

JAY/WESTFIELD JOINT SCHOOL BOARD MEETING
Tuesday March 10, 2015 at 6:00 P.M.
AT THE JAY/WESTFIELD SCHOOL

Board members in attendance: Sally Rivard, Myra Alix, Loren Petzoldt, Chad Prue,

Administration/School Personnel in attendance: Kristy Ellis, Principal; Tara Morse, Book-Keeper; Kathy Nolan, NCSU Director of Curriculum, Assessment and Instruction; Rebecca Velazquez, Recording Secretary.

Parents/Citizens in attendance: Erica Wilson, Parent; Toni Roberge, Parent; Jon Provencher, Daycare Provider.

I. At 6:29 pm the J/W School Board meeting was brought to order by Rebecca Velazquez

II. Public Comments, Communications with Parents/Staff/Citizens

A. Request for Bus Route Extension

Information:

Erica Wilson, parent of a Jay/Westfield school student, requested that the school bus make a stop at Provencher's Daycare in North Troy. Toni Roberge, parent of three students, and Jon Provencher, the daycare provider, were in attendance to help make the case. Currently, the Jay/Westfield Elementary school bus only makes stops in Jay and Westfield.

Jon Provencher noted that his residence, which houses the daycare, is only 713 feet beyond Jay's town limit and, on occasion, the bus has driven right past his driveway. As the route currently stands, the four children are dropped off on Route 105 and Provencher or his wife must pick them up from the stop. This entails walking down the road with all the children, even those in strollers, who would otherwise be left unattended. Mr. Provencher added that the window of time given for pick-up has extended up to 45 minutes on some occasions.

Toni Roberge added that the Provencher's have offered up their driveway as a turn around point for the bus, with willingness to incur the wear and tear.

Erica Wilson and Toni Roberge agreed that having their children in Provencher's Daycare is very important to them – as it is the very best around. They feel that the drop-off as it exists does not put the children's safety first. Erica Wilson hoped that now that there are four students traveling to Provencher's after school, the Board would consider allowing Provencher's North Troy residence to be a bus stop. She said that she understood if Policy stipulates a bus route in Jay and Westfield only. If so, she continued, she asked if there was anything parents could do to try to change that Policy.

Discussion:

The Board understood the parents' concerns. Myra Alix felt it was a fair request to make. Sally Rivard said that a look at Policy concerning bus stops outside of Jay/Westfield town limits is needed. Chad Prue added that the contract with the bus company would need to be looked at as well. Tara Morse expressed concern about setting a precedent and all agreed. There have been other requests for route extensions in the past, all of which were denied. Kristy Ellis did not think

that there should be such a variable in drop-off time and said that she would look into it.

Action:

Action on this matter was tabled until there was a quorum. Loren Petzoldt had not yet arrived. The Board thanked Erica, Jon and Toni for attending and expressing their concerns. Kristy Ellis will update the parents after the meeting. Jon Provencher, Toni Roussell and Erica Wilson thanks the Board for their audience and left the meeting at 6:39pm.

B. Chad Prue announced that the softball program is looking for volunteers.

C. Curriculum, Assessment and Instruction Update

Information:

Kathy Nolan, NCSU Director of Curriculum, Assessment and Instruction, came to discuss the Learning Design Council, Teacher Leaders, Effective Teaching Practices and the Smarter Balanced Assessments (SBAC) which will be conducted for the first time this Spring.

A. The Learning Design Council

Made up of 25 educators from Pre-K through 12 throughout the Supervisory Union, this council meets monthly to talk about learning. Kathy spoke of the exciting meetings with passionate participants, including Kristy Ellis. Their task is to inform a document Superintendent John Castle calls "The Commitments." These include the "Four Cs": Character, Competence, Creativity and Community.

B. The SU has recognized 50 teachers as Teacher Leaders, great teachers who are accepted and recognized amongst their peers. These individuals were trained last summer and began their roles in the Fall. They meet monthly and help to write learning targets, organize school time and discuss student struggles. Kathy felt that education nowadays benefits from collaboration amongst teachers, who share and rely on each other to meet children's needs more and more. She commended the work of Donna Petit, Gerardo Ortiz, Ruth Klansky and Kristy Ellis.

C. Kathy defined the 4 Effective Teaching Practices as – Effective Questioning, Discourse, Assessment, and Effective Feedback. There is research to suggest Effective Feedback is the single most important Teaching Practice. Using these to strengthen the first wave of instruction will help to lessen the need for extra help and extra extra help.

D. The SBAC (Smart Balanced Assessment Consortium) has replaced NECAP (New England Common Assessment Program) as the method of student assessment. It is administered solely by computer program.

Discussion:

A. Myra expressed excitement in the work being done by Kathy, Kristy, the Teacher Leaders and the Supervisory Union.

B. Kristy Ellis expressed deep satisfaction with the work of the Teacher Leaders. She noted that it was Gerardo and Donna who invited Ruth to join the group, a testament to their leadership and collaborative abilities. Kristy explained how traditional staff meetings have been replaced by more constructive and focused monthly meetings. She was happy with the leadership growing within the school and was pleased to be able to take a step back and not design the use of all instructional

time. Kathy Nolan added that the Principal's relationship with Teacher Leaders is important to foster a distributed leadership in the school.

C. Kristy Ellis expressed apprehension about the SBAC program, feeling that assessments have not been proven to create meaningful change. This particular assessment will be very difficult to administer and she felt that the Agency of Education underestimated the manpower needed to complete the SBAC.

Kathy acknowledged the program's roll-out was clunky at best and her official training as an expert administrator was a measly three and a half hours. It will take 8 hours per child to complete the assessment.

Kristy Ellis does not have high hopes about performance and feels that the results will be punitive and embarrassing. Student in 3 – 8 and 11th grades will take the SBAC this Spring and, as not to bottleneck the system, the test-taking must be staggered. This will require extended silences over many days. She will be directed in the ways in which she can help children with the interface.

Sally Rivard noted that all students will take a training test. Kathy described how the test will be more dynamic than a printed test. The math sections will adapt to the child's performance and the comprehension sections will include reading, listening and visual comprehension.

This led to a discussion of proficiency-based high school graduation requirements that will affect all schools, beginning with students who are currently in the 6th grade. The Board of Education's New Education Quality Standards is still figuring out what this will look like, but it will most likely be juried and assess the student's ability to synthesize and analyze information.

Action:

No action was necessary. Loren Petzoldt arrived at 7:03, creating a quorum.

III. Board Reorganization

Discussion:

Action Item D, the Appointment of a NCSU Executive Committee member, is dependent upon the election of individual Jay and Westfield Full Board members.

Action:

Loren Petzoldt moved to enter into Recess in order to hold the individual Jay and Westfield meeting. Myra Alix seconded the motions. Recess began at 7:15pm.

Recess adjourned at 7:43. Board Reorganization commenced.

- A. Loren Petzoldt nominated Sally Rivard for Chairperson. Chad Prue seconded the nomination. Vote called by Rebecca Velazquez. Sally Rivard elected unanimously. Sally called all remaining votes.
- B. Chad Prue nominated Loren Petzoldt for Vice Chairperson. Myra Alix seconded the nomination. Vote called. Loren Petzoldt elected unanimously.
- C. Loren Petzoldt nominated Myra Alix for Clerk. Chad Prue seconded the nomination. Vote called. Myra Alix elected unanimously.
- D. Myra Alix nominated Chad Prue for NCSU Executive Board Committee member. Loren seconded the nomination. Chad Prue was elected unanimously.
- E. Chad Prue nominated Myra Alix for NCSU Executive Board Committee Alternate. Loren seconded the nomination. Myra Alix was elected unanimously.

- F. Chad Prue nominated Myra Alix for NCSU Policy Committee member. Loren Petzoldt seconded the nomination. Myra Alix was elected unanimously.
- G. Loren Petzoldt nominated Kevin Amyot for NCSU Negotiations Committee member. Chad Prue seconded the nomination. Kevin Amyot was elected unanimously.
- H. The Chronicle, The Orleans Record and The Newport Daily Express were designated as official newspapers.
- I. Regular meeting dates and times were established as the second Tuesday of each month at 6pm.
- J. The Board Code of Ethics were reviewed, approved and signed.

IV. Loren Petzoldt moved to approve the Minutes of February 10, 2015. Myra Alix seconded the motion, and the vote carried.

V. Bus Route Extension Request – Revisited

Information:

Loren Petzoldt was filled in on the presentation made by Erica Wilson, Jon Provencher and Toni Roberge. Kristy Ellis and Sally Rivard consulted the policy regarding bus routes. The updated policy does stipulate staying within Jay/Westfield town lines. Tara Morse thought that the bus contract did not prohibit leaving town lines, but was not sure.

Discussion:

Jeff Morse joined the discussion by phone. He rejected Jon Provencher's claim that the bus sometimes passes by his residence, stating that the current route would never take a driver that way. He confirmed that the route changes day to day, depending on how many children take the bus and where they are going. However, he did not believe that Mr. Provencher would ever have waited 45 minutes, as the entire route only takes 75 minutes. The window that parents and others waiting for the bus should expect is a maximum of ten minutes on either side of the scheduled time.

Petzoldt felt very strongly that a precedent should not be set. All previous bus route extensions have been denied, including requests from two daycare facilities in Troy.

Sally Rivard suggested putting a procedure on the books for reference in future situations. Myra Alix felt that the request was not unfair, but ultimately agreed that a precedent should not be set.

Kristy Ellis voiced concern that hard-and-fast bus route stipulations could deter potential preschool enrollment. Sally Rivard understood this concern, but felt that a decision about this request should be made and all pre-school transportation matters would be dealt with as they arise.

Action:

Loren Petzoldt moved to deny the request to make the Provencher residence in North Troy a drop-off stop on the Jay/Westfield Elementary bus route. Chad Prue seconded the motion and the vote carried.

Kristy Ellis will contact Erica Wilson and Toni Roberge to communicate the decision to maintain the status quo. She will also clarify that the bus does not

regularly go past the Provencher's driveway and define the waiting window as 10 minutes on either side of the defined time.

VI. 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.

The Bookkeeper recommends:

- A. Orders were reviewed and signed.
- B. Loren Petzoldt moved to award Pace & Hawley, LLC the bid for Financial Audit for one year. The original bid was for three years, but the Board feels strongly that one year with reevaluation at the end is preferable. Chad Prue seconded the motion and the vote carried.

Discussion:

A. Tara Morse had addressed the Board members in their individual Jay and Westfield Board sessions. Her recommendation had been to award the Financial Bid to Gene Besaw & Associates for one more year and state firmly that the audit must be completed by November 15th or the school would change companies. Her second choice was Pace & Hawley, LLC. Tara felt that they only went out to bid at the recommendation of Central Office and that Besaw & Associates should be given one last chance.

The Board asked Tara how long she felt the audits should take and how long they were taking with Gene Besaw & Associates. Tara's opinion was that the audits should take one week. Last year's books have not yet been completed.

Loren suggested putting an incentive and/or financial repercussion on the timeline. If the books are not completed by X date, the rate drops to Y.

Sally Rivard questioned why all three audits performed by Besaw are priced the same way. Tara confirmed that the audits for Jay and Westfield should take less time and manpower than the joint audit for Jay/Westfield. Kristy Ellis agreed that incurring the same fee three times was unusual. All the other bids had the individual town audits at a lower price.

- B. There was general discussion about last week's town meetings.

Sally Rivard reported that the school budget passed, with a few more No votes than usual. Kristy Ellis addressed Jay Town meeting about the budget as well as the pre-school program. There were no questions from the public.

Chad Prue reported that Loren Petzoldt did a great job at the Westfield Town meeting. The budget also passed with more no votes than usual. There was some public concern about the cost per pupil rate.

Loren Petzoldt received a request from a Westfield resident for a simpler accounting report. The resident felt that costs incurred by Special Education versus General Education were not differentiated clearly enough. Tara Morse said that she will take that into consideration, but that she uses a program that sets the report up according to best practices.

VII. Principal's Report

Kristy Ellis reported that the school has received a \$500 Bright Futures Grant and a Nursing Moms Grant. An update to the Principal's Report will be made during Executive Session.

VIII. Unfinished/New/Other Business:

Action:

A. Loren Petzoldt moved to adopt the following policies:

A.01 Policy Development, Dissemination and Administration (revised and Renamed)

D.10 Public Complaints about Personnel

G.11 Responsible Computer, Network and Internet Use

Myra Alix seconded the motion and the vote carried.

B. Loren Petzoldt moved to rescind the following policies:

A.02 Policy Adoption

A.03 Policy Dissemination Administration and Review

F.47 Portable Electronic Communication Devices

Myra Alix seconded the motion and the vote carried.

C. Loren Petzoldt motioned to adopt the following policies:

A.04 Administrative Procedure Development

F.04 Search and Seizure

F.05 Interrogation or Searching Of Students By Law Enforcement Personnel Or Other Non-School Personnel

Myra Alix seconded the motion and the vote carried.

Discussion:

The link provided on the agenda intended to view the marked-up copies of these policies, did not work.

IX. Date for Next Board Meeting:

April 14, 2015 at 6:30pm is confirmed by all as the next Board Meeting date.

X. Executive Session: Loren Petzoldt moved to enter executive session at 8:33. Tara Morse, Kristy Ellis and Rebecca Velazquez are invited to stay. Chad Prue seconded the motion, and the vote carries.

Action:

Loren Petzoldt moved to grant Kristy Ellis the authority to design the hiring process as it pertains to the new pre-school position. Authority will also be given to make a recommendation to John Castle about said position. Chad Prue seconded the motion. Vote carried.

Loren Petzoldt moved to exit executive session at 8:42. Myra Alix seconded the motion. Vote carried.

XI. Adjourn : Loren Petzoldt motioned to adjourn the meeting at 8:49. Chad Prue seconded the motion. Vote carried.

Meetings:

Group	Day	Date	Time	Location
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Legislator/School Board Education Summit	Monday	March 16	6:30pm	NCCC Rm 380
NCSU Policy Com.	Thursday	March 19	5:30pm	NCSU A213
NCSU Full Board	Thursday	March 19	6:30pm	NCSU A209
Jay/Westfield Board	Tuesday	April 14	6:30pm	Jay/Westfield Elementary

Respectfully Submitted,

Rebecca Velazquez
Recording Secretary