

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
NOVEMBER 6, 2014**

Board Members Present: E. Jackson, K. Bazan, T. Croteau, J. Cardinale arrived at 6:45 pm., R. Horton arrived at 7:09 pm.

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

The meeting was called to order at 6:31 pm. by Vice-Chair, T. Croteau.

CITIZENS' COMMENTS:

None.

MINUTES:

K. Bazan MOVED to approve the public minutes of 10/9/14 as amended, changing the time the meeting adjourned from 7:00pm. to 8:00 pm; SECONDED by: E. Jackson, VOTED: 3-0, MOTION PASSED.

E. Jackson MOVED to approve the 10/16/14 minutes as amended, changing Jim Lobe to *John Loeb* throughout and on Page 5 under the Motion to contract with John Loeb, amend the vote to 3-1-0 (*K. Bazan – abstained*) and also on Page 5 amend \$156,000 to \$15,000 and on Page 6 change the spelling of censor to sensor; SECONDED by: K. Bazan, VOTED: 3-0, MOTION PASSED.

E. Jackson MOVED to approve the public minutes of 10/23/14 as amended, on Page 9 changing Jim Lobe to *John Loeb* and on Page 11, E. Jackson said Chaney Stevens *said he* could get salt for free; SECONDED by: K. Bazan, VOTED: 3-0, MOTION PASSED.

K. Bazan MOVED to approve the non-public minutes as amended; on Page 14 amend spelling of *Caouette*, SECONDED by: E. Jackson, VOTED: 3-0, MOTION PASSED.

J. Cardinale arrived at 6:45 pm.

GUEST SPEAKER:

Liz Bouchard, Food Service Director gave a Power Point presentation and answered questions from the Board. She reviewed Goals, Community Eligibility Provision Benefits, Menus, Menu Planning, etc.

L. Bouchard advised we could lose funding if we don't get in compliance; can't carry balances.

T. Croteau advised the Board had said previously they would pay down the balance and then the Board would work on how to get the past due monies. Feels they need some sort of policy because reduced and full pay students are not paying.

L. Bouchard advised they do have an alternate meal.

L. Bouchard reviewed Community Eligibility Provision; we are being reimbursed at 80%.

L. Bouchard suggested getting an Igloo Sport Cooler system with 5oz cups for water in the cafeteria.

E. Jackson advised L. Bouchard has a huge list of goals for the first year. What is the goal to increase participation in meals?

L. Bouchard advised meals have increased. In October student breakfast and lunch increased by 839 meals and by 59 for teachers over September. There are more students and staff participating. Breakfast has definitely increased on the Middle School side.

R. Horton arrived at 7:09 pm and took over the meeting.

L. Bouchard advised there are certain components for breakfast and lunch required in order to be reimbursable; must include a certain number of fruits and vegetables for each meal. Can't force children to eat them, but they must take them.

E. Jackson asked if L. Bouchard knows what she has in the budget.

L. Bouchard advised she has no idea what was carried over from last year.

L. Schmidt advised they will work on it, hopefully within the month. Will get to the point where L. Bouchard can work with L. Schmidt on checks and balances and know the budget.

R. Horton advised they used to have a large surplus. Why not now?

J. Cardinale advised they did use surplus funds for heat, electric, etc.

E. Jackson asked L. Bouchard if they were planning to use a grant for the salad bar.

L. Bouchard – Yes.

E. Jackson wondered if there is money in the budget for a salad bar. She asked L. Bouchard if she hopes to have the salad bar in place within the next couple of months.

L. Bouchard advised she hopes to.

E. Jackson advised L. Bouchard she should work with L. Schmidt on funding, costs, etc. She should work on time frames for goals she has set.

Sue Rice – Are bills going with the kids or are they being mailed?

L. Bouchard advised they are going with the kids.

Sue Rice advised they are finding the bills around; some are not getting home.

Sue Rice asked why ketchup in packets is being used instead of bulk.

L. Bouchard advised they need to control the mess.

Sue Rice advised they were told the rule is kids can't take food out of the cafeteria. Have allowed water; where do we draw the line?

Sue Rice – Kids take other kids' lunches. How rigid do we want to be about sharing meals in the cafeteria?

L. Bouchard advised there is a fine line; a whole apple or a Nutri Grain bar; kids should be able to take that with them.

J. Lewis – Thinks there should be a policy about taking food out of the cafeteria. Something wrapped or water in a bottle is okay; anything that can be dropped and picked up without needing Don Chamberlain to do it. Explained they have had kids take milk, take a couple of sips, throw it away and it would sour. Have also had popcorn spilled all over the floor.

R Horton feels now there is more time for lunch; shouldn't need to take food out.

L. Bouchard – Do need to work on portion control, condiments, etc.

R. Horton asked if Food Service is using the same vendors or new ones.

L. Bouchard – Using the same one; the cost was \$20.00 less this month. Advised she shops for herself on line.

FINANCIAL REPORT:

L. Schmidt advised the only bid received was from Mr. Edwards who we currently use; very little difference between existing cost and his bid. She recommends they go with him; providing good service.

R. Horton advised they talked at this table about using a little more salt and a little less sand. Is that cost in here?

E. Jackson was told by the Selectmen that the Town would provide salt. Need it in writing.

T. Croteau advised that was not what Dale said. Need to confirm it at the next Selectboard meeting.

Mr. Edwards, who was at the meeting, advised salt will only work in direct sun.

R. Horton – Does this bid account for salt usage?

Mr. Edwards – Yes.

D. Chamberlain – People prefer to see sand; teachers think it has been done. They don't see the salt.

R. Horton's concern is there was a major clean-up needed of sand last year and concerned with sand going down the new drain.

T. Croteau asked if salt will eat up the parking lot since it is not in the best condition.

Mr. Edwards advised it may make frost heaves worse.

E. Jackson MOVED to accept the bid as presented for snow removal from Edwards Construction at \$500.00 per occurrence; VOTED: 5-0, MOTION PASSED.

MANIFEST:

The Board reviewed the Manifest and asked questions.

E. Jackson asked L. Schmidt if she has taken a look at what the cost would be if we owned the copiers.

L. Schmidt was told by the vendors that we should at least stay with a lease for now and at the end of next year look at options.

L. Schmidt advised they are working on secure printing.

E. Jackson and R. Horton asked about over-usage.

L. Schmidt advised the bill was \$9,000 for usage for four copiers.

E. Jackson – Maybe we need to look at the cost of a machine for extras.

L. Schmidt advised she has no problem writing a check to clear balances in Food Service.

T. Croteau advised his recollection is that it will be up to the Board to collect the past due amounts.

L. Schmidt would like to propose an agreement to bring balances down.

L. Schmidt waived fees so people can use online payment. She would like to set it up so the District pays the convenience fees. She will come back with specific amounts.

R. Horton asked what the procedure is to go forward regarding past due balances.

L. Schmidt – If we are going to pay down the balances should put a line item in budget.

T. Croteau – Do need a plan to get the balances down.

K. Bazan – Could it be approached at parent conferences next week?

R. Horton – Maybe a letter to the parent can be given when they meet with the teacher. Feels parent should sign showing they received it.

J. Lewis – Need to come back to the next meeting with a checklist of what we are going to do.

L. Schmidt advised she needs a much stronger understanding of how the Community Eligibility Provision ties together with grants before bringing a plan to the Board. Need to meet the threshold to be eligible, but we are not quite high enough to be sure it will be free. L. Schmidt needs to get more information. Last year was the first year NH participated.

R. Horton – If able to turn Food Service into something that makes a surplus, need to turn that into something to reduce costs.

L. Schmidt – Not sure, but she thinks there are too many Federal guidelines.

J. Lewis thinks we do have to charge.

L. Schmidt – There is a formula to say what we need to charge for meals.

R. Horton feels if we have a reduction in the cost, there would be more kids in for meals and we would have less collections.

L. Schmidt advised they talked about investments a couple of weeks ago. Are we required to invest funds with the Town? Asked if she can work with Board direction or do we need Town approval?

The Board thinks it would need to come from the Trustee of Trust Funds.

L. Schmidt will contact them.

*Received guaranteed maximum rates from Health Trust. Received new letter saying we are getting more money back; \$14,600 for retirees and \$93,000 for employees.

E. Jackson – Need special meeting for unanticipated revenues.

L. Schmidt advised some other factors need to be discussed in Non Public session that she wants the Board to be aware of.

E. Jackson advised the Budget Meeting is tonight at 7:00 pm. At the last meeting they asked if we could meet here at 7:00 pm. for the School Board Budget in December, even on School Board nights.

The Board agreed they will meet at 6:00 pm. on the first and third Thursdays in December. Then will meet with the Budget Committee at 7:00 pm.

R. Horton advised there will be a work session next Thursday at 5:30 pm., then will see where we go from there.

J. Lewis will be out of town Monday and Tuesday before Thanksgiving.

L. Schmidt received a letter from NHIT; will have maximum guaranteed rates on 12/4; affects all non-CVU people.

L. Schmidt will meet with John Loeb next week so she can send out RFP for transportation.

T. Croteau – Should think about putting Smart Boards in Capital Improvement Fund.

E. Jackson MOVED to approve the Accounts Payable Manifest in the amount of \$139,851.47; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

E. Jackson MOVED to approve the Payroll Manifest in the amount of \$222,502.55; SECONDED by: J. Cardinale VOTED: 5-0, MOTION PASSED.

SUPERINTENDENT'S REPORT:

*Late busses are in place for the high school. Initially there were low numbers, but going up. The bus company is keeping a record for us.

*J. Lewis' understanding is the price of the drainage pipe was \$2,800 including paving; the amount was recorded in the minutes. We received a bill for \$11,000. K. Bazan will be attending the Selectmen's meeting next week.

E. Jackson – Maybe the \$2,800 was just the cost of the pipe and not labor.

T. Croteau advised his understanding was the Town would take care of the labor plus paving; we would pay for the pipe.

R. Horton – Does not think that Manifest came from the Board of Selectmen.

J. Lewis – Will figure it out on Wednesday.

*The Keene Sentinel wants to put an article in the paper about no-cost preschool in Winchester. The reporter wants to come to the school with a photographer. J. Lewis advised they know what they can and can't take pictures of.

T. Croteau is concerned if everyone knows, everyone will come.

R Horton – There is a cap.

T. Croteau advised that needs to be in there and made perfectly clear.

*John Loeb feels he has two to three possible options for bus companies. J. Lewis and L. Schmidt will meet with him Monday morning.

*J. Lewis advised they were under the impression we had fiber cable, but it is copper. They are seeking information from Fairpoint through BayRing. This explains a lot of things. Due to a second layer of copper, the bill increased significantly. Julian Stanway is looking into it.

*J. Lewis wanted to confirm the date for the Deliberative Session of Saturday, February 14th.

The Board advised they would like to know what the Town's date is before choosing the date for the school's Deliberative Session; want the latest date.

T. Croteau – Need to have time in case it snows.

E. Jackson left the meeting at 8:37 pm. to attend the Budget Committee Meeting.

After discussion, the Board decided if the Town's Deliberative Session is on January 31st then ours will be on 2/7; if the Town's is 2/7, then ours will be 2/14.

PRINCIPAL'S REPORT – L. Spencer:

*Classroom size report – no significant change.

*The rest of the report will be in non-public.

K. Bazan had asked about the parking lot and markings at the last meeting. Thinks we have to do something different with the handicap spot.

L. Spencer advised D. Chamberlain has ordered signs; will be here in about a week. He has ordered several different signs as discussed.

R. Horton asked how things are going with evaluations.

L. Spencer advised she has about 12 under her belt. Met with staff and they have signed off. If there are any questions about anyone's performance it would be done by April in time for contracts.

T. Croteau asked about the lice issue.

L. Spencer advised it seems to be under control.

J. Lewis advised they found a few kids and did what they needed to do.

Sarah Lounder advised she talked to staff. There were misconceptions about how to get lice.

Sarah Lounder advised kids seemed more comfortable with the checks this time.

J. Lewis – Liz at Village Salon is helping. She gave us Fairy Spray; looking to get more.

After discussion, J. Lewis asked Sarah Lounder to send a list of do's and don'ts about lice.

R. Horton feels they need to take preventative steps, too.

S. Lounder advised it doesn't need to be expensive.

J. Lewis thanked her for doing the head checks.

S. Lounder will send an e-mail with the list. Advised they will be here to do checks again after Thanksgiving and on January 5th.

POLICIES:

Policy JLCK – Special Physical Health Needs:

J. Lewis advised he contacted the Attorney. It comes down to the fact that we need a Wellness Policy.

E. Jackson returned to the meeting at 8:58 pm.

Policy JLCJ – Concussion and Head Injuries

J. Lewis distributed a copy of the policy as corrected, changing the language to grades four through eight and the Winchester School District.

The Board agreed they should have a Memo of Understanding with ACCESS that says they will follow the Board's policy. It should not be just for sports.

L. Spencer advised this policy was written for student athletes. She believes the nurse's policy is for all students.

Board advised should add *For Student Athletes* to the title.

The Board agreed to call this a first reading of Policy JLCK and the other policies reviewed tonight as second readings. The

The Board agreed that it should read Winchester School District throughout the policies.

Policy EFA – Availability and Distribution:

J. Cardinale MOVED to approve policy EFA as a Second Reading with changes; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

IMGA – Service Animals:

J. Cardinale MOVED to approve Policy IMGA – Service Animals, as a Second Reading with changes as discussed; SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.

The Board agreed they will put the policy book on-line. Policies that were okay they can leave for now and review later. Will put draft on those that need to be updated.

J. Cardinale feels they should be updated in two days after being approved.

J. Lewis – Need to add a disclaimer that the policy has been reviewed, etc.

E. Jackson advised the Town will hold their Deliberative Session on 2/7/15. The Board agreed to hold the School's Deliberative Session on 1/31/15.

E. Jackson let the Budget Committee know that the School Board will accommodate their schedule.

J. Cardinale MOVED to schedule the Deliberative Session for 1/31/15; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

OLD BUSINESS:

J. Cardinale asked about the basketball hoop that was damaged.

J. Lewis advised the parents called; they will pay for the damage. Both parents were very supportive.

R. Horton discussed the issue with an ACCESS student who needed an ice pack and they couldn't get it to work. Were told they couldn't go in the nurse's office.

J. Cardinale advised they used a black trash bag and ice from a cappuccino.

Sue Rice advised there used to be ice packs in the freezer in the teacher's room.

R. Horton advised they need to let J. Lewis know if we need first aid supplies.

J. Cardinale asked about subs with new pay; are we seeing more of a response? What about paras?

J. Lewis advised it is still early.

J. Cardinale asked about bathroom exhaust fans and sensors.

J. Lewis advised not sure where we are at.

J. Cardinale – Was told some of the sensor faucets were continuing to run. Should we call and get them fixed under warranty?

R. Horton – Sounds like they were not installed properly the first time. Need to see what the plan is to fix them.

J. Cardinale will look at the faucets and e-mail the Board what he finds; along with the exhaust fans and automatic light switches. Don't need an electrician. If an exhaust fan is in there, it would be wired to the same thing.

R. Horton feels for the bathrooms on a whole there needs to be a plan. We are not putting money in a Warrant Article not to use it.

J. Cardinale advised J. Lewis they need to know what was wrong with the faucets that are now out, where are they, etc.

K. Bazan advised he took a look at the faucet.

J. Cardinale advised by the sounds of it, without looking, they were not installed properly; will look at them after the meeting.

K. Bazan thinks they should have a policy that any child who rides their bike to school, needs a helmet.

The Board advised it is the law, on school property they need to wear a helmet.

Lisa Spencer advised the Police Department will give them out if a student doesn't have one.

R. Horton feels they need to educate parents/students. Need to advise kids if they don't wear a helmet, need to walk their bike.

J. Cardinale advised once they get past our property, we can't dictate that.

R. Horton – The Police Department can.

K. Bazan – Would be good to have an officer out watching and talking to kids.

Sue Rice – Need to talk to Police Department. If they don't enforce it, how do we?

Sarah Louder thinks those who wear a helmet should be rewarded.

R. Horton asked about Keene High school coming on the 20th. Asked if there was any feedback from legal on the contract?

J. Lewis – No; will call.

J. Cardinale – It would be nice to hear something before the 20th. Could we take time at the budget work session to discuss it if we have information?

R. Horton – Yes.

J. Cardinale asked if there was any update on junk mail.

J. Lewis advised a new firewall is going in on Sunday.

J. Cardinale feels it would be good to have Steve help.

L. Schmidt advised she will put it out there.

Sue Rice – Asked if it would be good to do it around break time.

J. Lewis advised had that discussion today. If it doesn't work, they will unplug it.

J. Cardinale MOVED to go into non-public session at 9:55 pm under RSA91-A:3(c); SECONDED by: K. Bazan VOTED: E. Jackson – yes, J. Cardinale – yes, R. Horton – yes, K. Bazan – yes, T. Croteau – yes, MOTION PASSED.

J. Cardinale MOVED to leave non-public session at 10:11 pm; SECONDED by: T. Croteau, VOTED: E. Jackson – yes, J. Cardinale – yes, R. Horton – yes, K. Bazan – yes, T. Croteau – yes, MOTION PASSED.

R. Horton advised while in non-public session the Board discussed Personnel and Negotiations.

J. Cardinale MOVED to seal the non-public minutes, SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.

J. Cardinale MOVED to adjourn the meeting at 10:13 pm; SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary