

JAY/WESTFIELD JOINT SCHOOL BOARD MEETING
Tuesday April 12, 2016 at 6:00 P.M.
AT THE JAY/WESTFIELD SCHOOL

Board members in attendance: Kevin Amyot, Kristy Pillsbury, Chad Prue, Myra Alix, Jeff Morse

Administration/School Personnel in attendance: Kristy Ellis, Principal; Tara Morse, Bookkeeper; Paul LeGrand, Custodian; Rebecca Velazquez, Recording Secretary.

I. At 6:08 pm the J/W School Board meeting was brought to order by Kevin Amyot

II. Chad Prue moved to approve the Minutes of March 8, 2016. Jeff Morse seconded the motion, and the vote carried.

III. Financial Reports:

Actions:

A. Kevin Amyot motioned to approve the March 2016 Financial Statement. Kristy Pillsbury seconded and it carried.

B. Orders were reviewed and signed. General Fund check numbers began with #2954 and ended with #3043.

IV. Principal's Report:

A. Upcoming Events

1. The date of the Spring Concert has been changed to Monday, May 9th, as not to coincide with the May Board Meeting.

1. The 6th grade graduation will take place on June 9th.

2. The Teacher & Staff Member of the Year Dinner will be held on May 4th at the Eastside Restaurant. Kristy encouraged Board member attendance, so that at least one could join her in presenting the awards. This year's recipients will be Julie Ste. Marie and Dawn Blau. Kristy noted Julie's amazing work for the PreK program, adding that the Preschoolers' presence brings out the best in all the older kids. She stressed that, each year, it is incredibly difficult to choose just one Staff member to honor.

B. Grounds and Facilities

1. Kristy feels strongly that the wooden benches on the baseball field are a safety hazard. She asked for the Board's approval to have them removed. All agreed that they should be removed and replaced. The Board recommended that Kristy approach the Jay Athletic Association for funding. She will follow up on that.

2. The lawn care service contract ends this year. It will need to go out to bid this Fall. The Principal and Board have been very happy with Lee's Lawn Care.

3. Kristy would like to follow up on the water testing. The testing is supposed to take place during the rainy season, which is coming up. Kristy will need to apply for permission, from the State, to go off chlorination during testing and will also need to send notices home. Kevin Amyot noted that he recently reached out to Zachary Clark of Ruggiano's Engineering, who will help us understand why this step is important and how long we should go without chlorinating. He will reach out again.

4. Cafeteria Tables will be discussed in New Business

C. SBAC Testing

SBAC testing is taking place this week and be completed when we come back from vacation. Kristy admitted that, while she agrees with the need for outside assessments, she is not happy with the SBAC testing itself. It takes two weeks away from instruction, causes stress for the students and is a lot of computer time. She is unsure of how the results will even be used, since the State has decided it cannot trust the data yet. Having said all that, she has tried to remain positive and encourage the students to 'show them what you got!' so to speak.

V. New Business:

Information:

A. IDEA-B

The Board looked over, discussed and considered the draft IDEA-B federal grant applications.

B. Support Staff Terms and Conditions Policy

Kristy Ellis explained John Castle's motivation for the document, citing his belief that support staff benefits, working conditions salaries, et al vary too greatly across the Supervisory Union. He would like them to be uniform. He would like local Boards to strongly consider his recommendations. The Board noted that Jay/Westfield's current policies weren't that different than the proposed model. There was the question of whether or not current staff could keep the old benefits package if a new one is implemented. The Board is happy with their current policies and would like to discuss this further with John present.

C. School Nurse Interviews

Kristy Ellis reported that no one has yet applied for the School Nurse position. It will be difficult to fill, she feels, because a nurse can make much more money working at the hospital than at the school. Kristy said that she would prefer a nurse who could be at the school for a few hours each day, noting the difference in Peggy Laurie's workload on days that the nurse is not present. Kristy will conduct interviews and asked Kristy Pillsbury if she could be present, to offer her unique nurse's insight.

D. Summer Oil Purchase

The Board discussed protocol for this summer's oil purchase. Kristy noted that the school saved around \$7000 last year because they waited until prices were low. They would like to time their purchase according to prices again this year. Everyone agreed that Barnetts Oil has served the school very well, keeping an eye on oil pricing and monitoring the tank free of charge. As the time for purchasing oil becomes good, Paul LeGrand will contact Barnett's, Fred's, and Oil Supply for quotes and Paul will select the company to fill the tank.

Cafeteria Table Vendors

Paul LeGrand presented the cafeteria table quotes received from W.B. Mason and School Outfitters. The Board cannot move forward with approving a vendor until the third bid, from Shiffler, is received. Between the two received bids, the Board preferred W.B. Mason. Paul explained that the tables they have are the exact same dimensions as the old cafeteria tables, making the installation much easier. He added that W.B. Mason recommended a company that could tear out the old tables and pockets and install the news ones for \$3000. The Board agreed that was a very reasonable cost. They will look into local options, as well. Kevin asked

Kristy to check with Lowell and Derby schools about who they used for their recent table replacements. Paul would like to shoot for a June 13th installation – after the school year ends and before summer programs begin. Since the pockets need to be specially made, the order should be placed in the coming weeks. He will notify the Board when the third quote is received.

E. Administrator Contracts

Kristy Ellis communicated Peggy Laurie’s request for a 2% increase and her own for a 3% increase. Tara Morse requested an increase of 3%. Conversation about Kristy’s contract was moved to Executive Session.

Actions:

- A. Jeff Morse made a motion to authorize the NCSU Executive Committee Chair to provide the signature for submission of the IDEA-B grant application to the AOE, pending local action. Kristy Pillsbury seconded and it carried.
- B. Myra Alix moved to approve initiation of interviews for the position of school nurse. Jeff Morse seconded and it carried.
- C. Kristy Pillsbury moved to approve the following protocol for summer purchase of oil: Paul LeGrand will watch oil prices and, when he sees fit, is authorized to call three vendors for bids, choose one and make the purchase. Kevin Amyot seconded the motion and it carried.
- D. Kevin Amyot moved to approve a new 1 year contract for Peggy Laurie, Administrative Assistant, at a 2% salary increase. Jeff Morse seconded and the vote carried.
- E. Myra Alix moved to approve a new 1 year contract for Tara Morse, Bookkeeper, at a 3% salary increase. Chad Prue seconded and it carried.

IX. Future Agenda Items/Date for Next Board Meeting

- A. May 10 at 6:00pm is confirmed by all as the next Board Meeting date.
- B. Agenda Items will include a Support Staff Recommendations (dependent upon John Castle’s attendance), Cafeteria Table Vendors and work on the School Parking Lot.

VI. Executive Session: Chad Prue moved to enter Executive Session at 7:51. Tara Morse and Rebecca Velazquez are invited to stay. Motion carried. Kevin Amyot moved to exit Executive Session at 8:07. Motion carried. Kristy Ellis asked to return.

Action:

Kevin Amyot moved to approve a new 1 year contract for Kristy Ellis, Principal, at a 5% salary increase. Myra Alix seconded and it carried.

XI. Adjourn : Jeff Morse moved to adjourn the meeting at 8:12pm. Vote carried.

Meetings:

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NCSU Policy Meeting	Thursday	April 28	5:30 pm.	NCSU A213
NCSU Executive Committee	Thursday	April 28	6:30 pm	NCSU A209
Jay/Westfield Board	Tuesday	May 10	6:00pm	Jay/Westfield School

Respectfully submitted,

Rebecca Velazquez
Recording Secretary