

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
OCTOBER 23, 2014**

Board Members Present: R. Horton, J. Cardinale, K. Bazan, T. Croteau , E. Jackson

Administration Present: J. Lewis, L. Spencer, L. Schmidt

The meeting was called to order at 6:35 pm. by Chair, R. Horton.

CITIZENS COMMENTS:

Sue Rice advised on Monday all the power cords were off the floor in the computer room.

L. Schmidt advised Julian Stanway didn't know about the issue; once he did he took care of it.

J. Cardinale MOVED to approve the public minutes of 10/2/14 as amended, on Page 1 under Citizens Comments it should read *Sue Rice stated that the Business Manager said...*; on Page 3, change someone who had owned Cheshire Transportation to *someone who is familiar with Cheshire Transportation*, on Page 4, if permission is received, the Board would like the name of the student with the winning essay to be added to the minutes, SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.

J. Cardinale MOVED to approve the non-public minutes of 10/2/14 as amended, on Page 6 changing the sentence a para position would be easier to fill to *Would* a para position be easier to fill? SECONDED by: T. Croteau; VOTED: 5-0, MOTION PASSED.

GUEST SPEAKER:

There is no guest speaker this month. Liz Bouchard, Food Service Director, will be here on 11/6/14.

R. Horton advised he has two kids in the play that night; he might not be here for the meeting.

OLD BUSINESS:

R. Horton appreciated everyone taking care of things while he was gone and bringing him up-to-date when he returned. He apologized if things were not done correctly. He wasn't sure if Keene was even ready to meet with us.

J. Lewis advised Dan Black from Keene High School wanted to meet with L. Schmidt first and come to the Board in December. J. Lewis advised that definitely would not work; it needs to be sooner. Keene will be here for the 11/20/14 Board meeting.

K. Bazan will advise Molly Kelly, who was scheduled to be the guest speaker that night, that we need to postpone.

R. Horton – Will try to keep everyone in the loop and work as a Board.

R. Horton thinks it was very gray whether Keene was coming or not. Feels they need the whole Board for that type of meeting. Will do his best not to have this happen again.

J. Lewis advised on 11/20/14 Jim Logan, Dan Black and the Business Manager from Keene High School will be here.

The Board advised they would like the calculation of Keene's tuition rate before the meeting, if possible.

J. Lewis went to Keene to talk to Winchester students. Advised there is a sense of collaboration.

R. Horton asked about the late bus.

J. Lewis advised it will start Monday, November 3rd; four days a week, Monday through Thursday.

J. Cardinale asked if we will get some type of information to show how much the bus is being used.

J. Lewis – Yes and students will be given passes to be sure it is not being used for shopping, etc.

E. Jackson feels something needs to be in place in case there is an emergency and the Board is not meeting; something similar to the issue with the Treasurer. Feels they need a procedure.

J. Lewis advised in the case of the Treasurer, he called R. Horton as the Board Chair.

J. Lewis advised Brian Moser is willing to have Jim Tetreault as Deputy Treasurer and Jim Tetreault advised he will do it.

E. Jackson wants to know what the process would be if we need an emergency meeting, group phone call, etc. Are minutes needed?

J. Lewis advised yes, should have minutes.

J. Lewis advised he has asked other Superintendents how things are handled at their schools. Advised they report to the Chair who runs the meeting and disseminates information to the Board.

R. Horton advised he spoke with J. Lewis about Gilsum.

E. Jackson thinks it is a good idea, but it needs Board discussion.

R. Horton thought the way it was communicated that it didn't need to be brought to the Board.

E. Jackson – J. Lewis thought it did.

J. Lewis – Yes, definitely.

R. Horton advised he knew there wasn't going to be a meeting coming up and he wouldn't be there for the next meeting.

E. Jackson advised the meeting changed from a Board meeting to a work session and then information was not prepared for the budget session.

E. Jackson thought if Keene couldn't come the week before or after, they could come on 10/16/14 and then come back in November.

The Board discussed the closing of Gilsum School.

R. Horton feels they need to know what Gilsum needs. We have things at our school that we are good at, one is special Ed. They could come here if services were here. Great SAU; if we could get some type of revenue could fund additional part-time positions.

L. Spencer feels they wouldn't send kids here; they are an hour away. She thinks we would be better off to offer our services.

After discussion, **J. Cardinale MOVED to have J. Lewis contact Gilsum School and see what they are in interested in doing; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.**

FINANCIAL REPORT:

L. Schmidt distributed the Quarterly Report ending 9/30/14 and report of Proposed Expenditures to the Board for review.

R. Horton thinks it would be nice to see a breakdown of grants giving detail.

E. Jackson thanked L. Schmidt for the quarterly report.

MANIFEST:

The Board reviewed the Manifest and asked questions.

T. Croteau MOVED to approve the Payroll Manifest in the amount of \$220,826.93, SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

T. Croteau MOVED to approve the Accounts Payable Manifest in the amount of \$50,412.51, SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

*L. Schmidt advised Grant reporting is current.

