future at an estimated cost of \$65,000.00 for labor and materials. The committee is recommending that it be done when the fire walls above the windows are installed. DEW estimates that it would take 4 days per room, and DEW would work out a calendar with Nicole, as the furniture would need to be removed from the rooms. If both projects are done together DEW could come in during the day and get the job done quickly. With the additional work, the total cost of the building project would still fall \$600,000.00 below the approved bond amount. **Motion** to add the additional ceiling tile and light replacement project to the building project. THERRIEN/TETRAULT **APPROVED**

The “punch list” consisted of 70-80 items 2 weeks ago and now there are just a few left. The lockers will be delivered on October 8<sup>th</sup>. Ouellette Plumbing and Heating has a sub contractor finishing up, and Boone Balancing will begin balancing the air handling system tomorrow. DEW has pointed out a few spots that might need asbestos to be abated in the future. Cardino ATC, “asbestos police”, will do a survey of asbestos locations in case of future construction, and will notify if it needs to be taken care of now, but DEW says there are probably not any areas that need to be abated now.

Sarah Bosworth of DEW has reported to the committee that they are working on the issues with the flooring company. DEW and the committee had a walk-through with the manufacturer and committee members feel that the flooring company foreman had “a cavalier attitude”. DEW is holding back money from the flooring company, in addition to the retainage, and will not pay the flooring company until DEW is satisfied. The flooring company is going to re-do the hallway from the 4-corners, and will be putting a red line in the square to cover where the floors join together, as it looks sloppy where the different types of floors meet. DEW reports that all but the floor will be done in one week, with the floor to be fixed in October. Richard was concerned because the invoice from DEW includes the floor, but DEW says they have not paid the flooring company, and will not pay until the floor is fixed. Scott spoke to Sarah and Matt at DEW and they assured him that the floor

will be fixed. Richard feels that DEW did an outstanding job on 95% of the project, they just need to fix the floors, and he agreed to sign the voucher as long as DEW has agreed that the floor problem will be fixed.

The Building Committee commented that working with clerk of the works Steve Pitkin has been a great experience and has saved the tax-payers substantially on this project.

The scheduled walk-through was postponed until the end of the meeting.

It was reported that there is an issue with ponding on the roof, which will need to be corrected, probably next summer. It is a flat roof with center drains, but areas have been compressed and warped and are not flowing to the drains. There is also a non-functional crumbling chimney, which needs to be removed and capped off at the same time. It will cost \$12,000.00 to assess the roof issue, which the board agreed to spend, with repairs being made next summer. The costs will be paid from the existing construction bond.

## **B. Policy**

The revised schedule of charges for building use was reviewed (*Attachment D*). Corey suggested that the custodial overtime rate be \$30.00/hour, which is time and a half, to eliminate the categories for rooms and/or items which no longer exist. Corey proposed that the new rates become effective January 1, 2015. Nicole confirmed that anyone asking that fees be waived must come before the board with their request.

**Motion to approve the revised Schedule of Charges for Building Use**, effective January 1, 2015, with Extra Custodial Fees (overtime) at \$30.00 per hour and with the Auditorium, Music – Small Practice Room, Faculty Dining Room, Computers, and Moving Baby Grand Piano categories eliminated. THERRIEN/GRIFFITH  
**APPROVED**

## **VI. Principal's Report** - Nicole Corbett/Colleen Storrings (*Report was included in the Board Packet*)

John explained the considerations that he has given principals for their Principal's Report, such as discipline and demographics being reported quarterly rather than monthly, etc. It is not necessary to include mandated drill information in the Principal's Report. Mr. Castle feels that it is important for the Boards to hear the good things, and to talk about teaching and learning, but that these are only suggestions and the board will determine the structure of their Principal's Reports. The Board said that they like the current format of Nicole's reports. Nicole shared that she would like to add highlights from the content-area meetings that are taking place. Richard would like to see teachers and students come to the Board meetings and give presentations. Corey would like a regular breakdown of the sending schools numbers.

Colleen reported that the World of Difference program started today, and she would like to bring the students to the next board meeting and involve the board in an activity. It was a very positive first day, the kids are excited, and are looking forward to going back next week for the additional training.

Scott said that he would like to have a summary report at the Junior High meetings from the NCSU Executive Committee and/or Full Board meetings, and Corey said that he would like to have the Calendar of Upcoming Events included in the Principal's Report.

John reported that he and Liz are working on developing agenda guidelines and templates for the Principals and Board Chairs, and that he would like to spread program reports, etc. throughout year, for dynamic, flowing agendas.

## **X. Unfinished/New/Other Business**

A. The report on woodchip and fuel oil usage was postponed until Kevin returns.

B. John reported on the NCSU Full Board meeting and the discussion about the Strategic Plan, which he will continue in order to glean a sense of priorities. The Bylaws were reviewed, and John felt that it was a good start to the conversation, but any changes will be put on hold until spring, at the time of reorganization. John shared that he has concerns about the Executive Committee quorum of 6, when the membership is 13 and there are 63 board members. He feels that if we are going to have the public's trust we need to look at that and encourage board member attendance at meetings. NCSU has a variance from the state allowing us 2 voting members on the Full Board from districts operating a school and 1 member from districts not operating a school. We also have a waiver allowing each district to elect a single alternate voting SU board member. The Full Board has the authority to hire and evaluate the superintendent, and to adopt the budget. The Executive Committee has the authority to do all else. John wonders if the Full Board should be making the big decisions and believes that trust in all levels is crucial, and the majority of board members should be making the decisions: not to do things the easy way, but do them the right way. Kristin suggested that at Full Board meetings the voting members should be identified to make sure the chair is aware of who the voting members are and then make sure they are the ones voting. She recalled a successful retreat that was held at the East Side and suggested that the Jr. High and High School Boards get together with the Full Board at a restaurant or similar neutral location, perhaps asking Harry Frank to moderate. John suggested holding all Executive Committee and Full Board meetings at the Central Office, in a smaller space that is more conducive to participation.

Scott shared that he had attended the performance of "Suds" at the Haskell and that one of the stars was teacher Ruth Anne Fletcher, who was amazing!

#### **XI. Agenda Items/Date for Next Board Meeting**

A. Budget Process: Richard would like to see the Board more involved, and Kristin feels that the Preliminary Budget is helpful. The draft budget will be available in November.

B. New Teachers

**XI. Motion to enter Executive Session** at 7:29 p.m. to discuss a student issue (behavioral) and a staff issue (contractual) THERRIEN/BOSKIND **APPROVED**. John and Liz were invited to stay for the session.

**Motion to exit Executive Session** at 8:20. K.MASON/MAPLE **APPROVED**

**Motion** to grant Kevin Hodgeman extended leave beyond all paid days: To pay 100% of his salary for 30 business days after he has exhausted all paid leave. K.MASON/MAPLE **APPROVED**

**XI. Motion to Adjourn** at 8:22.

Adjournment will follow the walk-through to view the building construction progress.

THERRIEN/MAPLE **APPROVED**

Respectfully submitted,

Liz Butterfield  
Recording Secretary

<b><u>Meetings:</u></b>	<b><u>Day</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
NCSU Executive Comm. (Policy Committee @ 5:30)	Thursday	October 16	6:30 p.m.	SU Offices A209
NCUHS School Board	Tuesday	October 21	6:30 p.m.	NCCC Room 380
<b>NCUJHS School Board</b>	<b>Tuesday</b>	<b>October 28</b>	<b>6:15 p.m.</b>	<b>NCUJHS Library</b>