

**NORTH COUNTRY UNION JUNIOR HIGH SCHOOL**  
**BOARD MEETING MINUTES**  
**NCUJHS Library**  
**March 27, 2018 at 6:00 p.m.**

PRESENT

*Board Members:*

Wendy McGillivray, Newport City  
Richard Cartee, Newport City  
Tim Cartee, Newport City  
Scott Boskind, Derby  
Jackie Young, Derby  
Leanne Tetrault, Jay  
Richard Nelson, Derby  
Dan Maple (by speaker phone), Holland

*Administrators and Staff:*

John Castle, NCSU Superintendent  
Nicole Corbett, NCUJHS Principal  
Colleen Storrings, NCUJHS Assistant Principal  
Glenn Hankinson, NCSU Director of Business and Finance  
Liz Butterfield, Executive Assistant to the Superintendent

I. The meeting was called to order at 6:04 p.m. by member of the board, Jackie Young. The Pledge of Allegiance to the Flag was recited and additions or adjustments to the agenda were called for. There were none.

**II. Board Reorganization**

Action

- A. Elect Chairperson: Superintendent Castle asked for nominations for board chair. Scott Boskind was nominated by Richard Nelson. Richard Cartee was nominated by Tim Cartee. Mr. Castle called for nominations three more times. There being no additional nominations, Mr. Castle asked those in favor of Scott Boskind, the first nominee, to signify by saying "aye". The majority voted "aye", electing Mr. Boskind as chair.  
Chair Boskind assumed leadership of the meeting.
- B. Elect Vice Chairperson: Richard Cartee was nominated by Le-Ann Tetrault, but declined. Le-Ann Tetrault was nominated by Richard Nelson, but declined. Richard Nelson was nominated by Scott Boskind. The chair asked three more times for nominations. There being none, the chair asked those in favor of Mr. Nelson as Vice Chair to indicate by saying "aye". Approved.
- C. Elect Clerk: Jackie Young was nominated by Le-Ann Tetrault. Le-Ann Tetrault was nominated by Jackie Young, but declined. After the chair called for nominations three more, Jackie Young was elected clerk.
- D. Elect two (2) NCSU Full Board Representatives: Richard Nelson and Scott Boskind were nominated by Jackie Young. The chair called for nominations three more times. There being none, Nelson and Boskind were elected.
- E. Elect alternate member for the NCSU Full Board: Le-Ann Tetrault was nominated by Jackie Young. The chair called for nominations three more times. There being none, Tetrault was elected.
- F. Appoint one (1) NCSU Executive Committee member. Scott Boskind was nominated by Richard Nelson. The chair called for nominations three more times. There being none, Boskind was elected.
- G. Appoint NCSU Policy Committee member: Scott Boskind was nominated by Richard Nelson, and declined. Dan Maple was nominated by Jackie Young, and declined. Richard Cartee was asked to serve, agreed, and was elected.
- H. Appoint NCSU Negotiations Committee member: Scott Boskind was nominated by Jackie Young. After three calls for additional nominations, Boskind was elected.
- I. Appoint NCUJHS Building Committee: Richard Cartee and Scott Boskind were nominated by Richard Nelson. After three calls for additional nominations, Cartee and Boskind were elected. Richard Nelson and Dan Maple offered to serve as alternates.
- J. Designate an official newspaper: The Newport Daily Express was nominated by Richard Nelson. After three calls for additional nominations, the Newport Daily Express was approved as the official newspaper of the board.
- K. Designate posting locations: **Motion** to use the same posting locations as those designated by the member districts.  
NELSON/T. CARTEE. **APPROVED**
- L. Establish regular meeting dates and times (*Attachment SCHED*):

Richard Cartee pointed out that by approving six joint meetings with the NCUHS Board, the Junior High Board members will not receive a stipend for those six separate meetings that will not take place.

**Motion** to approve the schedule with 6 joint board meetings. NELSON/YOUNG.

Richard Cartee expressed concern that not enough time is given to Junior High business during joint meetings. Mr. Castle assured him that the junior high will be given the time that they need. He said that we will look at efficiency and effectiveness, and it can be done well. Scott Boskind suggested that presentations relative to one school or the other be put off until the following month. Jackie Young pointed out that joint meetings will save money, and mean one less night out for board members. There was discussion about having back-to-back meetings. Richard Nelson asked if the host chair can run the entire joint meeting, and Mr. Castle explained that legally it can't be done. Mr. Castle promised to work with Chair Boskind, Chair Mayhew, Principal Corbett, Principal Miller, and Director Illuzzi to craft the meetings. A seating chart was recommended. It was agreed that it should be clarified with non-junior high board members that they must refrain from commenting and voting on junior high issues during joint meetings.

**APPROVED** (NELSON, YOUNG, MCGILLIVRAY, TETRAULT). (NAY: R. CARTEE, T. CARTEE, D. MAPLE)

Richard Cartee stated he will not attend joint meetings.

M. Agenda creation: Mr. Castle explained that it is the statutory responsibility of the board chair to sign off on the agenda. Typically, principal and chair communicate with each other, and look at the time needed for each agenda item. The Central Office adds other items, such as policy, financial requirements, etc. Liz mentioned that enough lead time is needed to send packets by US Mail for those who wish to receive their packets that way. John said we have looked at going all digital, but would have to invest in devices for board members, and some still prefer to have the hard copy mailed.

N. Review and approve Board Code of Ethics (*Attachment CoE*): Richard Nelson asked what happens if the board approves, but someone abstains. John clarified that the document is not legally binding, and Richard Cartee said there is no state law that requires confidentiality concerning Executive Sessions.

**Motion** that the NCUJHS board adopt the Code of Ethics: NELSON/YOUNG.

Richard Cartee feels it should be up to each member individually, saying, "Board members should trust each other." Jackie feels the Code of Ethics affirms that the board is bound by ethical behavior.

**Motion** to amend the original motion to say that each member may individually choose to sign the code of ethics:

MCGILLIVRAY/R. CARTEE. **APPROVED**.

**Amended motion:** The Code of Ethics shall be adopted by individual board signature. **APPROVED**

III. **Motion** to approve the minutes of February 22, 2018 (*Attachment A*)

NELSON/TETRAULT, **APPROVED** (MAPLE, ABSTAINED)

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

V. **Financial Report**

Action:

A. **Motion** to approve the Financial Report of February 2018: Glenn distributed and reviewed the report, and answered questions. NELSON/T. CARTEE, **APPROVED**

B. **Motion** to approve the Warrant (*Attachment WARRANT*): MCGILLIVRAY/T. CARTEE, **APPROVED**

VI. **Principal's Report** (*Attachment B*) Principal Corbett reviewed her report, pointed out the current and projected enrollment, and assured the board that she will continue to share projections at coming meetings. The NCUJHS districts and Westfield have both voted for Westfield to join the district, so everything will change for FY20. Colleen updated the board on A World of Difference events.

Jackie Young commented that Christianne Brown is the NCSU middle school-level athletic director, and is very excited. Wendy feels that information to parents concerning sports programs is lacking. Nicole promised to find out where improvements can be made.

VII. **Superintendent's Report:** John mentioned that Linda Brown, of Brown vs. Board of Education, Topeka, KS, 1954, passed away today. John said that in looking at equity and fairness, we take inspiration from those who have come before us.

Richard Nelson commented that the SchoolMessenger call was very well done last Thursday. Others said they have heard positive responses from parents.

VIII. **Unfinished/New Business**

Information/Action:

A. Non-renewal/RIF's of certified staff positions: John explained that the Federal Budget just increased Title 1 by 700 million, but we may not see an increase. Title 2 will be level funded. At this time, he is not recommending any RIF's. Nicole pointed out that the junior high is reducing one position, regardless of Titles.

**Motion** to reduce one social studies position, due to a drop in enrollment.

NELSON/YOUNG, **APPROVED**

B. Building Committee Report: Scott reported that Jordan's Electric will begin the installation now, on weekends, on the fire alarm system and it will be completed sooner than anticipated. Scott said there is nothing else on the horizon for the building committee.

**IX. Other Business**

Action:

A. **Motion** to adopt the Following NCSU Common Board Policies:

1. NCSU Common Board Policy E.29 Travel Reimbursement\* (new)
2. NCSU Common Board Policy D.20 Workshops and Conferences (revised) \*

NELSON/TETRAULT, **APPROVED**

\*Policies being reviewed can be found at <http://www.ncsuvt.org/ncsu-full-board/policies-being-reviewed>.

**X. Agenda Items/Date for Next Board Meeting:**

- April 24 at the Junior High, joint meeting with NCUHS.

XI. **Executive Session** (*if needed*) Not needed.

XII. **Motion** to adjourn at 7:26 p.m. NELSON/YOUNG, **APPROVED**

Respectfully submitted,

Liz Butterfield  
Recording Secretary

Meetings:

	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Negotiations	Wednesday	April 25	4:00 p.m.	NCCC 380
NCSU Policy Committee	Thursday	April 26	5:30 p.m.	NCSU A207
NCSU Executive Committee	Thursday	April 26	6:30 p.m.	NCSU A209
NCUJHS/NCUHS Joint Meeting	Tuesday	April 24	6:00 p.m.	NCUJHS Library