

NORTH COUNTRY UNION JUNIOR HIGH SCHOOL
BOARD MEETING MINUTES
NCUJHS Library
March 24, 2015 at 6:15 P.M.

Present

Board:

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

Staff:

John Castle, NCSU Superintendent
Nicole Corbett, Principal
Colleen Storrings, Assistant Principal
Kevin Hodgeman, Head Custodian
Glenn Hankinson, NCSU Finance Director
Steve Farrow, NCUJHS Teacher
Liz Butterfield, Exec. Asst. to the Superintendent

Guest:

Allen Yale, Derby Historical Society

I. The meeting was called to order by board member Kristin Mason, as this was the reorganizational meeting. Superintendent John Castle led the Pledge of Allegiance to the Flag and called for Additions or Adjustments to the Agenda: Scott Boskind asked that discussion of a Board Retreat be added.

II. Board Reorganization

A. Elect Chairperson: Maggie Griffith nominated Richard Cartee, seconded by Kristin Mason. There were two additional calls for nominations. There being none, Richard Cartee made a motion that the clerk cast one ballot for Richard Cartee as Chair, seconded by Scott Boskind. **APPROVED**

B. Elect Vice Chairperson: Maggie Griffith nominated Scott Boskind, seconded by Kristin Mason. There were two additional calls for nominations. There being none, Richard Cartee made a motion that the clerk cast one ballot for Scott Boskind as Vice Chair, seconded by Kristin Mason. **APPROVED**

C. Elect Clerk: Maggie Griffith was nominated, but declined. Le-Ann Tetrault nominated Corey Therrien, seconded by Kristin Mason. There were two additional calls for nominations. There being none, Richard Cartee made a motion that the clerk cast one ballot for Corey Therrien as clerk, seconded by Maggie Griffith. **APPROVED**

D. Elect two (2) NCSU Full Board Representatives: Corey Therrien nominated Richard Cartee and Scott Boskind to fill the two positions, seconded by Kristin Mason. There were two additional calls for nominations. There being none, Richard Cartee made a motion that the clerk cast one ballot for Richard Cartee and one ballot for Scott Boskind, seconded by Kristin Mason. **APPROVED**

E. Elect alternate member for the NCSU Full Board: Corey Therrien nominated Le-Ann Tetrault, seconded by Maggie Griffith. There were two additional calls for nominations. There being none, Richard Cartee made a motion that the clerk cast one ballot for Le-Ann Tetrault, seconded by Kristin Mason. **APPROVED**

F. Appoint one (1) NCSU Executive Committee member: Corey Therrien nominated Richard Cartee, seconded by Scott Boskind. There were two additional calls for nominations. There being none, Richard Cartee made a motion that the clerk cast one ballot for Richard Cartee, seconded by Scott Boskind. **APPROVED**

G. Appoint NCSU Policy Committee member: Corey Therrien nominated Maggie Griffith, seconded by Le-Ann Tetrault. There were two additional calls for nominations. There being none, Richard Cartee made a motion that the clerk cast one ballot for Le-Ann Tetrault, seconded by Kristin Mason. **APPROVED**

H. Appoint NCSU Negotiations Committee member: Corey Therrien nominated Scott Boskind, seconded by Kristin Mason. There were two additional calls for nominations. There being none, Richard Cartee made a motion that the clerk cast one ballot for Scott Boskind, seconded by Maggie Griffith. **APPROVED**

I. Appoint NCUJHS Building Committee: Richard recommends having a Building Committee in light of the recent building projects. Scott Boskind, Richard Cartee (ex-officio), Richard Nelson, and Kristin

Mason were nominated by Corey to serve as the Building Committee, seconded by Le-Ann Tetrault. There were two additional calls for nominations. There being none, Richard Cartee made a motion that the clerk cast one ballot for those nominated to serve as the Building Committee, seconded by Kristin Mason. **APPROVED**

I-a. There was discussion about the **Human Resources Committee**. It was agreed that Principal Corbett will call HR meetings as necessary. Those who volunteered to serve as needed are: Kristin Mason, Scott Boskind, Maggie Griffith, Richard Cartee (ex-officio), Richard Nelson, and Corey Therrien (if needed).

J. Motion to designate the official newspapers as: The Newport Dailey Express, The Orleans County Record and the Chronicle. THERRIEN/TETRAULT **APPROVED**

K. Establish regular meeting dates and times (including joint meetings with NCUHS): John reported that he had met with Bill Rivard and Nicole to discuss the best months to designate for joint meetings. They recommend April, July, October and January, beginning this April. When held at that school, the meetings will be held on that board's regular date (except April's meeting will be held at the High School, but on the Jr. High date. In July the meeting will take place at the Jr. High School). Maggie asked for clarification of how joint meetings will work. John explained that joint meetings will start at 6:15, beginning with the Jr. High meeting. We will conduct business germane to the Jr. High, then the High School will join and open their meeting, and the entire group will deal with items that are common to both Boards: Principal and Director's Reports, Personal Learning Plans, the Superintendent's Report, Policies, etc. The Jr. High Board will then adjourn and the High School board will continue with their business. John reported that he, Nicole, and Bill had a good meeting and good discussions about common issues and items.

The NCUJHS Board will continue to meet on the 4th Tuesday monthly, for their regular meetings, beginning at 6:15 p.m.

L. Review and approve Board Code of Ethics (*Attachment CoE*): Most board members have already signed and turned in the Code of Ethics at the High School meeting. If Jr. High board members wish to complete a second form, they are welcome to do so.

III Motion to approve the minutes of February, 18, 2015 (*Attachment A*)

THERRIEN/BOSKIND **APPROVED**

IV Public Comments, Communication with Parents/Staff/Citizens

A. History Fair Presentation: Mr. Farrow shared that the Social Studies and Language Arts Departments (the Humanities Team) conducted a History Fair for the entire school. The projects consisted of Tri-fold displays, web sites, performances, etc. Thirty-plus students and their parents, as well as Mr. Farrow and Mrs. Page, are going to U32 on Saturday for a full day of interviews and judging. Those attending are also encouraged to visit the Vermont Historical Society in the middle of the day, after which they will return to U32 for recognition and awards. Every student at NCUJHS took part in the History Fair, for a total of 265 projects. Mr. Farrow said that it was a great experience for the entire school: everyone cooperated and worked together, and staff was happy to help with any request. The Board asked that some of the students present their projects at a board meeting in the near future. Corey Therrien, a former student of Mr. Farrow's, thanked Mr. Farrow for his inspiration. Mr. Farrow thanked Erica Page, Tammy Weisen, Mrs. Stevens, Mrs. Stewart and many teachers and administrators throughout the building for their enthusiastic help with this huge undertaking.

B. Allen Yale, representing the Derby Historical Society (DHS): Mr. Yale pointed out that the building adjacent to the Junior High was the former Derby Academy. The DHS is leading a campaign to restore the building's exterior and replace the windows and siding with historically accurate items. Mr. Yale estimated that the building was constructed around 1840. The DHS would like to get rid of the three wires that run to the building, two of which are communication lines, though there is no phone in the DHS building. At some point John Peters said we don't need those wires, but Dan Maple said they were still necessary. The board wondered if they could be re-routed, possibly underground. Kevin Hodgeman said he would like to bury the electrical eventually. Kevin said that Fair Point was here today and said the copper phone wires are still active, and that state regulations require fire and emergency lines to go out through copper, in case of IT failure. The fax machine is also running off of the copper lines. Fair Point said we would have to pull new wires and make new drops to move the wires. Kevin will get prices and info on moving the wires for the next meeting, as the Board agreed that they would like to see them removed. Mr. Yale also spoke of a 4" cast iron effluent pipe that runs

through the basement of the former Academy. He said there is a big broken section, and it is obvious that the pipe is not being used. The DHS wants to put in a concrete floor, but would need the school district to confirm that the pipe is no longer used and that the school will not be putting in new pipe. Mr. Yale has checked with the Derby Water Authority, and was told that they don't know where the pipes run. He said the Junior High has a right of way for electric, water, and sewer. It was agreed that the Building Committee should further investigate in order to make a determination. It was suggested that they talk to Kurt Brainard, who knows all about wires and pipes in Derby. Scott will call a Building Committee meeting to look at the possibilities and make recommendations, and will ask Dan Maple to participate, as there is a possibility of converting the emergency lines and fax line to fiber.

C. Derby Historical Society as a resource: Mr. Yale said that the DHS got the building in 2010, and now have 8 rooms of museum exhibits, as well as extensive archives. The DHS would like the Junior High to use them and the building as a resource. He said that members of the Society will come into classrooms if desired.

D. Kevin Hodgeman: Kevin was in attendance to update the Board on various items.

1. Efficiency VT: In speaking with E.V. Kevin has learned that the the cooling unit for IT may be \$5675.00 rebate eligible. NCUJHS has already received an \$850.00 rebate on lighting, and Kevin is pursuing grant money for the security system.

2. Zero by Degrees: The thermal scan was completed by Zero by Degrees, following the installation of the thermal barrier as part of the recent building project. The report from ZbD was distributed. The north side has icicles and an ice dam, which last year went all around the building. On the roof there is a gooseneck duct which is a relief duct for air quality. The duct is currently expelling 45-65 degree air, which melts the snow, which then freezes in the gutters and on the roof. Kevin has researched the duct and discovered that it used to be taller and turned at a different angle. Zero by Degrees has asked if the attic is insulated. There is currently no access, which needs to be established. With Scott and Richard's permission, Kevin has asked DEW to come in and finish the thermal barriers, turn the gooseneck duct, and repair some insulation. Kevin feels that Zero by Degrees was well worth the money: they generated a great report and spent most of a day at the school.

3. WorkSafe VT In light of the accident at NC Hospital, Kevin asked VT WorkSafe to come in to examine our bin. They also examined the school and found a few items that need to be remedied. As a result guards have been replaced on the Modine heaters, some unguarded lighting has been replaced, the grinders are gone, an American Flag has moved away from a breaker panel, and some storage issues are being resolved. Kevin and Annette sent pictures to WorkSafe VT and got a reply that all serious items have been remedied. When wood chips are delivered, the drivers cannot deliver without a school staff member present. Kevin will coordinate the deliveries with building checks on weekends. Changes need to be made to the wood chip bin yet, some concrete needs to be removed, a removable railing installed, and respiratory protection made available, as well as establishing a lock out – tag out (written program). Frizzell Engineering will charge \$1,200.00 to set up the whole program, with procedures.

4. Building Automation: Kevin reported that the water temperature and boilers are all tied in to a home security system, with pagers, triple redundancy, and a call list to respond. Kevin has also been working with John Ricard at NCUHS on projects, sharing contacts and resources, which will save both schools money. Kevin mentioned that technology is slow IN the building, as there are some structural issues within building that interfere, such as only one wire into a classroom that runs 12 computers, which slows things down. Kevin and John Peters are working together to address the problems, as they both agree that it is too bad to have fiber optic coming in and then not be able to take advantage of the speed.

5. ERV unit in boys' locker room: Scott reported that the unit was not installed per the original plan and the filters cannot be changed as it is currently installed. There is a girder in the way, so the unit needs to be moved up. The question was raised: Should the engineer be responsible? Jeremy Rathbun has told Scott that he won't charge to re-do the plans, and the price for the actual work will be discussed once we have an estimate. John Castle stated that if it would have cost more if it had been done as specified in the original plan, we should pay. If not, they should cover the cost.

6. Parking lot sealant: This item was mistakenly left out of the budget, and may have to wait until next year. It needs to be done every 5 years. The estimate is \$9,800.00 plus \$2 per linear foot to seal cracks, plus \$5,000 for line striping, for a total of \$15-20,000.00 project price. Kevin would like to use the rebates that are coming towards technology upgrades and wait on the sealant.

7. Five-Year Plan: Kevin would like to create a five-year plan this summer: including the bus circle sidewalks, the picket fence, etc.

8. Lawn Mowing: We currently contract it out at a cost of \$250.00/week. Since the time that the contract was drawn up, we added a lot more mowing. Kevin would like to add \$25.00 per week to the contract.

Motion to extend the mowing contract with Scott McAllister for one year, and to increase the contract by \$25.00/week. BOSKIND/GRIFFITH. **APPROVED** with one (1) Nay vote by Corey Therrien.

V Financial Report (*Handout*)

A. Approve the Warrants: Richard Cartee reported that the NCUHS Business Operations Committee feels that the Board Warrant report is unnecessary and a waste of time. Richard polled the Junior High Board, and the majority agreed that it is not necessary not necessary.

B. Approve the Financial Report of February: Glenn reviewed. Nothing that indicates it will be a problematic year.

Motion to accept the February financial report as presented: THERRIEN/TETRAULT **APPROVED**

VI Committee Reports

A. Building Committee Minutes of March 10, 2015 (*Attachment C*)

B. Building Committee Update: was covered earlier in the meeting with Kevin Hodgeman.

VII Principal's Report (*Attachment D*) Mrs. Corbett reported that NCUJHS sent 3 teams to Odyssey of the Mind. The students won a 3rd place award and a special award for persistence. Nicole would like to take these students out to the elementary schools to encourage participation next year. Richard Cartee and the Board expressed pride and thanks for the commitment that the Junior High staff shows to our students. Nicole shared that the 3rd quarter assembly will take place on April 6th at 8:30 a.m. and will include the golden apple award. Ms. Storrings shared that the World of Difference team is on fire. The students went to the state conference and are excited to go to Boston. Colleen is very proud of them. Nicole shared that a parent had approached her with a concern about a teacher having their child at school for short time. Nicole and Colleen said that they like to accommodate the teachers if they are trying to be in school, work around doctor appointments, etc.

VIII Superintendent's Report: Mr. Castle reported that NCSU had a positive and productive Annual Meeting.

IX Unfinished and New Business

A. Board Retreat: When? April may be too busy and tight, possibly May? We will discuss at the joint NCUHS/NCUJHS April meeting. John will check with Harry Frank to see if he can moderate again.

B. Teacher and SS recognition: The dinner will take place on either April 29 or 30: "Celebration of Contributions and Commitment" at the Eastside. Those invited are: the Honorees and a guest, the Board Chairs, the Principals, Assistant Principals and Administrators.

X Other Business: A. Motion to adopt the following policies (*Attachment P-A*):

A.01 Policy Development, Dissemination and Administration (*Revised and Renamed*)

D.10 Public Complaints about Personnel

G.11 Responsible Computer, Network and Internet Use

THERRIEN/TETRAULT **APPROVED**

B. Motion to rescind the following policies (*Attachment P-B*) Corey/Scott

A.02 Policy Adoption

A.03 Policy Dissemination Administration and Review

F.47 Portable Electronic Communication Devices

THERRIEN/BOSKIND **APPROVED**

C. Motion to adopt Policy: A.04 Administrative Procedure Development (*Attachment P-C*) THERRIEN/TETRAULT **APPROVED**

XI Agenda Items/Date for Next Board Meeting: At NCUHS on Tuesday, April 28th.

XII Executive Session (*was not needed*) Maggie asked that the Chair remind Board members at the next Executive Session of the rules of confidentiality, as a proactive measure.

XIII Motion to Adjourn at 8:15. THERRIEN/MASON APPROVED

Respectfully submitted,

Liz Butterfield, Recording Secretary