

JAY/WESTFIELD JOINT SCHOOL BOARD MEETING  
Tuesday, May 12, 2015 at 6:00 P.M.  
AT THE JAY/WESTFIELD SCHOOL

Board Members in attendance: Sally Rivard, Myra Alix, Loren Petzoldt, Kevin Amyot

Administration/School Personnel in attendance: Kristy Ellis, Principal; John Castle, Superintendent; Tara Morse, Bookkeeper; Rebecca Velazquez, Recording Secretary.

I. At 6:21 pm the J/W School Board meeting was brought to order by Sally Rivard.

II. Loren Petzoldt moved to approve the Minutes of April 14, 2015. Myra Alix seconded the motion, and the vote carried.

III. Financial Reports:

Action:

A. Myra Alix moved to approve the April 15 Financial Statement. Kevin Amyot seconded and the vote carried.

B. The Board reviewed and signed orders.

Information:

A. Bookkeeper's Report:

- a. Tara Morse went over her report, explaining that there is somewhat of a false impression given. A salary that is no longer being paid (as the paraprofessional is on leave) and state-placed money that will be reimbursed are both included. Tara does not think that the school will be in the red with those items removed.
- b. Pace and Hawley will be coming for a week at the end of August to work on this year's audits. The Board signed commitment letters for the June 30, 2015 Audits. Tara Morse reported that the costs will be \$3,750 for each Jay and Westfield for their individual audits and \$4850 for the Jay/Westfield joint audit.
- c. Tara reported that two main workers at Gene A. Besaw are leaving, which puts the completion of outstanding audits in question. Tara is not sure where audits from 2013 and 2014 stand and would like to have them finished and available for Pace and Hawley to work from.

IV. Principal's Report:

A. Facilities

Action:

Kevin Amyot moved to approve the hire of 80 hours of help for Paul LeGrand on summer facilities projects. Myra Alix seconded the motion and it carried.

Information:

Paul LeGrand has requested that the Board approve the hiring of summer help. Kristy Ellis noted that 100 hours of help were budgeted in last year and only 60 were used. Paul LeGrand recommends budgeting 80 hours.

Discussion:

Paul LeGrand and Kristy Ellis asked if the Board had any requests for

summer building projects. Kevin Amyot asked after the progress on putting UV in the well. Kristy Ellis said that the work requires a letter from an engineer, which could run \$3500 - \$5000 above the \$6,000 budgeted for equipment and installation. Kevin Amyot would like to look into engineers, noting that fees vary widely by individual. Kristy Ellis noted that certain changes will be made to the playground to accommodate PreK. Sally Rivard suggested an inquiry into whether the Jay Focus Group could help to fund that. Loren Petzoldt approved \$1000 from the Jay Athletic Association for the playground project. He also suggested looking into playground-specific grants.

B. Personnel

Actions:

A. Loren Petzoldt motioned to offer Sheila Burger, paraprofessional, a letter of intent for the first semester of the 2016 school year. Myra Alix seconded the motion and the vote carried.

B. Loren Petzoldt motioned to approve the hiring of a Pre-K paraprofessional chosen by Kristy Ellis. Kevin Amyot seconded the motion and the vote carried.

Information:

There was only one candidate for the PreK paraprofessional position, but Kristy Ellis is very happy with her. The applicant currently works at Derby's Head Start, has great references and is positive and energetic. She has a Paraprofessional certificate and a 2yr degree. Her starting pay would be \$10.87 per hour.

C. Food Service for Summer Program

Action:

Kevin Amyot moved to approve the hiring of Helen Before as Food Service Manager for the Summer Program. Myra Alix seconded the motion and it carried.

Information:

Katie Miller, Encore Director, requested an official letter of intent from the Board regarding Helen Before's role in the Summer Program.

D. Staff Appreciation Lunch

Action:

The Board agreed to move forward with the planning of this year's staff appreciation lunch at the JVI. It will be held on Monday, June 15<sup>th</sup> at 2:30pm.

VI. Superintendent's Report:

Information:

John Castle thanked Kristy Ellis for her visit to the Vermont State House. The Supervisory Union has been active participants in the lobby against education reform legislation that will be voted on in the House later this week. John felt that the SU had a strong voice in influencing the Senate to maintain the Small Schools Grant.

John Castle gave an update on the governance matter from April's Board meeting. The Executive Committee is supportive of the decision to consider Jay and Westfield two separate operating districts. This would result in the doubling of Jay/Westfield Board members who could attend meetings. The next Full Board meeting isn't until September, so the formal change will have to wait until then.

VII. Unfinished/New Business:

A. Tuitioning PreK Students

Action:

Myra Alix motioned to approve the acceptance of tuitioned PreK students from schools implementing Act 166. Loren Petzoldt seconded the motion and the vote carries.

Information:

Kristy Ellis reported that there were about ten interested families at last week's PreK registration. The 3 year olds' parents inquired about a full-day program. Many of those children turn 4 just a week or so after the cut-off date. Kristy would like to consider allowing 3 year olds to attend full-day, but only on a case by case basis. She brought up the option to become a licensed childcare facility, which would allow the school to charge for services over the state mandated 10 hours per week. Kristy does not feel ready to take that option, but wanted to mention for possible future consideration.

Having these initial registration numbers, Kristy Ellis believes the program has space to tuition four to six children from schools participating in Act 166. This would be a revenue source and a way to bolster both the PreK program and the K-6 program. Kristy sees a lot of benefit and no risk.

Discussion:

Loren Petzoldt wondered how the school would choose amongst applicants. Kristy Ellis and John Castle agreed that it would be a first come-first serve basis. Kristy Ellis would like tuitioned students who enter the program as 3 year olds to have first dibs on their second year.

The Board discussed the fluidity of PreK and how to manage the schedule when some children may do a few days each week, half days sometimes and full days other times. Kevin Amyot and Kristy Ellis agreed that parents would have to subscribe to an attendance schedule for their children, that way the school knows how many children to expect each day and how many more can be tuitioned in.

The Board agreed that they would not open the program up to private tuitioning, meaning that the only children able to tuition in are the ones whose towns are in the district and are ACT 166 participants.

Kristy Ellis spoke of the experience of having the prospective PreK students in the school for their visit. The energy they infused and the excitement amongst teachers and students was wonderful. Loren Petzoldt and Kristy Ellis agreed that kindergarteners who have been there as PreK students will be stronger students.

B. Food Service Community Eligibility

Information:

John Castle spoke about this option, which may present itself again in June. Some of the schools in the Supervisory Union are at the Direct Certification point, and there may be encouragement from Central Office for schools that are interested to group together to meet a threshold. There is no decision to be made about this at this time.

C. FY16 IDEA-B Budget

Action:

Myra Alix moved to approve the FY16 IDEA-B budget. Loren Petzoldt seconded the motion and it carried.

Information:

John Castle explained that most of the grant goes toward Central Office personnel, such as the Behavior Specialist and Neuro-Development Consultant. The sum, while large, is fairly status quo. Kristy Ellis noted that the grant used to

cover Cognitive Evaluation, but that those evaluations are now covered by the school.

Discussion:

Sally Rivard asked if any of the budget pertains to an assessment. It does not. Central Office decides how it will allocate this grant in the Fall.

There was also discussion about Act 153 which mandates the centralization of Special Education services. This would mean that the Special Education teachers that are currently managed within the school would become employees of the Supervisory Union as a whole, among other changes. Myra Alix noted that the geography of the SU doesn't lend itself to centralized services. The SU asked for a waiver to maintain the status quo, but was denied by the Secretary of Education. Pending legislation has language that could financially penalize schools not in compliance with centralization. John Castle pointed to this grant budget approval as an example of how the North Country SU is already cooperating and working together without full centralization.

D. Copy Paper Bid

Action:

Loren Petzoldt approved the copy paper bid from W.E.B. Mason. Kevin Amyot seconded the motion and it carried.

VII. Other Business:

Actions:

A. Loren Petzoldt moved to rescind Policy NCSU B.1 Board Orientation and Education. Myra Alix seconded the motion and the vote carried.

B. Loren Petzoldt moved to rescind Policy NCSU B.2 Goal-Setting Evaluation. Myra Alix seconded the motion and the vote carried.

Information:

John Castle explained that these Policies are being rescinded in favor of Procedures. So, the intention of these Policies will come back in some other form.

VIII. Future Agenda Items/Date for Next Board Meeting:

The Board confirmed Tuesday, June 9 as the date of their next Board Meeting.

IX. Executive Session:

Loren Petzoldt moved to enter executive session at 7:42. John Castle, Kristy Ellis and Rebecca Velazquez are invited to stay. Myra Alix seconds the motion. Executive Session was adjourned at 7:45.

Action:

Loren Petzoldt moved to approve the Administrative Assistant Contract for 2015, offering Peggy Laurie a 2% raise and existing benefits package. Kevin Amyot seconded the motion and the vote carried.

X. Adjourn: Sally Rivard motioned to adjourn the meeting at 7:49. Kevin Amyot seconded the motion. Vote carried.

Meetings:  
NCSU Policy Committee

Day  
Thursday

Date  
May 28

Time  
5:30 p.m.

Location  
NCSU A213

NCSU Executive Committee  
Jay/Westfield Board

Thursday May 28  
Tuesday June 9

6:30 p.m.  
6:00 p.m.

NCSU A209  
Jay/Westfield School

Respectfully submitted,

Rebecca Velazquez  
Recording Secretary