

**WINCHESTER SCHOOL BOARD MEETING  
WINCHESTER SCHOOL LIBRARY  
MAY 25, 2023**

School Board Members Present: K. Jerome, J. Blake, J. Hadler, L. Picard

Administration Present: L. Carey, T. Taylor, M. Pouliot

The School Board meeting was called to order by Chair, L. Picard at 6:34pm.

**MINUTES:**

**J. Hadler MOVED to approve the Public and Non-Public Minutes of 5/4/23; SECONDED by: L. Picard, VOTED: 4-0.**

**PRINCIPAL'S REPORT – M. Pouliot:**

\*Eighth Grade graduation is June 1<sup>st</sup> and will be held on the front lawn unless the weather is bad. Things are pretty much all set and everyone is really excited.

\*Field Day – It will be hot, as in past field days. Have revamped things adding a new twist. There are buy-ins for games to be played at Pre-K-Grade Five field day in the morning. In the afternoon will have a movie and popcorn.

Grades Six through Eight will be off sight in the morning. There are several groups going to Pisgah, the Town Library, the ELM; seven to eight different locations, to do volunteer jobs. All sending towns' incoming Ninth graders have been invited to KHS during field day. Will send two teachers from 11:00-1:00pm, then the kids will come back for Kona Ice, a cookout lunch and games. Grades Six and Seven will finish community service projects.

\*Open House went well last year; many organizations participated. Already planning for the next school year. Will be reaching out. The Board will spread the word.

L. Picard will speak at graduation on behalf of the School Board.

**BUSINESS MANAGER'S REPORT – T. Taylor:**

**J. Blake MOVED to approve the Accounts Payable Manifest dated 5/19/23 in the amount of \$1593.72; SECONDED by: J. Hadler, VOTED 4-0, MOTION PASSED.**

**L. Picard MOVED to approve the Accounts Payable Manifest dated 5/19/23 in the amount of \$139,374.65; SECONDED by: J. Hadler, VOTED 4-0, MOTION PASSED.**

**J. Blake MOVED to approve the Payroll Manifest dated 5/12/23 in the amount of \$206,616.83; SECONDED by: L. Picard, VOTED 4-0, MOTION PASSED.**

**J. Blake MOVED to approve the Payroll Manifest dated 5/26/23 in the amount of \$223,513.24; SECONDED by: L. Picard, VOTED 4-0, MOTION PASSED.**

T. Taylor reviewed the year-to-date expenditure report with the Board and answered questions. The Board should see the KHS Regular Education Tuition in the next Accounts Payable Manifest.

T. Taylor explained there are currently 12 vacant paraprofessional positions.

Line 2180 – L. Picard wants to be sure the Board is budgeting for this; it is a hard number to pin down. Also have the Special Ed Trust Fund for expenses that wouldn't otherwise be covered.

L. Carey advised it is possible that there could be Grant money available to reduce the cost.

T. Taylor advised probably at year-end will be looking at close to \$300,000. Expects some savings in tuition as kids have been coming and going.

L. Picard feels if there is anything over \$500,000 maybe the Board could look at something to add to the emergency fund; and anything under that, would probably look at a full return to the Town.

#### **DIRECTOR OF FACILITIES – Kevin Seaman:**

Kevin Seaman is the new Director of Facilities. Advised the staff has given him a great entrance. He is looking forward to the Summer. Reviewed Summer projects: building automations system projects, upgrading entry points to upgraded system, room moves and cleaning floors, painting, installing the remainder of hands-free faucets, outdoor clean-up, IT project – removal of Smart Boards and addition of touch screen computers.

K. Seaman explained as other things come up, will prioritize and add to the list.

L. Picard asked about the fields.

K. Seaman understands the concerns. Explained they would have to bring the field back to turf and that could be very expensive. Work definitely needs to be done but need to worry about sanitary issues; fifth grade bathrooms, fifth grade tile hallway. It will be a balancing act.

L. Picard explained they have identified that the Capital Plan could be used and projects moved around if needed. She asked K. Seaman to work with the staff on how the Fund can be used in tune with what he is planning.

K. Seaman realizes field safety is an issue. He is not sure how to remedy it without a very large project.

M. Pouliot asked K. Seaman to please let here know when they are moving the brush out back. There is a big nest of bunnies and there are many little children who would be upset to just find them gone.

K. Seaman advised it wouldn't be done prior to the end of the year.

L. Carey explained there are two cafeterias going every day. They are finding it hard to keep things sustainable and have been talking about transferring cafeteria services, food, etc. to the elementary cafeteria.

