

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
MARCH 17, 2014**

Board Members Present: T. Croteau, R. Horton, E. Jackson, J. Cardinale and New Member, Kevin Bazan
Administration Present: J. Lewis, L. Schmidt, P. Bigelow
The meeting was called to order at 6:30 pm. by Superintendent, Jim Lewis.

E. Jackson MOVED to nominate T. Croteau as Board Chair; there was no Second. T. Croteau feels it should be someone else this time so that everyone can have the opportunity.

T. Croteau MOVED to nominate R. Horton as Board Chair; SECONDED BY: J. Cardinale, VOTED: 5-0, MOTION PASSED.

J. Lewis turned the meeting over to R. Horton.

R. Horton MOVED to nominate T. Croteau as Vice-Chair due to his experience; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED. T. Croteau accepted as no one else was interested.

MINUTES:

T. Croteau MOVED to approve the minutes as amended, both on Page 3; under Minutes, correcting the spelling of DzieDziec to *Dziedziec* and under ACCESS Update, amending the spelling of Luke Stoddard's to *Stauder's*, SECONDED by: J. Cardinale, VOTED: 4-0-1 (K. Bazan – abstained), MOTION PASSED.

COMMITTEES:

The Board, as well as Bill McGrath who was in the audience, reviewed the list of Committees. Each member went through the list and advised which committees they have been on, what the committee is, what is expected of committee reps., how entailed the committee is, etc.

R. Horton feels it is good to set up back-up members for each committee.

J. Cardinale feels the Board works together. Feels they could call another member if needed.

E. Jackson would recommend new Board members not be on the budget Committee; they could possibly be a back-up.

K. Bazan advised he would be interested in being a back-up.

R. Horton advised that the Board should send an e-mail as to what committees they are interested or not interested in being on.

W. Vaughan advised K. Bazan that his school e-mail is set up.

B. McGrath feels the policy on committees is dated.

J. Cardinale advised the Board will be looking at adding/deleting committees, etc.

E. Jackson will attend tomorrow's Keene School Board meeting.

Keene Withdrawal Study Committee will be put on hold until they hear back from the Keene School Board. Then it will be added to the agenda under Old Business.

CITIZENS' COMMENTS:

None.

GUEST SPEAKER:

W. Vaughan advised a lot has happened since he was at the last Board meeting. There was discussion and questions by the Board.

W. Vaughan advised he works Monday, Wednesday and Friday morning and Tuesday and Thursday afternoon, four-five hours every day.

*Back-up server is in place so they won't be without one again if there are issues with the main server.

*Internet issues - some were on Bay Ring's part and some with us.

*Library new technology; Comcast connection is good.

*Should be able to do tests in a reasonable amount of time; have the bandwidth.

*Website – W. Vaughan explained that at the Technology meetings they decided to go back to the old website effective July 1st. He talked to the company and they will do that. It is covered by E-Rate, so they can't mess with the contract.

*Updating any teacher's station that doesn't have Windows 7 and buying a new server, etc. Will be done this Summer.

R. Horton asked about the mess that happened and why it didn't get resolved quickly.

W. Vaughan advised it was the server's motherboard; not a hardware issue. He could not fix it, had to go to PC Connection. That's why he bought another server. E-mail was up. It was a tough two weeks.

R. Horton advised W. Vaughan is in the second year of contracted services. The Board asked him in the beginning if he felt he could handle this.

W. Vaughan advised he can handle it as part time; doesn't feel it needs to be full time. Advised he doesn't feel overwhelmed.

J. Cardinale – Would you feel the Tech position might be better suited to an entry level person all the time and then someone of your level to come in if needed?

W. Vaughan advised a small percentage of his time is spent on menial tasks; not a big chunk out of his day.

J. Cardinale – How much will be able to be done remotely?

W. Vaughan advised not a lot; in this school there is not much need. Advised he could put the right software in and could work remotely if there is a time he was not in.

W. Vaughan advised he has been using School Dude.

P. Bigelow explained some staff found glitches with School Dude. They will be e-mailing requests to W. Vaughan and D. Chamberlain with a copy to P. Bigelow until it is fixed.

E. Jackson asked if they could do a test.

W. Vaughan doesn't feel they can.

J. Cardinale asked if W. Vaughan should call School Dude to have it fixed.

W. Vaughan advised it just started happening.

E. Jackson – Is the training done?

P. Bigelow advised they did training at a staff meeting; it did not include kitchen help and custodians.

They are not paid for time they put in before or after school.

W. Vaughan will call School Dude.

R. Horton asked about report cards through Power School.

P. Bigelow advised they did have issues; would like to go back to the standards based report cards; it is a huge project.

W. Vaughan advised it is a tremendous amount of work; will be doing a couple of grades at a time. Thinks it is realistic that two grades could be done by the end of Summer.

V. Wilber advised it also takes time for parents to get used to a different report card.

W. Vaughan feels once they do a couple of grades it should go faster.

R. Horton asked about Smarter Balance. Are we up to speed?

V. Wilber advised she has talked with Wes. Thinks they are set for hardware for tests. The server and internet service would be the question.

V. Wilber advised this test will take a long time to get through. Don't want to lose data half way through. The data is not stored here. They were hoping to get a test run-through for Grade 6, but that didn't happen. We weren't chosen.

There are some practice tests on line. She thinks it is a good idea to see what happens when they are all on line at the same time.

E. Jackson asked if V. Wilber could be at one of the schools when testing is done.

V. Wilber – Will check with the DOE; feels it is a great idea.

P. Bigelow advised that whenever they run any testing all computer classes stop. That happens three times a year because we do not have enough labs.

V. Wilber – A lot of other schools have mobile labs and will bring computer laptops into the classroom. That would be fantastic and a cheaper solution than another lab.

Sue Rice asked someone to explain MAP testing versus Smarter Balance.

V. Wilber explained MAP testing is computer adaptive. If students answer a question correctly the difficulty increases; if they get it wrong the difficulty decreases until they get to their correct level. It allows teachers to find where difficulties are. MAP testing is given at the beginning of the year and the end of the year; gives teachers necessary data.

V. Wilber explained Smarter Balance is given once a year. It is a Spring test. Students are being tested the year they are taught. It is a summative test; some of it is computer adaptive. It is a combination of NECASP and MAP testing. It is done on line in the lab. Accommodations are programmed into the tests. Kids are now taking the Common Core version. Could get paper and pencil version for four years, if needed.

Smarter Balance is required by State; MAP is not. We do that here.

J. Lewis advised there are people who do not like Smarter Balance.

R. Horton asked about internet safety. They are trying to figure out how to keep kids safe and share the information with parents. Maybe they can send something home.

W. Vaughan advised it is hard to get people to come here for meetings.
W. Vaughan could put something together.
R. Horton feels parents would like to have that information.
E. Jackson feels maybe they could add that to the beginning-of-the-year packet when the sheet that parents sign is sent home.

E. Jackson wanted to see if L. Schmidt has a laptop. Can she bring it to the next set of budget meetings?

L. Schmidt advised yes; she has been using it.

R. Horton asked if there have been Technology issues on the SAU side.

L. Schmidt advised she has been able to use School Dude quite successfully.

R. Horton asked if the SAU could operate off of the Comcast line if they lose the server again.

L. Schmidt advised would have internet accessibility, but couldn't access files. Explained it is a continuing problem. The connection is not always dropped, but it is slow. Advised it was dropped three times, though, when doing Payroll recently.

W. Vaughan advised he has long term solutions during the summer.

J. Lewis asked if bandwidth is the issue.

W. Vaughan explained monitoring it; will take time to find the problem.

R. Horton advised he would like the answer next time they meet with W. Vaughan.

W. Vaughan advised he didn't know. Explained he will always increase bandwidth when he has the opportunity.

OLD BUSINESS:

The Board had nothing for discussion at this time. This would be something coming back to the Board such as policies for a second reading.

NEW BUSINESS:

This would be discussion on something such as policies coming before the Board for the first time. The Board will take 15 min. at each meeting to look at policies. There are over 700 policies that could be looked at.

Policies:

J. Lewis reviewed the Attendance, Absenteeism and Truancy policy that B. McGrath had brought up to the Board at the last meeting and reviewed the changes he made to the NHSBA Sample policy.

P. Bigelow wondered if they should consider requiring a doctor's note after so many days of being absent.

B. McGrath advised at a high school in Connecticut the administration called at night to talk to parents.

J. Lewis advised that would be for notification at that point; it would be too late.

V. Wilber advised if 35 students are out, five might call in as absent. It takes D. Willis about an hour to call parents. It is very rare that they don't receive a call back.

Sue Rice asked if they could put a reminder in the Friday newsletter.

J. Lewis – advised he does; could add it again.

P. Bigelow advised on the other side of things, there are some students that don't want to miss a day so they can receive an award at the spaghetti dinner.

V. Wilber advised D. Willis does keep a mental note if someone is not calling in. She does keep a notebook.

D. Milde advised they can type it into Power School. It has the ability to allow them to keep a log like they do with discipline.

E. Jackson asked if they could pull a report.

D. Milde – Yes.

The Board accepted the Attendance, Absenteeism and Truancy policy as a first reading. Changes will be made and the policy returned to the Board.

J. Lewis asked if the Board liked the new format for the agenda.

E. Jackson feels under Old Business they need bullets for action items.

J. Cardinale feels bullets should be under the new items, too. If they know ahead what they are going to talk about.

E. Jackson advised if it is New Business it should be planned so it can be on the agenda; can't discuss items unless they are on the agenda.

After discussion, the Board advised under Committee Reports, they will add the name of the committee rep. beside the committee name.

FINANCIAL REPORT:

*The Board reviewed two manifests.

*L. Schmidt advised they have put in 6,000 gallons of oil at \$3.089 per gallon from Discount Oil, as they were the cheapest. They split the oil between the three tanks so there is now roughly 6,500 gallons in each. Sandri looked at it last year as far as weather trends, etc. L. Schmidt thinks this will take the tanks to the goal of low levels.

E. Jackson MOVED to approve the Manifest for Oil in the Operating Budget in the amount of \$18,534; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

*T. Croteau asked that the Homeless Policy be added to the agenda.

*L. Schmidt distributed a draft of the MS22 for review. If agreeable, Board members can sign it. It needs to be submitted before they meet again as a Board. The format is different. The State is moving toward an electronic submission and L. Schmidt will send the signature page Certified Mail - Return Receipt Requested.

After discussion, **T. Croteau MOVED to approve the 2014 MS22 for fiscal year 2014/2015 as presented by L. Schmidt; SECONDED by: J. Cardinale, VOTED: 4-0-1 (E. Jackson – abstained), MOTION PASSED.**

*L. Schmidt advised everything is current with Grants as far as she can go. She will e-mail monthly reports to the Board.

*Received all insurance quotes. She had asked reps to come to the teacher workshop; some came. She is looking for a formal presentation and is waiting to confirm the day.

*L. Schmidt is not sure where they stand with the Town not passing the contract.

R. Horton feels they should keep communications open.

E. Jackson MOVED to approve the second Manifest in the amount of \$113,424.61; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

SUPERINTENDENT'S REPORT – J. Lewis:

The Board received J. Lewis' report in their packets and reviewed.

*The DOL was here this morning. We are doing a pretty good job. They will be here tomorrow and next week they will follow-up with J. Lewis. They have made some suggestions; have been mostly complimentary. Want to talk to some staff. Folks want to work extra hours and not get paid. The DOL advised they can't do that unless we pay them. It is going very well; they are digging deep.

There was discussion and questions by the Board.

*Principal Search – Down to three candidates; one dropped out. The final candidates will have a day-long visit on March 27th. They will meet after school too, so the whole staff can meet with them.

*Wellness – Pizza Day has been moved to Tuesdays. There will be more homemade items for lunch. The Committee is promoting healthy choices. Want the kids to eat! Sue Rice put together a survey to see what kids want to eat. The donated microwave will be in place on April 1st.

