

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

Board Members Present: T. Croteau, R. Horton, E. Jackson, B. McGrath, J. Cardinale

Administration Present: J. Lewis, L. Schmidt, P. Bigelow

The meeting was called to order at 6:30 pm. by Chair, T. Croteau

T. Croteau announced that Veronica Moffitt would be taking photos during the meeting for a class.

**MINUTES:**

**B. McGrath MOVED to approve the minutes of the February 20, 2014 as amended; On Page 1, last line, changing the word then to *than* to delay it or close early? and on Page 4 under Citizens Comments, correcting the spelling of Nancy Dziedzic to *Dziedzic*; SECONDED by: R. Horton, VOTED: 4-0-1 (J. Cardinale – abstained), MOTION PASSED.**

**CITIZENS' COMMENTS:**

Mel Harrison thought grants would be caught up. She advised Title I from December – February and Title II for January and February have not been reported.

L. Schmidt explained she has been spread extremely thin. She is working all this week to do Payroll as that is the top priority; she has been working extra hours. It is her intent, dependent upon when she gets out of the meeting, that she will work on grants tonight. She needs to get the next month in by tomorrow. She will update the Board via e-mail.

B. McGrath asked if L. Schmidt had spoken to his payroll contact person.

L. Schmidt advised she spoke to him and is now waiting to hear back. She does not have any contact information for him.

B. McGrath will e-mail him.

L. Schmidt understands everyone's concerns. It is a concern for her too.

R. Horton advised they need to do something. There is a lot that is getting behind; there needs to be a fix. There are audits and grants and new things they want to work on. Advised the Board made the position full time with the agreement that they would look at things again; it is coming up again soon.

R. Horton feels the SAU is a business. It needs to operate during snow days and vacations. We can't lose grant monies.

Audits and grant money are priorities. Advised he knows L. Schmidt is working hard.

L. Schmidt asked if that means she shouldn't be involved with other things. Advised she was in Jim's office most of today.

R. Horton advised they need to get a handle on this. They can't be reactive instead of proactive.

**ACCESS Update:**

J. Miller gave a presentation on ACCESS. The program began in 2000 to increase opportunities and activities for children and in Winchester for low cost.

J. Miller reviewed the three goals of the ACCESS program.

#1 Increasing Support for Academic Achievement out of school time. ACCESS has 90+ attendees a day; they do better academically.

#2 - Increased opportunities for positive youth development

#3 – Increasing Family Literacy - Helping parents to develop the skills and resources to support their children.

The list of programs ACCESS provides includes Summer camps, parenting programs, Drug Free Community Program and a program to replace Nature's classroom for this year.

In 2006-2007 the annual attendance for the ACCESS program was 136 and in 2013 it was 320. The goal is to break 400 this year.

ACCESS graduated its seventh student from Winchester in Luke Stauder's program.

J. Miller explained that ACCESS is becoming a 501©3 to optimize their ability to attain sustainable funding and minimize risk to the school district. For donors to be able to write off donations, ACCESS must be a 501©3. They will continue with the school in the same partnership they have now.

J. Lewis advised there are more benefits than not as a 501©3.

T. Croteau asked if the School District would still be the fiscal agent.

J. Miller – with the 21C Grant yes, until June 30<sup>th</sup> then it would be ACCESS. For the Drug Free Grant, the school needs to be the fiscal agent until the end of the fifth year.

R. Horton advised you will need personnel, office space, etc. Are you going to be completely separate?

J. Miller advised the building is open until 10:00 pm. Why go to another space when they can operate the way they are. The whole idea of grants is to maximize services; not to overlap. They will be reaching out to the Community Center to work together to combine resources. If not will continue to work as they have been.

R. Horton advised the third floor is good for ACCESS if you want to renovate it. What is the plan for programs in the high school? He feels the community loses site of that because kids go to Keene.

J. Miller would love to see more things academically i.e., Alt Ed. ACCESS is the place to start; it would help kids discuss who is interested in doing different programs, transportation, etc.

E. Jackson – What can parents see as changes?

J. Miller – More programs, even though we are losing half of the 21C Grant. The plan is to maintain what we have for next year right now. Explained they do not want to raise fees, feels if they did they wouldn't get it. Four families pay the total cost; 25% pay 50%. There has been a conversation to lower the cost to see if people can pay.

E. Jackson – How does it work for 501©3; are there background checks required?

J. Lewis – yes.

The Board asked about working as the fiscal agent.

J. Miller explained one of the first things they will be doing is getting an audit. They will be training on processing of payroll and obtaining necessary insurance. They would be employees under an Umbrella policy; not consultants.

B. McGrath – How do you count the numbers?

J. Miller advised it is the total number of unduplicated attendees.

E. Jackson – On an average day, how many participants do you have?

J. Miller – 110; includes morning and afternoon.

R. Horton asked about Amer Electric changing the camera settings.

L. Schmidt will need to check on it.

P. Bigelow thinks W. Vaughan or D. Chamberlain must have called them.

Danielle Milde advised the camera wasn't catching everything.

B. McGrath feels when any Board member brings a suggestion to the Board, i.e., MobyMax they need to bring back-up information.

R. Horton didn't need a vote, but he brought information to the Board because he thought it was a good program for K-12.

J. Lewis – All kids by fourth grade should have math facts mastered. His daughter does well on MobyMax and likes it.

P. Bigelow – Most teachers weren't aware Winchester was using the program. Advised she wasn't aware of it until the last Board meeting.

J. Lewis will bring MobyMax to the teachers before adding information to the parent newsletter.

R. Horton asked about elevator costs.

E. Jackson asked if they are sure the elevator company is coming in every two months to clean, lube, etc. The elevator has been broken for two months.

L. Schmidt will ask D. Chamberlain.

B. McGrath feels they need to check the contract.

L. Schmidt explained when an invoice comes in coded with the department head's signature she believes it is a valid charge.

R. Horton asked where we are oil wise.

L. Schmidt and D. Chamberlain feel they will need more in two weeks. Advised she called J. Marsh for contact information for Swanzy Oil and Bob's Fuel. She has been in contact with Sandri and another large-drop company. They need three quotes.

T. Croteau advised quotes are good on a daily basis; they change.

E. Jackson advised L. Schmidt would contact Hannah or Caitlyn at Bob's Fuel and Lisa Patnode at Swanzy Oil.

**B. McGrath MOVED to approve the Manifest in the amount of \$166,835.18; SECONDED by: R. Horton, VOTED: 5-0, MOTION PASSED.**

After discussion, **R. Horton MOVED to Amend the Motion to include voiding check #150938 for \$391.92 and issue it to First Student; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

### **SUPERINTENDENT'S REPORT – J. Lewis:**

The Board received J. Lewis' report in their packets along with a new proposed agenda format.

After review, the Board agreed to add 15 minutes for new and old policies to the proposed agenda.

\*J. Lewis advised the NH Department of Labor is scheduled to arrive in Winchester at 9:30 am. on Monday. They came on Thursday to set up a time to return. The school had questions as to what they can and can't do. The DOL will speak with some staff, too. Will find out what we're doing right and what changes may be needed. J. Lewis advised if there is an error, they will correct it.

L. Schmidt advised the DOL offers seminars regularly. They tried to get in last year, but they were full in Keene. She has signed Connie, Marie and herself up for April.

L. Schmidt advised tomorrow they will be boxing up information so the DOL has it available when they come in.

J. Lewis – A report will be sent to the school. If there are any changes needed, they will do them and bring them to Concord showing that they have been done.

\*Reviewed House Bills that may affect Winchester.

\*Will be attending seminar on community businesses.

\*Will be interviewing Principal candidates from March 10<sup>th</sup> – March 12<sup>th</sup>; the times are scheduled. There are eight people coming in and then the committee will try to get it down to three or four final candidates.

R. Horton feels the Board should be able to submit questions.

J. Cardinale advised there are two Board members on the committee. Any other members should submit questions.

B. McGrath gave questions to J. Lewis for applicants. Advised he may already have those questions.

R. Horton advised ultimately J. Lewis will be doing the interviews, but he would like to know if applicants are familiar with the budget process, unions, etc.

J. Cardinale wants to know how they handle evaluations.

J. Lewis advised the Board they can email questions up to Sunday night. There is no time frame for a recommendation yet. Hopefully, they will have one full day for final applicants before the end of March.

### **PRINCIPAL'S REPORT- P. Bigelow:**

The Board received P. Bigelow's Report along with the Discipline Report, Enrollment Report and calendar in their packets.

\*P. Bigelow reviewed the reports and the school calendar with the Board. She thanked D. Milde and Officer Mike for their help with discipline. Advised it is nice when there are only 4% write-ups.

\*D. Willis and D. Milde were trained on School Dude and presented it to the staff.

R. Horton advised they are not trying to keep track of what people are doing, but will need to know if something needs to be repaired or replaced.

The Board feels the system is needed for Maintenance areas and Technology, not every day issues like sweeping, etc.

P. Bigelow advised D. Chamberlain attended a program on School Dude. Advised it is good for large facilities with their own electrician, plumbers, etc. Not so much for smaller ones.

\*Legislation – Common Core is big.

\*Reviewed calendar of events.

\*Have hired Priscilla Sherman in ISS. P. Bigelow advised she works with the students when they are there. Advised the kids like her. They don't want it to be fun, but safe.

\*Bed bugs – there aren't any policies; did find one action plan.

\*D. Milde advised the bus company has agreed to do CPI training with Pat Shippe.

P. Bigelow advised the bus company wants to work with us.

The Board will look at the policy on committees. Already have Communicable Disease Policy. P. Bigelow and B. McGrath have reviewed it.

The Board agreed to change the manifest cut-off date for the meeting on the 17th. Agreed they would be okay with receiving the Manifest at that evening's meeting.

J. Lewis doesn't feel VT Yankee will affect enrollment as much as people might think.

T. Croteau thanked B. McGrath for being on the Board; very insightful. The Board was happy for his feedback.

### **COMMITTEE REPORTS:**

#### **Withdrawal Committee:**

Looking for information on building a new school; need a report from Keene and the Career Center.

J. Lewis requested information from Keene, but he hasn't received it yet.

R. Horton asked if there is a portion of transportation that could be reimbursed if a student is going to the Career Center.

E. Jackson will follow-up with Keene.

R. Horton asked if there is anything more from M. Upton regarding the contract with Keene.

J. Lewis – No.

J. Lewis – Jen Heise is meeting with Hinsdale next week.

R. Horton advised they had previously discussed architects.

J. Lewis advised they were given contact information for two architects to check requirements.

R. Horton advised they need to know requirements for building, credits, etc.

B. McGrath distributed a packet of policies with legislative changes at the last meeting. J. Cardinale just received his.

The Board compared and reviewed the current school policies of JLCJ, JH, JICCR and JFAB to the NHSBA policies as a first reading.

\*J. Lewis will put policy JLCJ out for staff input.

The Board made changes/corrections to the policies.

L. Schmidt asked B. McGrath for a copy of the requested policy changes so they can update the policies correctly.

B. McGrath will give the changes to L. Schmidt.

The Board will bring the policies back to the next meeting.

B. McGrath brought an additional Legislative Policy, GCO to the Board tonight to compare and review.

This will be B. McGrath's last meeting and there were a few things he wanted to address.

\*B. McGrath feels to do a good job meeting twice per month is not adequate. Feels the Board should meet weekly. He Recommends that the Board have a spreadsheet that can be checked to make sure things are getting done.

\*Exit Interview – Feels the Board should do it. He was able to find sample performance appraisals for superiors, subordinates and piers.

\*B. McGrath advised they didn't do a Superintendent policy; feels every year the Board needs to set goals and objectives.

R. Horton advised they normally do.

T. Croteau advised they didn't have a specific meeting.

E. Jackson – Thinks goals are set almost every meeting.

R. Horton – They are set every year.

B. McGrath feels there should be a form in policy meeting for the Board to do the evaluation of the Superintendent.

E. Jackson – prioritized other things.

B. McGrath – Evaluations of Boards operating Procedures.

\*B. McGrath advised the Default Budget is wrong. It is too late now; he wasn't here when it was discussed. He is bringing it up now hoping if he could point out where some errors are, the Board will be aware.

L. Schmidt explained the Board collectively agreed and gave her direction as to what they were looking for. The budget presented to the Board and the Budget Committee followed due process. Unfortunately, B. McGrath wasn't at the meetings. She feels it is not a good use of her time to go back over it now. She feels there are more pressing matters.

J. Lewis advised the Board acted in a legal manner.

B. McGrath asked if he could get something explaining the additions and deletions to the Default Budget.

L. Schmidt advised she was looking for direction from the Board.

The Board feels this budget is done.

R. Horton advised B. McGrath can complete the Right-to-Know form for information.

E. Jackson feels there is nothing more to see.

R. Horton advised he can't disagree with B. McGrath. They need to know where the Default number is.

E. Jackson – other things take priority.

Sue Rice asked if a detailed Default Budget will be done next year.

R. Horton feels they should do one.

S. Rice advised it would be helpful to give it to J. Marsh.

R. Horton advised the Default Budget is always a bone of contention.

#### **Facilities/Joint Loss Committee:**

J. Lewis feels they need to take action on the elevator lift. They are waiting for one more replacement quote. Need to look at warranty, guarantee, contract, etc. Board feels that can come out of the Capital Improvement.

The Board asked about the lunch program; where do we stand with the microwave, salad bar, etc?

J. Lewis advised they are ordering a couple of microwaves for kids; will get two. They are changing pizza day to Thursday.

The Menu has been set for March. The first Thursday in April, Nancy Dziedzic and J. Lewis are making homemade pizza for lunch.

N. Dziedzic advised she hadn't discussed the microwaves with Erin. Where will they be?

Sue Rice feels adults can't use microwaves. The Teacher's room is a mess.

Teachers at the meeting were concerned about burns.

J. Lewis advised will teach kids to use the microwaves.

Sue Rice and Mel Harrison feel they need another adult at the microwave.

J. Lewis will do that.

R. Horton feels the lunch program needs to be looked at. Kids are eating too fast so they can go out.

J. Lewis – Need education and motivation; not legislation.

N. Dziedzic asked why we have to buy two microwaves; we have one. Why can't we put it on a cart and run it as a trial?

D. Milde advised she donated hers to the office. That one can go in too.

N. Dziedzic asked are the kids going to bring in leftovers and then you'll do away with the lunch program?

T. Croteau – no.

N. Dziedzic thinks they should do a poll.

The Board agreed to discuss this again.

**R. Horton MOVED to go into non-public session at 10:01pm; SECONDED by: J. Cardinale, E. Jackson – yes, B. McGrath – Yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.**

**McGrath MOVED to leave non-public session at 10:47 pm; SECONDED by: J. Cardinale, E. Jackson – yes, B. McGrath – yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.**

**R. Horton MOVED to seal the non-public minutes indefinitely; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

**B. McGrath MOVED to adjourn the meeting at 10:47 pm; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary