

JAY/WESTFIELD JOINT SCHOOL BOARD MEETING  
Tuesday November 11, 2014 at 6:00 P.M.  
AT THE JAY/WESTFIELD SCHOOL

Board Members in attendance: Sally Rivard, Myra Alix, Jeff Morse, Chad Prue, Kevin Amyot

Administration/School Personnel in attendance: Kristy Ellis, Principal; Tara Morse, Book-Keeper; Jane Halbeisen, Teacher, Grade 1/2; Donna Petit, Teacher Grade 1/2; Rebecca Velazquez, Recording Secretary.

I. At 6:10 pm the J/W School Board meeting was brought to order by Sally Rivard.

II. Agenda Discussion item A. under Section IV, Funding options for Jay/Westfield Hot Lunch program, was postponed until future meeting when Helen Before, Food Service Agent, can be in attendance.

III. Kevin Amyot moved to approve the Minutes of October 13, 2014. Chad Prue seconded the motion, and the vote carried.

IV. Public Comments:

- A. Jane Halbeisen joined Donna Petit for the teacher presentation. Both expressed excitement about and confidence in the execution of an in-house Pre-K program. They welcome the addition of kindergarteners into their classroom, making for a K, 1 & 2 group. Halbeisen and Petit, as co-teachers, plan to adjust their curriculum slightly to adjust for the wider age and ability range. More movement will be added to benefit the kindergarteners, but will serve to benefit all students.

Kristy Ellis added that introducing a full day pre-school program for 4 year olds will hopefully result in more parents accessing a PreK program. In addition, there will be a ½ day program for 3 year olds.

The Principal and teachers both expressed their excitement about the benefits of preschool, preparing students for the new, more challenging Common Core Kindergarten. Kristy Ellis cited statistics stating that high school retention rates are directly proportionate to pre-school attendance.

There was general discussion about the merits of Responsive Classroom, the overall satisfaction with the Jay/Westfield School and its future.

- B. Kevin Amyot would like to see the Jay Land Trust utilized more often, in the hopes that it will heighten the community's knowledge of and exposure to the park. General discussion was had about past programs that worked, including an egg hunt and trail naming, and future possibilities, such as a snowshoe run. Sally Rivard mentioned that a grant may come through for children's snowshoes and/or skis. She will know by the end of November.
- C. Sally Rivard would like to look into decorative "put-in cups" for the chain

linked fence around the well.

#### V. Financial Reports:

##### Action

The Principal and Bookkeeper recommend:

- A. Chad Prue moved to approve the Warrants. The motion was seconded by Myra Alix and the vote carried.
- B. Chad Prue moved to approve the October 2014 Financial Statement. The motion was seconded by Myra Alix and the vote carried.

##### Discussion:

Kristy Ellis mapped out her first draft of the budget, which took the new pre-school program into account.

It is required that 1 adult be present in a pre-school classroom per 10 students. Kristy would like the maximum classroom size to be 15, to begin with. Which would actually serve 20 students. Title funds would be requested to cover the tuition of one full-time Pre-K teacher. Another full-time hire, whose time will be split 50/50 in the pre-school classroom and as preliminary support for the K, 1 & 2 classroom, will need to be accounted for in the budget.

Kristy Ellis further mapped out the financial benefits of the pre-school program. Kristy reported that each incoming Pre-K student from the towns of Jay and Westfield will bring \$4,000 to the school. Students from other towns that choose to attend the Jay/Westfield pre-school will bring roughly \$3,000 each. These out-of-town students may be given the option to tuition in beyond pre-school. It is an option the Board is open to. All agreed that there is a strong need to be proactive about enrollment, as it lowers the cost per pupil rate.

The board discussed other budgetary concerns regarding the pre-school program. School buses will be used for the 4 year olds, but not the 3 year olds, as special seats would be required. Could be doable in the future. Hot lunch will cover all children.

The Director of the Early Childhood Program for the SU has confirmed that the current kindergarten room has the required square footage for a pre-K classroom. Kristy expressed interest in adding more swings to the playground and extending its fence to the shed.

Kristy Ellis summed up the rest of her preliminary budget draft. Six faculty members will be funded locally and one by the NCSU. This reduces the staffing by one person and accounts for roughly a \$50,000 reduction to the current budget. There will also be a \$10,000 technology reduction thanks to the refurbishment of computers. In all, there will be approximately a 6% decrease to current budget overall.

##### Action:

Sally Rivard motioned to give Kristy Ellis approval to explore this preliminary budget further with John Castle and Glenn Hankinson. Jeff Morse seconded the motion. The vote carried.

#### VI. Principal's Report

##### Action:

The Principal recommends approval of:

Motion to approve both the September and the October 2014 Principal's Reports to the Superintendent

Sally Rivard moved to approve both Principal’s Reports. Myra Alix seconded the motion. Vote carried.

Information:

Kristy Ellis reported that there was a brief problem with the furnace, but it was dealt with within an hour of reporting. A new circulator is still necessary, but will come at no extra charge.

VII. Superintendant’s Report  
Required no discussion or action.

IX. Unfinished/New/Other Business:  
Information:

A. Printer proposals

Discussion:

The current Canon printer’s lease is up and Kristy Ellis recommended the 36 month lease of a Kyocera 4551ci. The board reviewed the printer proposals and discussed the differences between Kyocera and Canon’s plans.

Action:

Chad Prue motioned to approve the 3 year lease of the Kyocera 4551ci. Kevin Amyot seconded and the vote carried.

X. Agenda Items/Date for Next Board Meeting:

Tuesday, December 9, 2014 is confirmed by all as the next Board Meeting date.

XI. Executive Session: Myra Alix moved to enter executive session at 7:34pm and invited Tara Morse, Kristy Ellis and Rebecca Velazquez to stay. Jeff Morse seconded the motion, and the vote carried. Jeff Morse moved to exit executive session at 7:50pm. Myra Alix seconded the motion and the vote carried.

Action:

Jeff Morse moved to offer 35 additional paid hours to Employee A, to be used in the 2015 school year, as well as to extend Employee A’s leave past 12 weeks, as needed, with a job upon return. Neither allowance will set a precedent. Myra Alix seconded the motion and the vote carried.

XI. Adjourn : Jeff Morse motioned to adjourn the meeting at 7:58pm. Kevin Amyot seconded the motion. Vote carried.

Meetings:

Group	Day	Date	Time	Location
NCSU Policy Com.	Thursday	November 20	5:30pm	NCSU A205
NCSU Exec. Com	Thursday	November 20	6:30pm	NCSU A209
Jay/Westfield School Board	Tuesday	December 9	6:00 p.m.	School

Respectfully submitted,

Rebecca Velazquez

Recording Secretary