L. Schmidt advised Erin will be meeting with Picadilly Farm about getting in fresh, local produce.

J. Lewis thanked Nancy Dziedzic for being on board. The Board feels they need to get the other kitchen on board, too.

He wants to get things in place by May 1st.

L. Schmidt advised Erin is working on things.

*Election – The vote didn't pass. J. Lewis asked if the Board is okay with hours versus days for next year. Need to go through the process.

E. Jackson asked if the language passed, but just not the raises. She feels it is okay as far as hours versus days.

J. Lewis will need to check.

T. Croteau thinks they only voted on the money.

J. Lewis will check on that.

V. Wilber explained any verbiage can be changed without voter approval if it doesn't change the dollar amount.

R. Horton – Need to research it.

J. Lewis – Will check with M. Upton.

The Board was agreeable with hours versus days.

*Working with Town - Want to try to work together with oil, snow plowing, etc.

*Met with Jim Tetreault regarding past issues. Advised there will be more communication and fewer delays with reports.

*The Board rep. will attend periodic meetings with the selectmen.

*Waiting for one more quote on the elevator. The two received were \$21,042.50 and \$21,500.00; expect the third one to be in the same ballpark.

*The school neighbor continues to have concerns with the snow. J. Lewis met to discuss it with him. Advised there was a miscommunication so the wrong pile of snow was moved. Need to address the drain.

T. Croteau feels they need to talk to Rick Melesky to see where the water goes. This has been going on for 20 years.

V. Wilber asked if they looked at the original site plan. There is usually a plan for storage of snow, water, etc.

J. Lewis advised it is a puddle of water.

- R. Horton feels they should talk to the Water/Sewer Department and start there.
E. Jackson advised it needs to be soon. Feels they need to do this part before painting the parking lot.
E. Jackson asked about safety doors. That should be added to the next agenda under Old Business.

PRINCIPAL'S REPORT:

The Board received P. Bigelow's report.

*P. Bigelow reviewed highlights from the Joint Loss Committee meeting. The Board feels they need to check how often filters are cleaned. P. Bigelow advised will have better air quality if duct work is cleaned, but it is expensive.

*Working with the Town. C. Stephens asked about possibly have town reps. on the school committees and vice versa.

*J. Lewis feels they should get a clock with communications on it and mount it close to the front doors so parents will see it when they drive up to the building.

J. Lewis advised the cost is about \$10,000.

*Chief Phillips is looking at putting a sign on Parker Street that shows the speed vehicles are going.

*Sports – there is not a lot of interest in Baseball. Girls are very interested in Girls on the Run and Girls on Track. Boys are interested in Track.

J. Lewis advised Cross Country could be an inexpensive Spring sport.

P. Bigelow expects to know by the next meeting if there is enough kids for Baseball.

*Ashlee Nicholson has been certified in First Aid, AED and FA. She will be teaching many staff members on Saturday, March 29th.

P. Bigelow thanked the Board for her dedication and their kind words.

*The Board agreed to remove #13 – Setting the Next Agenda, from the agenda.

CITIZENS' COMMENTS:

Sue Rice asked about the wheel chair lift. There are people who should be using it on a regular basis. Since it has not been working, this means people have to go outside. Feels they need to get it working; the sooner the better.

R. Horton advised the issue is they need three quotes.

S. Rice feels people have been very tolerant. If staff have a lot to carry it is hard without the elevator because they need to use the stairs.

R. Horton advised the chair lift is not to be used as a freight elevator. He thinks that's why there is an issue with it now after only 20 years.

Sue Rice thinks it needs to be labeled as such.

R. Horton feels maybe they need to clarify it; it is a people lift and not for materials.

B. McGrath advised they changed the HVAC filters twice per year at Target.

T. Croteau MOVED to go into non-public session at 9:13 pm under RSA 91-A:3(a); SECONDED by: R. Horton, E. Jackson – yes, K. Bazan – Yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.

E. Jackson MOVED to leave non-public session at 9:42 pm; SECONDED by: J. Cardinale, E. Jackson – yes, K. Bazan – yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.

R. Horton MOVED to seal the non-public minutes until June 30th; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

E. Jackson MOVED to adjourn the meeting at 9:48 pm; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary