

**NORTH COUNTRY UNION HIGH SCHOOL  
and NORTH COUNTRY UNION JUNIOR HIGH SCHOOL  
JOINT BOARD MEETING MINUTES**

**North Country Career Center, Room 380**

**June 19, 2018 at 6:30 p.m.**

**PRESENT**

*NCUHS(only) Board Members:*

Dave Yasharian, Brighton  
Peter Moskovites, Charleston  
George Swanson, Lowell  
Rose Mary Mayhew, Troy

*NCUHS and NCUJHS Board Members:*

Richard Nelson (by phone), Derby  
Scott Boskind, Derby  
Le-Ann Tetrault, Jay  
Heidi Fortin, Morgan  
Wendy McGillivray, Newport City

*Administration and Staff:*

John Castle, NCSU Superintendent of Schools  
Duke Szymanski, Union Representative\*  
Nicole Corbett, NCUJHS Principal  
Colleen Storrings, NCUJHS Assistant Principal  
Chris Miller, NCUHS Principal  
Bob Davis, NCUHS Assistant Principal\*  
Anita Mayhew, NCUHS Assistant Principal  
Brent Hilliard, NCUHS Operations Manager\*  
Glenn Hankinson, NCSU Director of Business and Finance  
Liz Butterfield, NCSU Executive Assistant to the Superintendent

*Press:*

Ed Barber, Newport Daily Express\*

\*Attended a portion of the meeting

A reception and dinner was held before the board meeting to honor Wendy Buchanan, Brent Hilliard and Bob Davis on their retirements. Wendy was not able to attend.

There was not a quorum for either board at 6:30 p.m., so the agenda was adjusted and the Director's and Principal's Reports were moved to the beginning of the meeting.

**Director's and Principals' Reports**

A. Eileen Illuzzi (Attachment B) Eileen reviewed her report before the meeting was called to order, while waiting for a quorum. She reviewed the college credits earned by NCCC students over the past year. Director Illuzzi reported that through the Dual Enrollment Program, 68 students received a total of 228 college credits this year. 106 students completed a total of 2968 hours of unpaid Work-Based Learning, and 23 students earned a total of 8929 hours of paid Work-Based Learning. 133 students obtained a total of 231 Industry Recognized Certifications.

B. Chris Miller (Attachment C) Chris informed the board that 144 students graduated and there will be more over the summer. The student speeches are included in his report. Scott Boskind commented that they were unique and heart-warming. Chris asked Anita to fill the board in on how Lorraine Whipple came to walk in the ceremony to receive her diploma. Lorraine was injured in a car accident and could not participate in her graduation ceremony in 1968. Pauline Couture called Anita, asking that Lorraine be allowed to walk at graduation. Lorraine was thrilled and was very thankful. Chris characterized it as, "A real feel-good moment."

Chris said the highlight of the year was the Alumni Concert on June 1<sup>st</sup>. It was three hours long and culminated with 300 current students and alumni performing the final song, which was written by alumni. Chris said it exemplified the, "Power of music and song, in terms of bringing our community together."

C. **NCUJHS Principals' Report** (*Attachment O*) Nicole shared the success of the junior high's first student-led conferences. She said it was scary and there were high nerves, but it went very well. 150 students had parents attend, and another 70 had community members attend as surrogates. A few board members filled that role and commented on what a wonderful experience it was.

At 7:01 p.m. a quorum was reached. NCUHS Chair Rose Mary Mayhew called the high school meeting to order and NCUJHS Chair Scott Boskind called the junior high meeting to order. The Pledge of Allegiance to the Flag was recited and the chairs called for additions or adjustments to the Agenda.

Scott Boskind asked that two related items on the Junior High agenda be combined: the teacher letter and the staffing update. He also asked that action on a municipal lease for the fire alarm upgrades at the Junior High be added to the joint financial portion of meeting.

John Castle asked that the high school dance coach item be changed to an informational item, rather than an action item.

Rose Mary Mayhew acknowledged Brent Hilliard, Bob Davis and Wendy Buchanan (who could not attend) on their retirement and thanked them for the many years they have contributed to the community. They were given a standing ovation by those present.

**II. Public Comments, Communication with Parents/Staff/Citizens:** Wendy McGillivray wanted to publicly recognize Mr. Storrings and Mr. Johnstone for the NCUJHS music trip to Canobie Lake. She said the students were well behaved, the trip was well organized, and she was proud to be associated with the group.

### **Continue as NCUHS Board Meeting**

**III. Motion** to approve the NCUHS Minutes of May 15, 2018 (*Attachment A*) Scott asked that the minutes reflect that Rose Mary Mayhew is from Troy, not Derby. Liz will make the correction.

TETRAULT, BOSKIND, **APPROVED**

**IV. Financial Reports and Recommendations.** There were none available.

### **VI. Committee Reports & Recommendations**

A. NCUHS Curriculum & Instruction

#### Information:

1. Did not meet in May

B. NCUHS Human Resources: Committee Chair Scott Boskind reported.

#### Information/Discussion:

1. Minutes of May 24 and May 31, 2018 (*Attachments D1, D2*)

#### Action:

Hire NCSAP Coordinator: The HR Committee recommended that Chad Patten be hired. Scott reported that Chad has much experience, is currently a NCSU behavior specialist, and is working towards his administrative endorsement, which John said he will achieve in the appropriate time frame. Principal Miller said, "I think Chad's skill-set is perfect for the NCSAP position..." Mr. Miller said that all NCSAP staff endorse this hire.

**Motion** to hire Chad Patten as the NCSAP Coordinator: BOSKIND/FORTIN, **APPROVED**

1. Hire Math Teacher: The HR committee recommends first year teacher Courtney Rosikoff, who also has an endorsement in SpEd.

**Motion** to hire Courtney Rosikoff as a Math teacher. BOSKIND/FORTIN, **APPROVED**

2. Staffing Update: The HR Committee will be interviewing two candidates for the NCSAP English teacher position in one week and will offer the position to the appropriate candidate because of the time frame.

C. NCUHS Business Ops: Committee Chair Peter Moskovites reported.

Information:

1. Minutes of June 12, 2018 (*Attachment E*)

Action:

1. **Motion** to approve repurposing the “Teacher Work Area” (TWA) at a cost not to exceed \$35,000. Chris explained that this is a very large space across from library. It was established as a teacher work area during the time when enrollment was 1,200 students and we did not have enough classrooms for each teacher to have their own room. Now all teachers have a classroom. The proposal is to turn the TWA into a learning center and SpEd offices, as well as study hall space. It will be utilized by both regular ed and SpEd students. We are waiting for approval of the plan from the fire marshal.: MOSKOVITES/TETRAULT, **APPROVED**

2. **Motion** to award the bid for Chrome Books to HP (Ormsby) for \$50,600. Mr. Moskovites explained that we are going into year three of the process of supply incoming students with Chromebooks. He said the program has worked well and the Chromebooks are well managed. MOSKOVITES/BOSKIND, **APPROVED**

3. **Motion** to award the Annual Tax Anticipation Borrowing proposal to Union Bank, option #1. Glenn distributed an analysis of the proposals and reviewed them with the board. BOSKIND/SWANSON, **APPROVED**

4. **Motion** to approve NCUHS applying for the VT School Safety Grant of up to \$25,000 with matching NCUHS funds of up to \$6,250. We have 10 days to apply and were only notified on June 1<sup>st</sup> that the grant exists. Eileen and Chris are working with Brent to determine the best way to invest the funds. Swipe cards, door and entry locks, cameras, check-in systems, and window film are some of the possibilities. Peter expressed concern about the process of approving a grant without knowing what exactly it will be spent on. BOSKIND/TETRAULT, **APPROVED**

5. The NCCC is also applying for the same grant.

**Motion** to approve NCCC applying for the VT School Safety Grant of up to \$25,000 with matching NCCC funds of up to \$6,250. MOSKOVITES/SWANSON, **APPROVED**

## VII. NCUHS Unfinished/ New Business

Information:

A. Staffing/Hiring Update

Action:

A. Dance Coach: this was changed to an informational item. Principal Miller would like to hire Taryn Colby.

B. **Motion** to approve the creation of a 504 Coordinator position. Chris explained that a long-term library aid has retired, and he would like to move that funding to the professional position of a 504 Coordinator. He said we have 60-80 students with 504 plans at the high school. This will be a part-time position.

FORTIN/MCGILLIVRAY, **APPROVED**

B. Approve Transportation Foreman Job Description (*Attachment F*) **Motion** to table until the July meeting to allow time for board members to review the updated version. MOSKOVITES/SWANSON, **APPROVED**

C. **Motion** to approve the NCUHS Continuous Improvement Plan (*Attachment G*)  
BOSKIND/TETRAULT, **APPROVED**

D. Motion to approve an exchange student enrollment. (*Attachment H*)  
MCGILLIVRAY/BOSKIND, **APPROVED**

E. Food at Board Meetings: Rose Mary and Scott proposed having a full meal at joint meetings, and just snacks at individual meetings. Dave asked that coffee be available. The boards agreed that this is what they would like to do.

### VIII. Executive Session (*Anticipated*)

A. **Motion** to enter Executive Session at 7:28 to deal with a grievance, inviting John Castle, Chris Miller, Liz Butterfield and Duke Szymanski to stay. MCGILLIVRAY/YASHARIAN, **APPROVED**

The chair exited executive Session at 8:05 p.m.

**Motion** to deny the grievance as brought forth by the Association. FORTIN/YASHARIAN, **APPROVED**

### IX. NCUHS Future Agenda Items, Date of Next Meeting:

- July 17, 2018

### Continue as NCUHS/NCUJHS Joint Board Meeting

#### X. Joint Financial Reports and Recommendations

##### Action:

A. **Motion** to approve the Warrant (*Attachment I*) MCGILLIVRAY/TETRAULT, **APPROVED**

B. **Motion** to approve the Bookkeeping Contract with the NCSU Business Office (*Attachment J*) Glenn mentioned that the fee has remained the same since 2015. MOSKOVITES/TETRAULT, **APPROVED**

C. Municipal Lease for Junior High Fire Alarm System in amount of \$66,317.00.

**Motion** to approve lease and to authorize the chair of the NCUHS board to sign the corrected contract when it arrives, indicating NCUHS/NCUJHS as lessee, instead of NCSU.

MCGILLIVRAY/TETRAULT, **APPROVED**

#### XI. Common Program Reports

A. Update on Personalized/Proficiency Based Learning

#### XII. Superintendent's Report

A. John spoke about the ALICE protocols, designed to deal with an intruder in the school. An administrator from each building has been trained. We will implement ALICE throughout the SU this fall with teachers, who will be trained by those of our administrators who are now certified trainers as well as using the online module. John has also scheduled a meeting with Rob Evans, a former state trooper, who is now a consultant to the AOE as a School Safety Liaison. Mr. Evans will be at NCSU on July 31, to discuss crisis planning and safety protocols. John said ALICE is supported by the AOE as a protocol that allows people to make decisions during a crisis situation.

#### XIII. Joint Other Business

##### Action:

A. **Motion** to adopt NCSU Common Board Policy E.32 Visits by Parents, Community Members or Media\*  
MOSKOVITES/MCGILLIVRAY, **APPROVED**

\*Policies under review may be found at <http://www.ncsvt.org/ncsu-full-board/policies-being-reviewed>.

#### XIV. Joint Executive Session (*Anticipated*) **NOT NEEDED.**

A. Negotiations

### Continue as NCUJHS Board Meeting

XV. Motion approve the minutes of May 22, 2018 (*Attachment K*) TETRAULT/FORTIN, **APPROVED**

#### XVI. Financial Report

##### Action:

A. **Motion** to approve the NCUJHS Financial Report of May 2018 (*Attachment L*)

MCGILLIVRAY/FORTIN, **APPROVED**

## XVII. Building Committee Reports & Recommendations

Information: Scott Boskind reviewed.

A. Minutes from last meeting (*Attachment M*)

B. Updated five-year plan (*Attachment N*)

C. Estimate for flooring work. The project has been tabled for the future.

D. Fire Alarm lease payment: dealt with earlier in the meeting.

E. Window replacement plan: many of the windows need replacement of both the window and the casing. There are 13 that need replacement, six of which are most in need, which uses all of the \$12,000 budgeted allocation. If some can be included in the safety grant, they will be.

F. **Motion** to approve applying for the \$25,000 School Safety Grant. MCGILLIVRAY/NELSON, **APPROVED**  
Action:

A. Consider recommendation from the building committee on the Eagle Scout Project: A Boy Scout has proposed improving the landscaping around the Junior High, specifically refurbishing the front part of the landscaping, for his Eagle Scout project

**Motion** to accept this donation. MCGILLIVRAY/FORTIN, **APPROVED**

## XVIII. Unfinished/New Business

Information/Discussion:

A. Staffing Update: Some board members received a letter from Hillary Potter in opposition to the board's decision to not allow Jessica Tetrault to take leave of absence, so she could try one year as an NCSU Instructional Coach. It is now a moot point, because Jessica chose to leave NCUJHS to accept the position at the SU. Scott has emailed Ms. Potter, asking if she wanted the board to take further action, but received no reply.

Principal Corbett shared that she had wanted to interview two candidates, but one withdrew to take another job and the other accepted another job after the interview. The search has been closed and reopened, and the HR committee will be interviewing again soon.

Action:

A. **Motion** to approve the NCUJHS Continuous Improvement Plan (*Attachment P*)  
MCGILLIVRAY/FORTIN, **APPROVED**

## XX. Agenda Items/Date for Next Board Meeting:

- July 24, 2018

## XXI. Executive Session (*If Needed*) NOT NEEDED

XXII. **Motion** to adjourn the NCUJHS meeting at 8:45 PM. TETRAULT/MCGILLIVRAY, **APPROVED**

**Motion** to adjourn the NCUHS meeting at 8:45 PM. YASHARIAN/MCGILLIVRAY, **APPROVED**

Respectfully submitted,

Liz Butterfield

Recording Secretary

### Meetings:

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NCUHS C&I	Tuesday	July 3?	5:00 p.m.	NCCC Room 380
NCUHS Business & Ops. Comm.	Tuesday	July 10	5:00 p.m.	NCCC Room 316
NCUHS Board	Tuesday	July 17	6:30 p.m.	NCCC Room 380
NCUJHS Board	Tuesday	July 24	6:00 p.m.	NCUJHS Library
NCSU Policy Committee	Thursday	August 16	5:30 p.m.	NCSU A207
NCSU Executive Committee	Thursday	August 16	6:30 p.m.	NCSU A209