K. Seaman advised they will need to add propane, steamers, range, and remove some furniture. It is not a super huge project; at least for his part.

T. Taylor explained the Middle School kitchen is ideal, but they can't make it bigger. Combining kitchens and adding propane, etc. will reduce the cost. The biggest issue is the propane and accommodating of schedules and moving equipment. Once reconfigured, it will be an efficient kitchen and reduce costs greatly. Most schools this size only have one kitchen.

M. Pouliot explained two groups of students will eat at the same time on different sides of the cafeteria so older and younger students are not together. There will be a 10-minute break and then two other groups will rotate in. The Abbey Group needs to come up with plans for equipment placement.

T. Taylor explained they are 95% ready to say this is a go. Can't see why it won't work. Will address it again at the 6/15 meeting.

M. Picard thinks the old kitchen/cafeteria could be used when meetings are in the library.

L. Picard feels maybe it would be helpful for ACCESS to have the space.

K. Seaman advised any appliances from the Elementary School have to go to the Middle School kitchen.

The Board doesn't want to plan for cooking if it wouldn't work. They feel they can definitely use the room for various other things.

Bill McGrath, School District Treasurer was at the meeting to follow up on a previous meeting with Beth Galerpin at the NH Depository Pool that included T. Taylor and L. Carey. Bill McGrath feels it would be to the district's benefit if we worked with them. They are paying 5% on money deposited.

T. Taylor explained we are maintaining over \$1,000,000 but it does change; money could be moved in and out.

T. Taylor advised in the past School Board approval was required.

B. McGrath would like the School Board's okay. Advised he had worked with the previous Business Manager in the past.

T. Taylor advised TD Bank might have an opportunity to do the same thing. Will set up a meeting.

#### **SUPERINTENDENT'S REPORT – L. Carey:**

L. Carey advised the Board meetings will be moving to June 15<sup>th</sup> and June 29<sup>th</sup>. The Board is fine with that.

L. Carey needs signatures for Trustee of Trust Funds for \$1,200 in Scholarships.

After discussion, **L. Picard MOVED to approve the Trustee of Trust Funds request in the amount of \$1,200.00; SECONDED by: J. Hadler, VOTED: 4-0, MOTION PASSED.**

L. Picard will be out of town during Senior Night. Other Board members will attend the ceremony.

**POLICIES:**

Policy IHBAM – District Student Services Policy and Procedures Manual – Spelling of *Services* to be corrected.

**L. Picard MOVED to approve Policy EH-R – Administrative Procedures for Public Access to District Records “Right to Know Requests”; Policy FAA – Annual Facility Plan; IHBAB – Special Education Evaluations and IHBAC – Developmental Delay as Qualifying Disability as a Second Reading; SECONDED by: J. Blake, VOTED: 4-0, MOTION PASSED.**

L. Picard advised they might see a flyer coming about concerts in the park. It will be near the end of the school year.

K. Jerome feels the Board discusses many important things, but not curriculum and achievements. What tools do teachers need to make kids successful? She would like to see data monthly.

L. Carey advised they will be doing Dyslexia screening.

Megan Pouliot advised the school does STAR Assessments in Math and Reading.

Students at grade level or below will get assistance.

M. Pouliot advised an issue that has come up is that the School doesn't have a Computer teacher. They will have to figure it out for Kindergarten and First Grade.

L. Carey advised they will work something out; maybe having a para come out and help or the teacher could be working with a student.

K. Jerome feels it is important to look at the data; receiving information once a month would help. It is good to be able to see that. K. Jerome asked what is being taught in the Summer with regard to vertical alignment and team levels.

L. Carey – Can report back in September. Will report data at the second Board meeting of the month.

**J. Hadler MOVED to go into non-public session at 8:12pm under RSA-91-A:3(c), SECONDED by: J. Blake; K. Jerome – yes, J. Blake – yes, L. Picard – yes, J. Hadler - yes, VOTED: 4-0, MOTION PASSED.**

**L. Picard MOVED to leave non-public session at 8:51pm; SECONDED by: J. Hadler, VOTED: 4-0, MOTION PASSED.**

While in non-public session the Board discussed a student issue.

L. Carey reported that they are fully staffed with classroom teachers, except for the Music teacher.

**J. Blake MOVED to seal the non-public minutes indefinitely; SECONDED by: K. Jerome, VOTED: 4-0, MOTION PASSED.**

**J. Blake MOVED to adjourn the meeting at 8:52pm; SECONDED by: J. Hadler, VOTED: 4-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary