

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
MARCH 29, 2018**

Board Members Present: V. Cole, K. Bazan, L. Picard, B. Kilanski

Absent: S. Thompson

Administration Present: A. Genovese, V. Carey, M. Henry, I. Spencer

The meeting was called to order at 6:33pm. by Chair, L. Picard.

MINUTES:

L. Picard MOVED to accept the Minutes of the 3/15/18 Board meeting; SECONDED by: V. Cole, VOTED: 3-0-1, (B. Kilanski – Abstained) MOTION PASSED.

PRESENTATION FROM MISSY CALDERWOOD:

Missy Calderwood, Drug-Free Community Coordinator for Winchester, came back to the meeting to review the process and results of the T.A.P. Youth survey.

Missy Calderwood advised there has been some discussion with regard to updating the survey by dropping some questions and adding/updating others. If the Board has suggestions for any changes, just let her know.

Missy Calderwood advised Keene High School does receive Winchester student results. Lauren Bressett handles the bridge between the middle school and the high school.

V. Carey will check with Keene to see how the survey results find their way into the Health curriculum.

A. Genovese asked Taryn Hagen, the Health Teacher and at tonight's meeting, to consider questions for the survey that she feels might be helpful.

Dr. Genovese asked Missy Calderwood for information on the upcoming survey that Winchester will take so he can put it in the District Newsletter.

Taryn Hagen advised in Health, they are doing a lot of discussion around holistic practices, and mindsets and perceptions. They are talking now about alcohol and other drugs. She advised that is one of the most important units for kids so they know the dangers. They are talking a lot about good choices, decision making and, being held accountable.

Missy Calderwood feels these things should make a difference in statistics.

Taryn Hagen advised this is the first year with a Health Teacher and it has been an explored and informative year. There has been a need to make changes.

She advised the curriculum really mirrors Keene's to a T. It has been in place with success for more than 25 years. She thinks it will work out well for Winchester students.

Dr. Genovese feels they need to get more parent involvement.

The Board thanked Missy Calderwood and Taryn Hagen for coming to the meeting.

PRINCIPAL'S REPORT – V. Carey:

It was noted that 73% of parents attended parent/teacher conferences this quarter. V. Carey advised the number is usually

higher than that. Teachers were trying to work with parents' schedules so not all of the conferences have been done yet. She expects that number to go up.

K. Bazan is interested to see if teachers feel they need that Friday off for conferences.

V. Carey advised usually the daytime appointments are filled by the parents of younger students; parents in the higher grades like the evening. Teachers look at the time off during the day as compensation for working in the evening.

V. Carey advised they have received extra Grant funds from KSC for more Makerspace for Robotics. Over February Vacation there was a workshop held at Makerspace with other districts; it was very successful.

V. Carey and middle school teachers attended a Curriculum meeting today. They reviewed the change in C3 which are competency levels measured in Social Studies. They are hoping to push economics into the 8th grade curriculum. There have been really good conversations. They have been able to put in some Google Docs so that everyone can add input.

K. Bazan advised the KHS Committee wants to know more from the middle school teachers. Are our kids picking up more?

V. Carey advised in Math every year we are coming in with a gap, missing something. This is where the curriculum meetings are helpful.

Dr. Genovese is hoping V. Carey and some others can attend the May Keene Committee meeting to explain what is being done to make the transition better for our middle school students going to Keene.

L. Picard received the MS22 to sign.

BUSINESS MANAGER'S REPORT:

*Next week is Payroll. M. Henry will need three Board members to come in and sign the Manifest. She will send the Board a reminder.

*Dr. Genovese included information regarding the School District Treasurer for Board review. He will be meeting with Bill McGrath next week to discuss procedures, efficiencies, deficiencies, etc.

V. Cole asked about the Treasurer having authority to invest funds. She advised it is the Trustee of Trust Funds who does that. Dr. Genovese advised he will be discussing Bill McGrath's role with him next week.

*Dr. Genovese advised they hit a glitch which appears to be with Tyler Tech in the budget line items. That feature needs to be turned on or off. It is possible there are three years of accrual in the system that haven't been reversed. He is taking a step

back with regard to adjusting teacher's salaries in the budget and making sure they really understand what is there before they provide another budget summary.

*Free and Reduced Meals - They were not able to find out anything. No one is saying it is going away. We have received the allocation; just waiting to receive the funds.

Manifest:

K. Bazan would like to see credit card bills in the future.

Dr. Genovese advised the system in place is a good one, but we need written protocols.

K. Bazan advised the Board gave direction to prior legal counsel to bill us more frequently than they had been. He wants to be sure the new attorney does that too, so we don't get a large bill.

Dr. Genovese reviewed the draft of the Winchester School District's Calendar for 2018-2019 and discussed similarities with Keene's calendar for workshop and curriculum days.

L. Picard thanked administration for working so hard to have a calendar that aligns with Keene's calendar.

SUPERINTENDENT'S REPORT – Dr. Genovese:

*Dr. Genovese checked with the bus company to see if Winchester would be able to start school at the regular time if Keene

has a delay. First Student advised it could be done. Dr. Genovese reviewed the letter from First Student with the Board. Dr. Genovese is looking for the cell number of the person from the Local Highway Department to advise the condition of town roads. There is a little more work to do to put a procedure in place for this. If it is okay with the Board he will proceed. The new procedure would probably start next year.

Ben Kilanski will get the cell number for Dr. Genovese tomorrow.

*Dr. Genovese brought Policy CCA and CBB for review. No action was needed tonight. Policy CBI was also included.

*There will be a Board meeting on April 5th to handle nominations, Manifests, and job descriptions for the Crossing Guard and the Lead Maintenance Technician

*Dr. Genovese is requesting the Board's approval to have the old stage dismantled. The Alumni Association is looking at doing a fundraiser by selling the boards to alumni and others who might want a piece of the stage.

*The Board received the job description for the Crossing Guard position and Lead Maintenance Technician.

L. Picard asked the Board to review the job descriptions input prior to the meeting on April 5th.

*Dr. Genovese received a request to rent a portion of our fields for haying. The major concern now would be the length of time of the contract, not knowing when we might hear on the solar project. The rep from the solar project will be coming to the next meeting.

*Dr. Genovese reviewed the letter to DOE requesting Grant funding in the amount of \$26,000 for the kitchen roof.

*Dr. Genovese advised we will receive 80% of \$100,000 for the vestibule project. We will also receive \$1,700 for smoke detectors and \$3,000 for window and door labeling. Dr. Genovese advised we received approval of seven out of eight grants requested.

*The Board received the 2018 Legislative Preview in their packets for review.

*Dr. Genovese will be reviewing the budget with administration. They will be introducing line items that will catch items that don't have their own line. Right now they can't drill down far enough for example, in the Special Education budget; need to be transparent.

*Dr. Genovese is working toward creating a budget summary review that the Board will see every month and will show where we are in the budget.

I. Spencer reviewed the 2600 account in the budget. He feels they will use \$20,000 or so less than the budgeted amount by the end of the year; but will be short in things like full oil tanks, etc. He is looking at the possibility of working with the Town to buy oil.

I. Spencer found a company who can work with our heating system. They would put in new front end boiler controls and a variable frequency drive. Right now when the boiler is on, the pumps are on. These updates would save us money. He believes it would be in the vicinity of a 24 month payback. He thinks they can find \$16,000 in the budget to do this project.

K. Bazan suggested I. Spencer go to a Selectboard meeting regarding the oil purchase.

I. Spencer was planning to give the information to Amy Bond at the Town to see if they are able to work with the school on purchasing oil.

I. Spencer advised the recycling is moving along well. The more that can be shifted to recycling, the more money we will save.

V. Cole feels the kids should be made aware of what the school can save.

V. Carey advised there are some free programs that will supply us with receptacles at no cost to the school. She will meet with I. Spencer to discuss.

ACTION ITEMS:

L. Picard put into the record approval of the Payroll Manifest dated 3/23/18 in the amount of \$215,291.55.

L. Picard Moved to approve the Accounts Payable Manifest dated 3/30/18 in the amount of \$214,714.67; SECONDED by: V. Cole, VOTED: 4-0, MOTION PASSED.

L. Picard MOVED to approve the 2018-2019 School Calendar presented today; SECONDED by: K. Bazan, VOTED: 4-0, MOTION PASSED.

V. Cole left the meeting at 8:36pm

L. Picard MOVED to approve the Kitchen Replacement Grant Application and to approve the expenditure in the approximate amount of \$26,000 to replace the kitchen roof, pending Grant funding; SECONDED by: K. Bazan, VOTED: 3-0, MOTION PASSED.

L. Picard MOVED to temporarily suspend Policy DCJ until 6/30/18; SECONDED by: K. Bazan, VOTED: 2-1, (B. Kilanski – no), MOTION PASSED.

L. Picard MOVED to authorize just the dismantling of the stage; SECONDED by: K. Bazan, VOTED: 3-0, MOTION PASSED.

SUBCOMMITTEE/COMMITTEE REPORTS/UPDATE:

Energy/Facilities Committee: The Committee met on 3/19/18. The Board received the minutes in their packet.

K. Bazan advised there was a lot discussed:

- *Solar - Dan Weeks will be addressing the Committee at the next meeting,
- *Security cameras; ordering much better quality equipment to bring us to where we should be.
- *Repair of the Elementary Kitchen; original quote was just under \$25,000.
 - I. Spencer did receive another quote today, but did not have time to review it yet.
- K. Bazan advised the Committee wants two more quotes.
- *Recycling and the third floor.
- *Discussed update on the lighting project.
 - I. Spencer is not sure they can get all the lights done during April vacation; but hopes they will.
- *The entire facility is in need of an energy audit.
- *Discussed meeting dates.
- *Andy helped out with the flag pole.

Joint Loss Update:

The Committee met on March 20th. The Board received the minutes in their packet. They received a lot of feedback from staff regarding the survey they completed.

Legislative Action/Policy:

The Committee met on March 21st. The Board received the minutes in their packet.

Keene High Committee:

The Committee met yesterday. The Board received a copy of Keene High School's *Statement of Purpose*. They want to be sure the Middle School students go to KHS as prepared as they can be. Our students should be on the same playing field.

K. Bazan MOVED to approve the Keene High Committee Statement of Purpose; SECONDED by: L. Picard, VOTED: 3-0, MOTION PASSED.

The Policy Committee reviewed many policies and brought seven to the Board with minor changes for approval.

K. Bazan MOVED to amend policies CA, CB, CBG, CCB, CF, CFA, CFB; SECONDED by: L. Picard, VOTED: 3-0, MOTION PASSED.

COMMITTEE ASSIGNMENTS:

The Board reviewed committee assignments:

- | | |
|----------------------------------|-----------------------------|
| *Budget: | K. Bazan |
| *Joint Loss: | B. Kilanski |
| *Finance: | L. Picard and V. Cole |
| *KHS: | K. Bazan and V. Cole |
| *Legislative Action/Policy: | K. Bazan |
| *Negotiations: | B. Kilanski and L. Picard |
| *NHSBA: | B. Kilanski |
| *Scholarship: | V. Cole |
| *Select Board Representative: | The Board will rotate. |
| *Sick Bank: | B. Kilanski |
| *Professional Development: | L. Picard |
| *Technology: | K. Bazan and S. Thompson |
| *Energy Conservation/Facilities: | B. Kilanski and S. Thompson |
| *Transportation: | B. Kilanski and L. Picard |
| *HAC: | L. Picard and V. Cole |
| *Wellness: | K. Bazan and V. Cole |

At this time there is only one person on the Legislative Action/Policy Committee and one on the professional Development Committee. V. Carey advised one person on the Professional Development Committee is acceptable. She will check on the requirements for the number of Board members on the Legislative Action Committee.

L. Picard has gone on-line and reviewed Board Goals with target dates. She would like to review them with the Board at the 4/12 meeting.

Dr. Genovese advised a parent contacted him because her child missed the Kindergarten deadline by 41 minutes. V. Carey has set up a Kindergarten screening.

Dr. Genovese advised they may be bringing it to the Board for approval.

CITIZENS COMMENTS:

Sue Rice asked where the Committee minutes will be located on the Website.

V. Carey advised under School Board.

Sue Rice advised she was irritated that she could not find staff on the website. What does den leaders mean?

The Board advised that is another term for staff.

Sue Rice asked about window and door labeling.

I. Spencer explained it is in case of emergency.

Sue Rice believes vans, not busses go up Burt Hill; would they have room for extra kids?

Sue Rice asked where the aluminum can recycling is communicated.

I. Spencer explained it is an ongoing process.

Dr. Genovese advised there is a chain-of-command for questions and concerns that employees may have and he hopes they are brought to the attention of the Principal so that something can be done to resolve the concern. Sue Rice reminded the Board that she is a citizen and has a right to make comment on anything.

The Board discussed the issue with parking. People are parking on the grass and in the fire lanes.

L. Picard advised years ago, staff, kids who drove to school, etc. all fit here. We need to figure out the parking lot.

V. Carey advised there are more people here; a lot are from KSC, America reads volunteers, etc. Parking spots have been realigned, too.

L. Picard – Maybe Facilities and Transportation Committees could have ongoing conversations about this.

K. Bazan thinks information needs to go home directly to car riders.

Discussed the Crossing Guard Position.

K. Bazan feels there needs to be an adult at the corner where the bike rack is.

K. Bazan advised Citizens Comments are supposed to be directed to the Chair. If the Chair wants information from administration, they can ask for it.

L. Picard advised the Board Chair or someone the Chair asks to respond could only answer questions.

After discussion, Dr. Genovese feels the Board should attend workshops given by the NHSBA regarding protocols for Citizens Comments.

L. Picard MOVED to adjourn the meeting at 9:28pm; SECONDED by: K. Bazan, VOTED: 3-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary