

# Brighton Elementary School Board Meeting

Wednesday, May 10, 2017

## Members:

Katie Mientka

Jeanne Gervais

Melanie Yasharian

Cass Lyons

\*David Pepin

Justice Clark

## Administrators:

John Castle, Superintendent

Denise Russell, Principal

Glenn Hankinson, NCSU Financial Office

\* Denotes absentee

**I. The meeting was called to order by Katie Mientka at 6:30 p.m.**

## II. Approval of Minutes

Melanie Yasharian motioned to accept the minutes of April 12, 2017: Seconded by Jeanne Gervais. All in Favor, So Moved.

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

Seven parent/community members were present and presented a petition to extend the principal's contract from one to three years. The Board would like to thank them for their communication and for attending.

## IV. Financial Report

### Action

A. Warrants were reviewed and signed.

B. The Financial Report of April 2017 was reviewed and accepted by Melanie Yasharian - Seconded by Cass Lyons. All in Favor, So Moved.

C. Jeanne Gervais approved the Union Bank for the FY18 Tax Anticipation Borrowing-Seconded by Melanie Yasharian. All in Favor, So Moved.

D. Melanie Yasharian approved Glen Hankinson of North Country Supervisory Union for Bookkeeping services for the 2017-2018 school year-Seconded by Cass Lyons. All in Favor, So Moved.

### Discussion

A. Glen Hankinson presented a review of the June 30, 2016 Brighton School District Audit. His discussion included the opinion section of 2, and specifics on pages 17, 19, 28, 37, 41, 50, 55, 61, 63, 65, 69, and 73-74.

## V. Principal's Report

A. The Principal's Report was presented by Denise Russell with some comments on field trips and Celebration of Learning events held during the month of April. The report was accepted by Jeanne Gervais-Seconded by Cass Lyons. All in Favor, So Moved.

## VI. Superintendent's Report

John Castle presented a brief update on the Proposed Day of Mourning. The State Board of Education has allowed the Brighton Elementary School Board to make a determination regarding the day of mourning in memory of Belynda Coker. The Day of Mourning has been waived and the board has decided to pay all non-licensed staff members for the day of mourning. The last student day will be June 20. Professional development

will be June 21.

Approved by Melanie Yasharian- Seconded by Cass Lyons- All in Favor, So Moved.

## **VII. Unfinished/New Business**

### **Action**

- A. Melanie Yasharian approved the hiring of McKenna Swett as K-6 certified teacher-Seconded by Jeanne Gervais. All in Favor, So Moved.
- B. Jeanne Gervais approved the hiring of Bridgett Carbonetti as .4 Library Media Specialist –Seconded by Melanie Yasharian. All in Favor, So Moved.
- C. Melanie Yasharian approved the increasing the Physical Education teacher position FTE from .6 to .8- Seconded by Cass Lyons. All in Favor, So Moved.
- D. Jeanne Gervais motioned to accept the fuel bid from Fred’s Energy @ \$1.779 provided the tank is filled within the week-Seconded by Melanie Yasharian. All in Favor, So Moved.
- E. Jeanne Gervais motioned to rescind the following policies:
  - 1. NCSU Common Board Policy **F.12** Student Attire
  - 2. NCSU Common Board Policy **F.24** Homeless Education
  - 3. NCSU Common Board Policy **E.2** Budgeting
  - 4. NCSU Common Board Policy **E. 3** Financial Accountability, General
  - 5. NCSU Common Board Policy **E.4** Financial Reports and Statements-Seconded by Melanie Yasharian-All in Favor, So Moved.
- F. Melanie Yasharian motioned to adopt NCSU Common Board Policy (Revised) **E.1** Fiscal Management, budgeting, Financial Accountability and financial Reporting-Seconded by Cass Lyons. All in Favor, So Moved.
- G. Melanie Yasharian motioned to adopt NCSU Common Board Policy E.2 (New) Capitalization-Seconded by Jeanne Gervais. All in Favor, So Moved.

## **VIII. Other Business**

### **Information**

- A. The Vandalism Insurance Estimate was provided.
- B. The board would like to thank Roger O’Keefe, Michelle Osborne, the three student workers as well as others who came in during vacation time to clean up, repair, restore and create normalcy for the reentrance of students to the school after vacation.
- C. In Memory of Belynda Coker and Adam Vera, Maple trees have been purchased and will be planted on Brighton School property.

## **VX. Agenda Items/Date for Next Board Meeting:**

- A. The next Board Meeting was set for Wednesday June 14, 2017 at 6:30.
- B. Loan Proposals.

## **X. Executive Session**

Jeanne Gervais motioned that the Board move to Executive Session at 7:55. Seconded by Melanie Yasharian. All In Favor, So Moved.

## **X. Adjourn**

Motion to come out of Executive Session made by Melanie Yasharian at 8:35. Seconded by Jeanne Gervais.

## **Action taken:**

Increase principal's vacation days from 20 to 25, and allowing carryover of 5 unused days/fiscal year and accrual of up to 10 days.

*Submitted by Gayle Kinney-Cornelius*