

**NORTH COUNTRY UNION JUNIOR HIGH SCHOOL
BOARD MEETING**

**Tuesday, August 26, 2014 at 6:15 P.M.
AT THE NCUJHS LIBRARY**

MINUTES – DRAFT

Present

Board Members:

Dan Maple
Scott Boskind
Corey Therrien
Rick Geisel
Kristin Mason
Maggie Griffin
Richard Cartee (arrived at 7:27)

NCUJHS Staff:

Nicole Corbett, Principal
Colleen Storrings, Assistant Principal
Kevin Hodgeman, Custodian

Central Office Staff:

John Castle, Superintendent
Liz Butterfield, Recording Secretary

Reporters:

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

I. Call the Meeting to Order: Scott Boskind, Vice Chair, called the meeting to order at 7:15 and led the Pledge of Allegiance to the Flag.

Mr. Boskind requested that the Building Committee reports be moved to end of meeting, in the hope that Richard Cartee would be in attendance, after fulfilling his election-day duties. All agreed.

Addition to the Agenda: Resignation of Debbie Biron as Recording Secretary.

MOTION to accept the resignation of Debbie Biron as Recording Secretary and to appoint Liz Butterfield to the position.

Geisel/Mason: APPROVED, no abstentions

II. MOTION to accept the minutes of July 22, 2014 (Attachment A):

Therrien/Maple, APPROVED, Geisel-Abstained

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

Ed Barber, reporter for the Newport Daily Express, requested that meeting notices, agendas and minutes be sent only by email. Robin Smith of the Orleans County/Caledonian Record agreed that this is how she would prefer to receive all communications from the Board. Liz agreed to spread the word at the Central Office.

IV. Financial Report

Business Manager Glenn Hankinson was not in attendance due to illness, but did send a report.

Action:

A. Approve the July, 2014 Financial Report – Handout

Corey noted that the July report showed a net balance of \$90,000.00, and now the balance is \$47,984.00. Nicole stated that \$15,200.00 was spent on lockers.

MOTION to table approval of the Year-End Finance Report until Glenn is available at the September meeting.

Therrien/Griffin, APPROVED, no abstentions.

B. Take action on lawn mower bids: the mowers had been displayed on the front lawn of the school and advertised in the newspapers. Bids were opened at the meeting:

Top Notch Property Maintenance: Toro \$1275.00, Xmark \$670.00;
Victor Yenesa: Toro \$722.00, Xmark \$378;
Gerald Fortin: Toro \$750, Xmark \$250;
Brian Russell: Toro \$1265, Xmark \$1025;
Lawn and Yard Service: Toro \$800, Xmark \$500;
Barbara DeVost: Toro \$801.97, Xmark \$501.76.

MOTION to award the bid to Top Notch for the Toro at \$1,275.00.

Geisel/Therrien, APPROVED, no abstentions.

MOTION to award the bid to Brian Russell for the Xmark at \$1,025.00.

Geisel/Therrien, APPROVED, no abstentions

C. Extension of Snow Plowing/Services

Custodian Kevin Hodgeman stated that the service from Larry Kelly last year was impeccable, the staff was well pleased and that Mr. Kelly had offered to extend the contract for 1 year with no price increase.

MOTION to extend the contract for Snow Plowing Services for a 2nd season with Kelly Farm, Inc. at no increase in price from the 2013-14 rates. Geisel/Mason, APPROVED, no abstentions.

D. Extension of the Wood Chip Services

Custodian Hodgeman reported that the quality of the chips from Kevin and Ivan Maxwell had been impeccable last winter and were kept well stocked. The Maxwells have agreed to supply wood chips for another year at no increase. Dan shared that Ivan also provides chips to NCUHS, and that he has heard the same positive reports.

MOTION to extend the contract for Wood Chips with the Maxwells for a 2nd season.

Therrien/Maple, APPROVED, no abstentions.

Ed Barber asked how many tons does the Junior High use in a season, what do we anticipate needing for 2014-15, how do we calculate that and what is the total bill? Kevin agreed to have figures for next meeting.

E. Action on Car Lease

Nicole reported that a corrected bid of \$333.00/month (not per year) had been received from NorthPoint for a 2014 Chrysler Touring 7 passenger mini van. She reported that the current van needs repairs, which had been budgeted, so this will be line adjustment.

MOTION to contract with NorthPoint to lease a 2014 Chrysler Touring 7 passenger mini-van for \$333.00 per month. Geisel/Maple, APPROVED, no abstentions.

V. Principal's Report - Nicole Corbett/Colleen Storrings

Action:

The Principal and the Superintendent recommend approval of:

A. The resignation of Patrick Leene, Language Arts teacher, with deep regret. Mr. Leene's maternal grandmother's health is bad and he has been hired to teach at Spaulding, in his home town.

MOTION to accept Patrick Leene's resignation and release him from his contract,

Griffin/Mason, APPROVED, no abstentions.

B. A MOTION to ratify the hiring of Mary Kate Simpson, Language Arts teacher.

Griffin/Mason, APPROVED, no abstentions.

C. A MOTION to ratify the hiring of Lona Stuart, a second Literacy teacher.

Nicole stated that there is room in the budget because of recent retirements and that a second Literacy teacher is needed because of the Common Core.

Griffin/Mason, APPROVED, no abstentions.

Information:

Opening Days: Nicole reported that the teachers attended an in-service at High School and a local in-service focused on writing across content areas.

“A World of Difference” is a program that is being developed at NCUJHS, focusing not on tolerance, but instead, “no indifference”. Thirty 7th Grade students, reflective of all demographics of the building population, will have 4 days of training and will bring what they have learned and experienced back to their peers. The program is research based and developed by the Anti-Defamation league. It creates a positive culture where everyone feels welcome.

A 15 minute silent reading period in the middle of each day has been instituted for all students and adults in the building, with a focus on building reading stamina. Nicole and Colleen reported that kindles will be used so that all students will be comfortable with their reading level. This is being used guided study, where students can take a subject and expand on it, sending the message, “ You are a learner!” It is considered to be part of their personal learning plan.

Nicole and Colleen reported that the staff were very grateful that their rooms and the building would be ready for the opening of school. Kevin reported that his maintenance crew and para educator Sheila Baraw put in 40 hours from Thursday through Sunday to get everything. Board members asked how the Board could acknowledge them and Dan suggested giving them a gift, plus public acknowledgement. All agreed that Kevin’s leadership set tone (but he said not to include him!). Ed Barber reminded board of their early concerns with public the staying out of construction area, and stated that the public was GREAT and deserved a shout out! He saw that students, kids and parents all respected the construction area and used garbage cans appropriately. It was mentioned that the faculty and administration also had a great attitude.

MOTION to present local restaurant gift certificates of \$50.00 per person, up to a total of \$500.00, to the 5 members of the maintenance staff, plus Kevin and Annette. Griffin/Mason, APPROVED, no abstentions.

Nicole apologized for forgetting to tell parents that the kids would be dismissed at 1:00 on first day, but all were safe and got home without any problems.

She stated that they had a wonderful opening speaker for the 1st day, and then turned the meeting over to Superintendent Castle.

VI. Superintendent’s Report:

John Castle stated, “I had the distinct honor of being the guest speaker here at the Junior High for the opening today!” His biggest take-away was when he observed kids gathered, chatting and waiting for the program to begin. Nicole went to microphone and all was immediately silent, in what he saw as a powerful and positive symbol of the respect the kids have for her and their school.

Mr. Castle reported that Convocation was a positive day. He gave much credit to Kathy Nolan, especially since the guest speaker that they had lined up backed out, and stated that Principals had also helped. He stated that the student band from Jay/Westfield and Troy rocked it! In answer to board inquiries about dancing, John confirmed that he and Kathy started and others quickly joined in. John stated that there was a strong feeling of collaboration throughout the day, including the Potluck Lunch for 400 people.

VII. Committee Reports

Policy: Nicole shared that she has been reviewing the schedule of charges for building use. The current schedule went into effect in 2006 and she is wondering if it is it time to review it? She suggested putting a review of the current and proposed rates on next month’s agenda, at which time the Board can take action if any changes are considered.

Building Committee Report (7:27 p.m., Mr. Cartee arrived)

Information:

Minutes from August 19, 2014 meeting (*Attachment B*)

Minutes from August 5, 2015 Meeting (*Attachment C*)

Scott Boskind reported that the building committee had met earlier that day. He pronounced the project 95% positive, giving credit to DEW, the 7 subcontractors, and the other subcontractors under them. Scott distributed an updated expenditure report, stating that there were more than 50 changes over the course of the project, at a total cost \$158,000.00, plus a few more to come: the plumbing is running behind, with a few more weeks of work commencing at 4:30 in the afternoon; the first set of epoxy flooring was not up to standards; and the architect and engineer are making a punch list of what needs to be done, finished, or re-done. For example, the transitions into the classrooms were not right and Richard pushed for it to be done right, with positive results. Scott shared that epoxy does not wear out, does not discolor, does not need wax. Most of the remaining issues can be resolved at no extra cost. The air quality had to be certified at each step, all has been approved, and new filters will be put in at end of project.

Kristen shared that the Fire Marshall had discovered areas that don't have firewalls, above the windows in hallway, and that fire resistant sheetrock will be installed. Because no one knew it was a problem, the Fire Marshall issued a conditional certificate of occupancy so the building could open. The crew will complete the work on nights, weekends, Columbus Day and must be completed by January 1st.

Kristen thanked Scott for being consistent throughout project and keeping the committee informed throughout the process. Richard thanked Scott and Kristen for all they have done. He wants the Board to see the floors and evaluate what else needs to be done after DEW has had a chance to rectify floor issues. It was agreed to schedule a 15-20 minute walk-through for the next Board meeting. It was also pointed out that the new security system uses key fobs with individual codes, so the administration knows who is in and out and when.

Ed Barber asked about temperature control, and Richard, Kristen, Nicole explained that the system is not balanced yet, but will be by TRAIN, the company that installed the system, and will now be controlled on Kevin's computer, at school and/or at home, allowing him to respond immediately. An infrared scan will be done to see if heat is still being lost.

Richard stated that the Maintenance foreman (Kevin) is outstanding, has put in so much to make the project work, and salaried, not hourly.

6:55 p.m. VIII **Old/New/Other Business: None**

7:00 p.m. IX **Agenda Items/Date for Next Board Meeting:** Information on wood chip and fuel usage, the tabled finance report, cell phone usage (John is convening small cadre to look at policy and procedures, to address in a more holistic way), Walk-through of the building.

7:03 p.m. X **Executive Session: None**

7:10 p.m. XI **Motion to Adjourn** Therrien/Geisel 7:57 p.m.

Respectfully submitted,

Liz Butterfield
Recording Secretary

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NCSU Policy Committee	Thursday	September 18	5:30 p.m.	NCCC Room 380
NCSU Full Board	Thursday	September 18	6:30 p.m.	NCCC Room 380
NCUJHS School Board	Tuesday	September 23	6:15 p.m.	NCUJHS Library