

JAY/WESTFIELD JOINT SCHOOL BOARD MEETING  
Tuesday January 13, 2015 at 6:00 P.M.  
AT THE JAY/WESTFIELD SCHOOL

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

Administration/School Personnel in attendance: Kristy Ellis, Principal; John Castle, Superintendent; Julie Ste.Marie, Teacher Grade 3/4; Rebecca Velazquez, Recording Secretary.

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

II. Loren Petzoldt moved to approve the Minutes of December 9, 2014. Chad Prue seconded the motion, and the vote carried.

III. Financial Reports:

Action

The Principal and Bookkeeper recommend:

- A. Myra Alix moved to approve the Warrants. The motion was seconded by Loren Petzoldt and the vote carried.
- B. Myra Alix moved to approve the December 2014 Financial Report. The motion was seconded by Loren Petzoldt and the vote carried.

IV. Public Comments:

- A. Julie Ste. Marie made a teacher presentation about how she and other teachers are meeting the in-depth teaching needs to align with the Common Core. Individual subjects, like Reading, Writing, Social Studies and Sciences are not rigidly approached as individual and disparate disciplines. Instead, they are taught in combinations, resulting in a seamless, integrated and immersive learning experience. As an example, Julie shared essays, lesson plans and student feedback from their recent study of Native Americans. Beginning with a piece of creative non-fiction, the students were able to explore all aspects of Native American life and history, forming critical and emotional responses, composing individual essays, doing computer research, cooperating on small group learning and participating in classroom discussion. Some of the subject, namely traditional games and imaginative play, followed them out to recess. Julie stress a level of engagement that is really made possible by this form of cohesive, comprehensive learning.

Kristy Ellis added that, with the help of Special Educator, Ruth Klansky, all children can access this type of complex, insightful learning, no matter what skill set they may have.

The Board thanked Julie Ste. Marie for her presentation and all of her excellent work. Julie thanks the Board for their continued support, before exiting the meeting.

## V. Budget Presentation for Board and Community

There were no community members in attendance.

Information:

A. Kristy Ellis presented the FY2016 Jay/Westfield Budget for the approval of the Board. Moving through the document, which shows a level funded budget with a 2% reduction in the assessment due to additional revenue she highlighted the following:

1. Regular Education
  - a. A 2% decrease in the overall assessment is due, in part, to the netting down of 1.2 teachers. This includes one non-returning teacher, who is leaving by choice and a reallocation of resources to the preK. The two tenths of a second teacher will be covered by Title Funding.
  - b. "PreK Benefits Teacher and Aide" are listed under Reg Ed as opposed to being lumped in with all other Benefits costs (included in "SWP") for clear examination of all charges associated with the PreK program.
  - c. "SWP retirement" is a new item. It is now required for the school to use SWP funds to pay toward the retirement of a teacher for whom federal money is used to salary. This breaks down to roughly \$5,000 in retirement for every \$40,000 accepted.
2. Special Ed
  - a. "Prof Ser Evaluation" is a new item over the last two years, as the school now has to pay for Special Education evaluations that were formally covered by Central Office.
  - b. "Transport Individual" has increased, as a student needs support for transportation.
3. Psychological
  - a. There is a slight decrease here due to a shifting from 60/40 to 50/50 between speech language and kindergarten speech immersion.
4. Speech
  - a. Kristy confirmed that the blacked out item in Speech Services was "15,000," citing a printing glitch.
5. Computer Ass't
  - a. The large decrease posted for technology support came from Central Office billing for actual time used.
    - i. John Castle explained that they are downgrading some on-line services to bare minimum on route to what will most likely be a total scrapping. New technology, such as Skype and GChat, render this system obsolete.
  - b. New item "Info Snap" is an online registration system for parents and administration that will allow families to fill out forms online, cutting down on multiple forms in multi-child households and data entry on the administrative side.
  - c. John Castle noted that the new item "Single Sign On (SSO) was added as a placeholder by Central Office. They are currently exploring this option.

- d. Kristy expressed total comfort in the \$10,000 decrease in Computer Hardware. The school is currently 1-1 with computers with students between 3<sup>rd</sup> and 6<sup>th</sup> grades. Additional laptops cover the lower grades.
- 6. Legal
  - a. An additional \$1000 was added to cover any assessment charges that may be incurred, due to this being a negotiation year.
- 7. Audit
  - a. There will very possibly be a savings in future years, as these services will be going out to bid.
- 8. Operations
  - a. The \$7000 earmarked as “Contr. Serv Bldg” is being set aside for the UV filtration system the Board had previously agreed on pursuing.
  - b. Kristy Ellis would like to see how the new furnace is affecting the Heat and Electricity charges. There is no change in those two areas on this budget.
- 9. Care & Upkeep
  - a. The new furnace has lowered the “Contracted Serv Bldg” fees considerable.
- 10. Care & Upkeep Ground
  - a. \$1000 has been added for Playground Equipment due to the modifications and additions for pre-school aged children.

Action:

- A. Chad Prue moved to approve the FY2016 Jay/Westfield Budget as is. Loren Petzoldt seconded the motion. Vote carried.

Discussion:

The Board was pleased that even while adding a PreK program, with the additional revenue from Title One we are able to level fund the 2016 budget.

John Castle broke down that allocation of Title Funds for the PreK program. The roughly \$470,000 formerly used by the Supervisory Union or center-based early ed programs will now be redistributed to the town’s schools according to poverty rate.

Kristy Ellis explained that while Jay/Westfield is adding the PreK to the school budget, each town will see a significant decrease in their EEE assessment. The Town of Jay is saving around 19,000 and the Town of Westfield around 15,000.

- B. Kevin Amyot motions for each town to budget \$5000 toward the Jay/Westfield School Capital Reserve. Myra Alix seconds and the vote carries.

Discussion:

All agree that setting aside \$10,000 each year will help fund previously discussed future projects, such as new tables in the gymnasium and paving the driveway.

VI. Principal’s Report

The Principal apologizes for a lack of written out Report, but provides one orally.

- A. Facebook: a new tool for communication with families and friends

1. Kristy Ellis would like to shift focus from the rarely-updated Jay/Westfield website to a Facebook page. This comes after urging from both John Castle and an interested parent. The page will serve to inform families about concerts, general updates, etc. It may replace the current newsletter as a more dynamic way to communicate, but the planning and designing are now just at their earliest stages.
- B. Kristy announced that Jay/Westfield is one of nine schools chosen to receive a 2015 School Safety Zone grant. This will allow for a 100% federally funded project to improve the safety of how our students and parents enter and leave our school. Being as the school is in the town of Jay, Jay board members may need to facilitate town approval and signatures if needed during the process.
- C. Upon her request, Paul LeGrand has provided Kristy with options and pricing regarding replacement tables in the gym. As of right now, the least expensive option looks to be around \$17,500. The Board agrees that this is an improvement that should be made in the near future.

**Information:**

Kristy reports that Central Office has asked the Board to identify a Designee for their announced Tuition by January 15., in order to submit their announced Tuition.

**Action:**

- A. Loren Petzoldt motions to make Glenn Hankinson the Designee for the announced Tuition, \$13,266, as set on item D under agenda item IV of December's Minutes. Myra Alix and the vote carried.

**Discussion:**

The Board was confused as to why their announcement of Tuition in last meeting's Minutes did not suffice for Central Office, considering that they were merely approving a number recommended by Central Office. John Castle explained the role of Designee and the need to appoint one. Sally Rivard questioned if their Designee then has the ability to change the amount without passing it back through the Board. John Castle said that the set tuition is really just a guess and that it will be trued up by the state. It is that final tuition rate that will be signed off on by the Designee.

**VII. Superintendent's Report**

**Information:**

John Castle reported on a good Supervisory Union meeting in December, during which they passed the budget. They also discussed the SU's "commitments," namely, working with a Leadership Team and local administrators, including Kristy Ellis, toward student centered, personalized learning. This will emphasize student choice, interdisciplinary learning and the effective use of technology. All of these are already in play, but the SU would now like to look from Best Practices to Next Practices. A "Learning Design Council" has been assembled to look at all of this and what the framework will really look like. The committee will focus on assessment, curriculum and teaching.

**VIII. Unfinished/New/Other Business:**

**Action:**

- A. Kevin Amyot motions to approve the Revised Policies F.04 and F.05 (First Reading). Loren Petzoldt seconds. Vote carried.

Discussion:

The Board was disappointed that the revisions in the provided documents were not highlighted, as requested and recorded in the Minutes of the December 2014 meeting. John Castle explained that this is a simply protocol decided upon, by which the Executive Committee sees a version with all strike-outs and underlines and their approved version is sent, clean, for approval by all individual school boards.

The Board requested that, if possible, they would like the same annotated version and John said that he doesn't see that being a problem.

Sally Rivard asked if any changes they made would be reflected in the final policy and John stressed that most of these policies are the standard, legally approved language sent down from the School Board's Association. Loren Petzoldt asked if tweaks made would be put back through legal and John said that tweaks were more likely to be procedural versus changes to the actual policy.

The Supervisory Union is currently conducting a grand sweep of all policies on record. An audit by the VSBA will give guidance to chip away at the unnecessary policies. In the end, he suspects that as many as 40 may be thrown out all together. He believes that much of the Policy on record can be covered under Procedures, which are much more easily changed and individualized. He urged the Board to send their Policy representative to a NCSU Policy Committee Meeting.

X. Agenda Items/Date for Next Board Meeting:

Tuesday, February 10, 2015 is confirmed by all as the next Board Meeting date.

XI. Executive Session: Loren Petzoldt moved to enter executive session at 7:50 pm and invited Kristy Ellis, John Castle and Rebecca Velazquez to stay. Chad Prue seconded the motion, and the vote carried. Jeff Morse moved to exit executive session at 8:02 pm. Myra Alix seconded the motion and the vote carried.

Action:

Loren Petzoldt moved to move forward on the contracted services for the school-based clinician. Myra Alix seconded the motion and the vote carried.

XI. Adjourn : Kevin Amyot motioned to adjourn the meeting at 8:17pm. Myra Alix seconded the motion. Vote carried.

Meetings:

Group	Day	Date	Time	Location
NCSU Policy Com.	Thursday	January 15	5:30pm	NCSU A213
NCSU Exec. Com	Thursday	January 15	6:30pm	NCSU A209
Support Staff Negotiations	Wednesday	January 28	4:00pm	NCCC Rm 380
Teacher Negotiations	Tuesday	February 3	5:30pm	NCCC Rm 380

Jay/Westfield School Board Tuesday Febryary10 6:00 p.m. School

Respectfully submitted,

Rebecca Velazquez  
Recording Secretary