

JAY/WESTFIELD JOINT SCHOOL BOARD MEETING
Tuesday June 14, 2016 at 6:00 P.M.
AT THE JAY/WESTFIELD SCHOOL

Board members in attendance: Sally Rivard, Jeff Morse, Kevin Amyot, Kristy Pillsbury

Administration/School Personnel in attendance: Kristy Ellis, Principal; John Castle, Superintendent; Jane Halbeison, Teacher; Donna Petit, Teacher; Maire Folam and River Ostrow, Green Mountain Farm to School; Loren Petzoldt, former Westfield Board member; Rebecca Velazquez, Recording Secretary.

I. At 6:14 pm the J/W School Board meeting was brought to order by Sally Rivard

II. Kristy Pillsbury moved to approve the Minutes of May 10, 2016. Jeff Morse seconded the motion, and the vote carried.

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

A. Maire Foram, Program Manager for Green Mountain Farm-to-School and River Ostrow, Coordinator for the program at Jay/Westfield, made a presentation about the 2015/16 school year. The students took part in taste tests, field trips, classroom workshops and more. River found the students to be respectful and enthusiastic. She expressed gratitude for the chance to work with Helen Before, noting that Helen's commitment to student health and well-being included bringing vegetables from her own home garden. In the future, River would love for more students and teachers to be involved in the school garden.

Donna Petit commended River on her hard work, saying that she did a fabulous job, showing patience and initiative. The Board thanked River for all of her hard work and expressed gratitude for the Green Mountain Farm-to-School Program.

IV. Financial Reports:

Information:

A. Bookkeeper's Report

Tara Morse reported that, at this time, the school has an end-of-year surplus of \$20,000.

There is an outstanding balance of \$373.63 in the Hot Lunch Accounts Receivable. This back pay has accumulated over 4 years, mostly by students who have since left the school. The Bookkeeper asked for the Board's recommendation on this.

The Bookkeeper presented Pace & Hawley's engagement letters for June 2016, 2017 and 2018 audits. The letters were signed.

Discussion:

The Board was pleased to hear about the surplus and shot around preliminary ideas about what the funds may go towards.

The Board felt that \$373.63 was actually a low considering the time frame. Loren Petzoldt recommended absolving debts after two years. Kevin Amyot suggested taking a look at the outstanding balance after each school year. All agreed that wiping the slate clean was the best course of action, as most of the

outstanding debt was accrued by students that have since graduated from the school.

Actions:

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

B. Orders were reviewed and signed. General Fund check numbers began with #3178 and ended with #3269. Hot Lunch checks ranged from #122 – 126.

C. Jeff Morse made a motion to write off Hot Lunch Accounts Receivable debt from school years prior to 2015/16, totaling \$373.63. The Board will review this balance at the end of each school year moving forward. Kristy Pillsbury seconded the motion and the vote carried.

V. Presentations

A. Recognition of Loren Petzoldt.

Jane Halbeison and Donna Petit joined the Board in honoring Loren Petzoldt. The celebration included snacks and reminiscing, as well as heartfelt expressions of gratitude for all Loren has done for Jay/Westfield Elementary, as a Board member, a parents and a member of the community. The Board presented Loren with a plaque, commemorating his 18 year tenure on the School Board, which will be hung in the Jay/Westfield School.

VI. Principal's Report:

Information/Discussion:

A. Kristy Ellis reported that the staff greatly appreciated their meal at the JVI. She said that it came as a welcome social outing after a year in which most were too busy to really spend quality time together.

B. Kristy said that the end of year graduation was wonderful. She feels that this class is really ready for the Junior High. The audience, she noted, was very respectful and people lingered afterwards over dessert. Kristy felt that her decision not to hold a Kindergarten graduation this year went over well. There was a small celebration in the classroom, but no formal graduation ceremony. She was happy to be setting this new precedent.

C. The Principal reported that Sue Pigeon-Vanier has requested Chrome Books for her 5th and 6th grade class. Kristy estimated that the cost would be \$250-\$260 each. She strongly recommends that 30 be purchased for next year. John Castle advised Kristy to speak with John Peters, who just purchased around 200 for the High School. John added that many of the schools in the SU have purchased Chrome Books. The Board agreed decided that the \$7900 surplus in the technology budget should go toward the purchase of Chrome Books. Kristy will move forward with research.

D. The grant for the freezer came through. The new, larger freezer will arrive in July.

VII. Superintendent's Report

Information:

John Castle reported that the Supervisory Union has been awarded two grants regarding student health. He credited Casey Boyle-Edlridge, Bookkeeper at Central Office, for taking the initiative and putting in the time to secure these grants. The first, for Alcohol and Drug Prevention, is \$30,000 for 4 yrs and the second, for

Tobacco Prevention, is \$40,000 for 3 years. The SU will combine the two and hire someone to create a Health and Wellness curriculum. John stressed that youth risk behavior surveys signal a growing risk within the community.

VIII. Unfinished/New Business:

Information/Discussion:

A. Open Positions

There have been no new applicants for the School Nurse position. John reported that the hospital does not have any nurses they can lend out. Kristy Pillsbury spoke to the salary being prohibitive, as it is much lower than a regular nurse's salary. John Castle expressed a desire to have School Nurse's start at a salary in line with their years of nurse experience, rather than School Nurse experience.

There was discussion about filling the position with an LPN who would work under the license of an RN within the Supervisory Union. John Castle recommended keeping the current ad up for 3 or 4 more weeks.

Kristy Ellis is looking to hire a 1 on 1 para instead of a classroom one. She feels it would best cover IEP goals.

B. Cafeteria Tables

W.B. Mason's quote for cafeteria table installation went up. The tables will still be purchased through W.B. Mason, but removal and installation will now be handled by Paul LeGrand, with the help of Kevin Amyot. John Castle commented that he values local Boards for this exact reason, local contribution. He thanked Kevin for volunteering his time to the project. Kevin requested that Paul be compensated for his extra work.

C. Parking Lot Discussion

The Board noted that the parking lot has been draining better, but they would still like to pave it in the future. They discussed collecting funds over a number of years through a specific Article at Town Meeting, as they did for the furnace purchase. The Board requested that Kristy Ellis get a round estimate for further consideration.

D. Community Eligibility

Kristy Ellis recommended the Board look at this matter again in the Fall. Helen Before will be getting the new direct certification numbers soon. Kristy explained that 65% on the direct cert list is the "break even point." If the Free and Reduced number (61%) is any indication, they may be close.

E. NCSU Transportation Compliance Plan

John Castle received a letter from the Secretary of Education, Rebecca Holcombe, requesting NCSU's "minimal compliance" with Act 153 as it applies to the centralization of transportation. This "minimal compliance" will involve centralizing the review, approval and payment of bus contracts. The SU will honor local school contracts, merely paying them and assessing the cost back to the school.

In order to fully comply, Central Office would have to A) become the transportation provider, by purchasing buses, hiring drivers, etc. B) put a single contract covering the whole SU out to bid or C) prove that the diverse scheme that currently exists is economically viable. There is a 5% tax penalty for non-compliance.

Central Office is working with outside, impartial help, to create a Cost Study, which has to be submitted to the State by September 1st. In it, they hope to prove that a “single provider” would not work best for NCSU.

F. Hot Lunch Prices

Jay/Westfield’s Hot Lunch prices fall below the state price requirement. It has been status quo to raise the price 5cents for breakfast and 10centers for lunch each year, until the state requirement is reached.

Actions:

A. Kristy Pillsbury motioned to approve the School Counselor’s contract. Jeff Morse seconded and the vote carried.

B. Kristy Pillsbury motioned to award the copy paper bid to W.B. Mason for \$34,308.69. Kevin Amyot seconded and the vote carried.

C. Kevin Amyot moved to approve the NCSU Transportation Compliance Plan. Kristy Pillsbury seconded and the vote carried.

D. Kristy Pillsbury motioned to raise the Hot Lunch breakfast price by five cents and lunch price by ten. Kevin Amyot seconded and the motion carried.

E. Jeff Morse motioned to approve the in-house installation of cafeteria tables and hourly payment to Paul LeGrand for his time, with the understanding that it may run into overtime. Kristy Pillsbury seconded and the motion carried.

IX. Other Business

Information/Discussion:

A. Support Staff Terms and Conditions Policy

John Castle explained Central Office looked at all local Support Staff Terms and Conditions Policies last Fall and found inequities. A committee worked for months to come up with a common policy as a recommendation, not a mandate. None of the recommendations pertain to salary. John stressed that he does not mind variance in school policies. Any recommendations made are for the sake of equity.

The Board thoughtfully considered the revisions and saw them as, overall, better for the support staff. Kristy Ellis would like to share these recommendations with the staff it will affect so that they know the changes are on the table.

Approving the Support Staff Terms and Conditions Policy will allow it to be warned with enough notice for the August meeting. Revisions can then be made before adopting. The Board can also choose to adopt as is or not adopt the Policy at all.

Actions:

A. Jeff Morse moved to rescind Policy NCSU D.26 Transfer of Staff. Kristy Pillsbury seconded and the motion carried.

B. Kristy Pillsbury moved to approve revisions to Policy NCSU D.6 Substitutes. Jeff Morse seconded and the motion carried.

C. Kevin Amyot moved to approve the Support Staff Terms and Conditions Policy (for adoption in August). Jeff Morse seconded and the motion carried.

X. Future Agenda Items/Date for Next Board Meeting

A. August 9 at 6:00pm is confirmed by all as the next Board Meeting date.

B. Agenda Items will include Community Eligibility, a Unified Union District Discussion, including voting schedule and Support Staff Terms and Conditions Policy adoption and/or revision.

XI. Executive Session: Kristy Pillsbury moved to enter Executive Session for personnel reasons at 9pm. Kristy Ellis, John Castle and Rebecca Velazquez were invited to stay. Motion carried. Jeff Morse moved to exit executive session at 9:27pm. Motion carried.

XII. Adjourn : Jeff Morse moved to adjourn the meeting at 9:29. Vote carried.

<u>Meetings:</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NCSU Policy Committee	Thursday	June 16	5:30 pm.	NCSU A213
NCSU Executive Committee	Thursday	June 16	6:30 pm	NCSU A209
Jay/Westfield Board	Tuesday	August 9	6:00pm	Jay/Westfield School

Respectfully submitted,

Rebecca Velazquez
\Recording Secretary