*Pre-School – We have three accounts that have not been paid for September. L. Schmidt understands from the Board that we need to collect for September, but need to return October tuition. That will show in the Manifest.

*Firewall has been installed. Julian Stanway will replace the other firewall this weekend. That will resolve the Spam issue.

*Julian Stanway is working on printing. He will be checking with Lisa spencer for pockets of time that the Smart Boards will be available.

*Jim Loeb, who is working on the bus issue, sent L. Schmidt some information and a recommendation.

R. Horton – Are we still pursuing other companies?

L. Schmidt explained that is what Jim Loeb is working on. He will try to give us guidance and let us know what is working and what isn't.

R. Horton thanked K. Bazan for getting the ball rolling.

SUPERINTENDENT'S REPORT:

R. Horton asked how clean-up of the electronics on the third floor is going.

J. Lewis advised they took a truckload of computers away. It is still in process; need to clean up the third floor altogether.

E. Jackson thinks they need to have a sale of some sort.

D. Chamberlain advised the doors upstairs have been there for six years.

R. Horton advised they are all fire doors; there has got to be a market for them.

E. Jackson – Should let the Town know as a courtesy that we will be selling things, in case they need anything.

J. Cardinale advised there are companies that will come and pick things up and pay us for them.
J. Lewis will talk to Jeremy Miller and tell him to move their stuff and give him a timeline.
R. Horton – Have had this conversation. If someone from the insurance company, etc. walked through, they would not like it up there.
Don Chamberlain advised they need to let teacher's know they can't drop things off up there.
R. Horton – Eventually need to make use of the space; need to clean it up and bring it back to a relatively usable space.

*Policies – K. Bazan and T. Croteau will review policies on the Smart Board and then e-mail a copy to the Board and bring it back as a second reading. The Board agreed they only need one copy and it will go on the website once approved.

*J. Lewis wanted the Board to know that there was no harm to any of the PTA members at the Pumpkin Festival. They never heard anything where they were. It was not a success for them, though. It was a lot of work for not a lot of return.

*J. Lewis advised the pipe is completed. Now do they seal the parking lot or not?

R. Horton feels they need to look at it in the Spring and if they are going to do it in the Summer they need to make it part of the budget process. It needs to be striped, too.

The Board asked if they could use the capital reserve fund for that.

D. Chamberlain and J. Cardinale think they shouldn't pave it in the Spring. Feel it needs to be completely redone.

R. Horton advised we don't have the money.

The Board discussed filling and sealing the cracks and try to get additional years out of it.

D. Chamberlain was told that should be done every other year.

The Board agreed they will put additional funds in the Capital Reserve Warrant Article. Agree they need to completely redo it five years or so down the road.

R. Horton – Today it rained like crazy. The rain just went down the drain. It is working awesome.

*Discussed the neighbor's lawn; needs lime and seed. J. Lewis advised he saw the Town tractor go over there; it might have been done.

R. Horton – Need to ask the Town if they are going to do it. Otherwise, we could.

Danielle Milde advised at the Pumpkin Festival they could not make cotton candy fast enough and the machine broke before the end of the night so they had to stop making it. Would suggest making it the night before and feels they should have two machines.

J. Lewis advised he can't thank Danielle Milde and other folks enough. They went above and beyond the call of duty.

K. Bazan asked if J. Lewis approached the Town about a stop sign on the corner of Parker and Swan Streets.

J. Lewis - He did and he got excuses. The Chief suggested a speed detector.

T. Croteau advised they cost \$5,000; could get a \$2,500 Grant.

R. Horton advised they could ask the police in the short term, to park there and watch things.

J. Cardinale thinks the school officer needs to be parked in the front of the lot where people can see him.

K. Bazan feels the next time they go to a Selectboard meeting they should bring it up again.

T. Croteau advised the one way sign is pointing the wrong way.

Don Chamberlain advised it got pulled out.

K. Bazan asked about a handicap space. There is a sign on a cone. He doesn't think it is marked clearly enough.

L. Spencer advised Don Chamberlain makes sure the cone gets brought out in the morning and in the afternoon.

Danielle Milde advised they could put a reserved sign out.

E. Jackson asked if they could do a no parking sign.

D. Milde – Yes.

T. Croteau asked Don Chamberlain to look at the sign in front of the elementary School; there is a big branch in front of it. It is hard to see.

J. Cardinale advised the bottom of the door stop on the library entrance door needs a rubber piece.

PRINCIPAL'S REPORT – L. Spencer:

*NH Food Pantry would like to do a mobile Pantry with two stops here on a Saturday from 10-12. No questions asked. Families would get a bag of food and produce. Would like to do it twice; once in February and then get feedback and come back in March or April.

L. Spencer advised they have connected with the Food pantry here.

E. Jackson asked L. Spencer to have them connect with the Welfare Department in town, too.

*PTA is doing a dance tomorrow. Did another fundraiser and received around \$5,000.

*Discussed Pre-School; currently have 11 students in the four year old class and six in the three year old class. The three year old class will be increasing to nine and then eleven students.

*Lice checks will be done on Wednesday as there is an issue.

L. Spencer advised have sent home a tremendous number of kids plus some staff.

Don Chamberlain advised he is working on putting out bids for snowplowing; will go out next week.

J. Cardinale asked if we have thought more about getting our own truck.

E. Jackson said Chaney Stevens said he could get salt for free.

R. Horton advised Dale said he could get it; didn't say it would be free. Dale suggested having our own outside maintenance person to plow and salt, not sand.

J. Lewis will bring more information to the next meeting.

COMMITTEE REPORTS:

Budget Committee:

E. Jackson advised they met Tuesday. The Town is working on smaller budgets. Have budgeted for a cost of living raise at one-and-a-half percent; have not budgeted for merit raises. The Budget Committee has not requested anything from us for the budget.

E. Jackson advised the Town said they are waiting for the school regarding the heating oil.

L. Schmidt advised they bought oil already with the Town.

E. Jackson – Advised she thought that had been done. She brought it up because she wanted to make sure there was no break in communication.

Policy Committee:

The Committee brought policies that the lawyers for the NHSBA said should be part of our policies ASAP. They brought policies to the Board as first readings.

Policy EFA – Availability and Distribution of Healthy Foods:

After review the Board agreed to strike the last paragraph.

Policy IMGA – Service Animals:

The Board made no changes to the NHSB policy.

E. Jackson feels they need to be sure we have policy IMG and that it ties with this policy.

JLCK – Special Physical Health Needs:

After review, K. Bazan advised they could ask Barrett Christina what is behind this policy.

J. Lewis advised he will look up the laws and send to the Board.

Policy JLCJ – Concussions and Head Injuries:

The Board reviewed and advised they will add *all school- sanctioned activities and remove specific NHIAA, etc.*

J. Lewis will e-mail a copy of the policy to the NHSBA for legal explanation.

The policies will be brought back to the Board for a second reading at the next regular Board meeting.

Keene School Board:

E. Jackson advised the Keene School Board met a couple of weeks ago to discuss the closing of Jonathan Daniels School.

Negotiations:

E. Jackson advised there are two meetings scheduled for next week.

Technology:

Firewalls are being done, as L. Schmidt discussed. Julian Stanway gave a presentation on Microsoft and Google apps; leaning toward Microsoft.

J. Lewis advised they discussed web-based applications versus the cloud.

K. Bazan – Have switched over to the new website.

L. Spencer gave everyone a refresher on how to put information on the website and by payday Friday information needs to be updated.

The Board discussed the website; it needs to be updated, items need to be removed.

J. Lewis advised they are working on it.

R. Horton advised as long as it doesn't take until the end of the calendar year.

J. Lewis advised that is a reasonable request.

R. Horton asked L. Spencer her thoughts on MobyMax.

L. Spencer thinks it is a great supplemental program. It is concerning to her that she didn't know we had it. Wonders how many are using it.

R. Horton wondered if maybe we need a MobyMax Night. Some kids don't have access to a computer. They could use one here. Maybe it is something that could be done through Access.

CITIZENS COMMENTS:

None.

J. Cardinale MOVED to go into non-public session under RSA91-A:3 (b) at 9:02 pm; SECONDED by: E. Jackson, VOTED: R. Horton – yes, T. Croteau – yes, K. Bazan – yes, J. Cardinale – yes, E. Jackson – yes, MOTION PASSED.

J. Cardinale MOVED to leave non-public session at 9:11 pm; SECONDED by: T. Croteau, VOTED: E. Jackson – yes, R. Horton – yes, T. Croteau – yes, K. Bazan – yes, J. Cardinale – yes, MOTION PASSED.

J. Cardinale MOVED to go into non-public session at 9:11 pm. under RSA91-A:3 (c); SECONDED by: K. Bazan, VOTED: E. Jackson – yes, R. Horton – yes, T. Croteau – yes, K. Bazan – yes, J. Cardinale – yes, MOTION PASSED.

J. Cardinale MOVED to leave non-public session at 10:06 pm; SECONDED by: K. Bazan, VOTED: E. Jackson – yes, R. Horton – yes, T. Croteau – yes, K. Bazan – yes, J. Cardinale – yes, MOTION PASSED.

T. Croteau MOVED to seal the non-public minutes under RSA91-A:3 (c) - Negotiations, until Negotiations are complete; SECONDED by: K. Bazan, VOTED: E. Jackson – yes, R. Horton – yes, T. Croteau – yes, K. Bazan – yes, J. Cardinale – yes, MOTION PASSED.

J. Cardinale MOVED to adjourn the meeting at 10:09 pm; SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary