

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
APRIL 3, 2014**

Board Members Present: T. Croteau, R. Horton, J. Cardinale, K. Bazan
Absent: E. Jackson
Administration Present: J. Lewis, L. Schmidt, P. Bigelow, D. Chamberlain

The meeting was called to order at 6:31 pm. by Chair, R. Horton.

CITIZENS COMMENTS:

J. Miller brought a request to accept a grant to the Board in the amount of \$3,375.00 to continue the Rock Chorus program. He is asking the Board for approval to direct him to accept the money from the NH State Council of the Arts. He is asking the Board if they can do that tonight.

MINUTES:

T. Croteau MOVED to approve the minutes as corrected amending standard space to *standards based* in the middle of Page 3 and amending V. Wilbur to V. *Wilber* throughout; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

GUEST SPEAKER:

D. Chamberlain gave a presentation to the Board.

R. Horton asked about future projects. What is being contracted out?
D. Chamberlain advised paving; everything else will be done here.

R. Horton advised he and J. Cardinale and J. Lewis met last Wednesday with the Selectmen and asked them to consider doing more projects with us and possibly keeping tax dollars in town. Maybe we can reduce the cost, too. They met with the Selectmen today to look at fixing the parking lot, snow removal, sweeping sidewalks, etc. Are there other projects they can help us with?

D. Chamberlain advised he has no problem with that; the time constraints they could do it in would be his only concern.

T. Croteau advised they would need to know the cost we pay for the sweeping of the parking lot.

D. Chamberlain advised we pay \$575.00.

R. Horton advised the Town pays BDM \$125.00 per hour. It would take two hours to do our parking lot.

R. Horton talked about the pumps being cleaned out. The Town will put it on their route. They will do it once a year.

D. Chamberlain had no problem with who does it; it is the time constraints that are his concern.

T. Croteau asked about painting the visitors spot, but would be looking to do the whole parking lot; don't want to have to redo it.

R. Horton advised there are cracks in the parking lot. Dale advised sealing it will add a few years to it.

D. Chamberlain will get bids for the cost of sealing the parking lot; would add visitors' spots and striping at the same time.

R. Horton asked what the plan is for the exterior of the building.

D. Chamberlain explained it is a Summer project. He is about halfway through the list from the Board. They are short-staffed in the Summer.

D. Chamberlain was going to propose that the School Board that we purchase a lawn mower and do our own work. They would need another person to do the outside work.

J. Lewis – Then we could have someone for all four seasons.

R. Horton asked that D. Chamberlain work with L. Schmidt and J. Lewis to see how many man hours it will take to do the projects, how much we are paying to contract it out now and what else could they do.

D. Chamberlain – Definitely can't do that with the staff we have now.

J. Lewis – We will put something together for the cost comparison.

J. Cardinale – What else could the person do and what else could we save on?

R. Horton talked about needing more help in the department; the money is not there. Need to be creative. If contracting someone in, we should look at someone who can do other things here.

L. Schmidt asked about the time frame.

The Board asked that it be added to the agenda under Old Business for the next meeting.

Sue Rice asked if we are hiring someone for building improvements, could we fund a person with the Building Improvement fund.

R. Horton advised the wording is kind of vague, but they are trying to stay close to improvements.

R. Horton thanked D. Chamberlain for being creative.

OLD BUSINESS:

Policy JH - Student Absences and Excuses:

J. Cardinale MOVED to approve Policy JH – Student Absences and Excuses as a Second Reading; SECONDED by: T. Croteau, VOTED: 4-0, MOTION PASSED.

Some policies that will come before the Board have recommendations from the NHSBA and some require legal changes.

The following policies were brought to the Board as a first reading:

Policy AA – School District Legal Status:

P. Bigelow asked if anyone has checked to see if changes have been made to the policy.

J. Lewis believes Marie Braley made changes, but he will check.

Policy ABA – Volunteer Involvement: There was no discussion.

Policy AC – No Discrimination:

V. Wilber believes this policy has been updated. She brought a copy of the updated policy from the office and gave it to the Board for review.

J. Lewis will find out what form AC-R refers to in the policy. He will bring the form with the policy for a Second Reading.

Policy ACD – Commitment to Religious Neutrality:

This is a new policy. J. Lewis will verify that this is the most current version and recommended by the NHSBA.

T. Croteau was notified by a parent that the busses to Keene are not getting there on time; they are habitually late. Her student is not marked tardy, but is missing class time. The parent advised it has been happening for two years.

R. Horton feels inconsistency with the bus times is very frustrating.

J. Lewis will check with the bus company.

D. Milde advised that Paula at the bus company is on medical leave for four weeks and one driver is out for three weeks on medical leave.

P. Bigelow is not sure what can be done with Paula out, but she will check into it.

FINANCIAL REPORT- L. Schmidt:

The Board received the Report of Revenue and Expenditures in their packets and L. Schmidt reviewed.

*Feels they will be in decent shape. Received Keene tuition bill after the packet went out. Advised she reviewed it carefully; no corrections were needed. They are under-budget now by \$117,000, primarily in Sped. Final adjustment will be in June. L. Schmidt feels it is largely due to students in the Alt Ed program.

*Received \$36,000 less in adequacy aid. Advised she ran the report on all tuition accounts; looks like they are in good shape.

*L. Schmidt and M. Braley are looking at additional ways to better verify residency, they could touch base with the selectmen and they could run through a list. M. Braley advised they did that at another school. Will send a letter during the Summer to parents advising we require proof of residency. We could possibly address it through Power School.

T. Croteau advised he had asked for the Homeless Policy for tonight. He asked tonight if it can be included for next time.

R. Horton advised he had a conversation with the Selectmen and Shelly Walker regarding the Town and School working together on oil and electric. Maybe they could share some research.

L. Schmidt advised she wants to start looking at oil in April or May for the best price. The Town waits until August or September. She asked the Board for direction as to how they want her to handle it.

T. Croteau advised she could bring it up to Shelly and she can bring it up to the Selectboard.

R. Horton advised it is a conversation to have with Shelly; same with the electric.

J. Lewis, D. Chamberlain and L. Schmidt met with PHI Solutions regarding Solar Alternatives. They would lease our roof and give us a discount on electric costs and sell it to PSNH. Could be used for the both the School and the Town.

Linda Balk asked if anyone has looked at grants for alternate energy. Feels it would be good to keep all the savings here.

J. Lewis advised yes.

R. Horton agrees; want to look into it further.

J. Lewis advised the thing with this is we wouldn't own it.

J. Franklin advised there is no insulation in the ceilings; need to be sure noise and vibration are taken into consideration.

J. Cardinale advised there is no noise or vibration. He is concerned if there is no insulation on the roof.

S. Rice advised need to melt the snow off the roof.

D. Chamberlain advised insulation is on the outside.

S. Rice advised the tar drips off the screws when it gets hot. Need to be sure it doesn't get worse.
P. Bigelow advised it has been that way for years.

R. Horton asked where we are grant-wise.

L. Schmidt advised she is current through February. March has not been submitted; the 15th of the month is her benchmark.

R. Horton asked about the audit.

L. Schmidt advised she is still working to connect with the auditors.

R. Horton asked about Technology; is L. Schmidt's laptop up and running now?

L. Schmidt advised it is a day-by-day thing.

J. Lewis explained there have been glitches and failures.

L. Schmidt explained the problem today was with Hinsdale. The password had to be reset. It happened to Connie and Marie this week, but their issue was not with Hinsdale.

L. Schmidt advised due to the issues with the computer system, Payroll wasn't done until Wednesday night at 9:30 pm. The problems took three days to resolve; largely due to W. Vaughan not being on the premises.

K. Bazan asked if requests are being logged into School Dude or through e-mail.

L. Schmidt advised she is trying, but will admit the frequency is high; so she doesn't always do that.

L. Schmidt advised she is not 100% confident with the synchronization on her laptop.

V. Wilber advised there are a lot of teachers that ask how they put in a request on School Dude if the computer is not working. They say they put in a phone call and then put it in School Dude.

V. Wilber and L. Schmidt work as Tech Support. V. Wilber is copied on School Dude requests.

Emily Henderson advised she gets multiple calls asking for help. When updates are done, teachers don't always know they have been done.

R. Horton – We brought W. Vaughn into the last meeting to talk about things and we are talking about them now. Feels that shouldn't have happened. We should have held him accountable. Advised it is frustrating; uncomfortable with him not here. Need to talk about things when people are here.

P. Bigelow advised there weren't as many people here at the last meeting.

L. Schmidt advised they thought the issue was resolved.

Emily Henderson feels like commenting on Technology is like beating a dead horse. It is crashing all the time. Doesn't feel it is her job to report issues to W. Vaughan.

J. Cardinale – We don't always hear about things without hearing from you. Thought things were okay.

Linda Balk feels uncomfortable relying on staff to "trash" a staff member and give concerns. Feels it should be Administration; wouldn't want to feel she has to defend herself.

J. Lewis advised Administration needs to pursue and present a plan to the Board.

R. Horton gave direction to put Technology out-to-bid.

J. Lewis he will look into it.

SUPERINTENDENT'S REPORT – J. Lewis:

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

*Principal Search – three candidates spent the day here and spoke with staff. They will be coming back on 4/10/14. They will make recommendation to the Board at the next Board meeting. J. Lewis thanked the Committee for all their work.

*DOL advised things went very well. It was all about learning; were written up for some things. A letter will be sent to J. Lewis and then the warning/penalty phase. They can request a hearing and can refute the findings. They received 39 findings in protective legislation categories. Can call and discuss findings with the DOL.

Amy Hill asked how much the penalties would be.

J. Lewis advised it can vary. Doesn't know what it would be.

Amy Hill asked where the money would come from and where does it go.

R. Horton advised typically the State works well with us.

Amy Hill is concerned if we owe all these penalties; already not in good shape.

Joan Franklin – How far back did they go?

J. Lewis advised one year; I-9's were perfect.

J. Franklin feels L. Schmidt worked really hard to make things right. She fixed things that were terrible.

*Keene High School vs. Winchester High School – it is on the burner for now.

*Common Core - The Board asked who is opting out.

J. Lewis advised no parents are asking. The State of Illinois is opting out.

J. Lewis advised they have invested a lot; thinks they should stay in.

*J. Lewis advised in July and August the Board typically meets the third week of the month instead of twice per month. He is asking to continue that.

R. Horton would like the whole Board here to discuss it; maybe they should stay with two meetings. Will discuss when E. Jackson is here.

J. Lewis advised they would like downtime at least in July.

R. Horton - KHS vs. Winchester High School; maybe need to contact a consultant; need to have costs.

J. Lewis advised the architect needs to know how elaborate we want it to be.

R. Horton advised the Committee stopped because they need to know how big the building needs to be, etc.

If the route they are going is to build a new high school, they need information.

V. Wilber – Is that the Superintendent's job? Would the committee get these numbers?

E. Jackson had asked that the Board take action.

V. Wilber doesn't feel we would have the expertise to evaluate the numbers to build a school.

R. Horton advised they never saw the numbers from Hinsdale.

L. Schmidt advised she has an e-mail with numbers.

S. Rice asked if they have enough property to do it.

R. Horton advised yes; also discussed putting in a track.

S. Rice asked what happened to something for grades four through seven to do outside.

Amy Hill asked where the money is coming from.

K. Bazan advised no state money is available. It could be four years down the line; want to have a plan in place.

Amy Hill asked if there is any projection of when it will be available.

R. Horton – No, can't plan on it. It will be under \$10,000,000 to build and furnish the school.

P. Bigelow, as a citizen, advised that building a new school with understaffed maintenance, etc. is her concern.

R. Horton advised they have no control over Keene tuition.

P. Bigelow advised she is not saying she is okay with the Keene tuition bill, but feels they need to look at other options.

Emily Henderson asked how long the contract is.

R. Horton advised it is a twenty year contract that renews every three years.

K. Bazan advised this is the twelfth year.

Amy Hill advised the decision needs to be made about a new school before the next renewal.

J. Cardinale – Some decision needs to be made.

T. Croteau advised they need to give three years notice unless Keene is agreeable with one year. It is almost a two year process to get a bond.

J. Miller – What thought is there to the type of education they will receive if the students come back here. He heard focus -type education or generic Keene education. He asked if they have any thought on what education and structure you might look at for the kids.

R Horton advised the Cheshire Career Center is available at no charge.

T. Croteau advised the process was to see what the basic needs were and go from there.

J. Cardinale advised they wouldn't duplicate anything the Career Center offers.

*J. Lewis advised they need a Sight Teacher. Jude Bischoff is helping now. There are other districts who also may need one. Do we hire and farm out services? Feels we might be able to get a teacher here with other agencies involved; would go to other schools, too. They are trying to be creative with funding.

*Need non-public session.

PRINCIPAL'S REPORT:

The Board received P. Bigelow's report as well as Discipline and Attendance Reports and the Calendar for the rest of the month.

J. Lewis advised Winchester is recognized by Keene State College. There are more college students here than are going to Keene. Student teachers will start earlier next year. Someone will train those teachers right here. P. Bigelow has been hired by Keene State College to do that; it won't cost us.

P. Bigelow advised it is a win/win for her; the position is part-time. Sophomores will be bussed here. They will come at 2:00 pm. and spend an hour with her and stay after school with ACCESS, tutoring, after school activities, etc. There will be two courses; Monday and Wednesday and Tuesday and Thursday. There will be twelve students in each class. We can handpick who comes back the next year.

J. Lewis advised it is a good thing and doesn't cost us a dime. They come here.

P. Bigelow advised the college is very excited, too. Want to do a video and put it on their website.

P. Bigelow advised many of our staff were student teachers from KSC.

T. Croteau advised he received an e-mail from a teacher in Keene advising the Keene School Board is voting to eliminate the program that many Winchester students take. Feels maybe someone should go to the Board meeting and hope they won't do that. Many students take the course. The KHS Board reps are E. Jackson and R. Horton. They will discuss.

T. Croteau asked if J. Lewis discussed the vote with Matt Upton.

J. Lewis advised not yet; met with Cheri from the Law Firm. She met with Concord; Rachel was going to discuss verbiage of the contract. Did the language pass and just not the money?

R. Horton talked about late busses; may be adding another.

L. Schmidt contacted the bus company about a Summer bus. She hasn't heard back.

R. Horton discussed with J. Lewis getting extra help for Winchester School District kids here instead of in Keene.

J. Lewis advised possibly; Luke is interested.

R. Horton – Need to utilize kids here to do their required community service. There was discussion by the Board.

Amy Hill asked if it is different than the Senior Project.

V. Wilber advised yes.

Sue Rice asked if the students can do Big Brothers/Big Sisters.

J. Miller - yes, they have a high school program.

Amy Hill feels that could solve the tutoring problem, too. They should present it to the staff for brainstorming.

V. Wilber will be bringing it to Keene, too.

P. Bigelow advised they received a call from the Winchester Police. Someone called the Suicide Hotline. They thought it was a teacher in the area. P. Bigelow advised it was not a teacher. The school went into secure campus. There was no recess; no outside activities.

*Kindergarten registration coming up; never get them all. Please help; anyone you know five and over should register.

J. Cardinale – maybe could announce it on WYRY.

K. Bazan feels possibly could put it on a Kiwanis sign.

P. Bigelow advised numbers are down. That is typical for this time of year.

*Parent/Teacher conference is April 11th and Pat Shippee will do CPI training for business members and paras.

*Ashlee Nickerson did CPR, AED and First Aid training. She will do it again; looking for funding.

*Workshop day for teachers; fire extinguisher training and LGC will do blood borne pathogens training for staff.

*Eighth grade graduation is scheduled for June 17th.

*Need a brief non-public.

Sue Rice asked when the School Board meeting is on the calendar if they can tell who the guest speaker is.

P. Bigelow – Yes.

Linda Balk discussed bus evacuation on small van. The staff feels the driver would not be able to handle it by himself. It is important another person is on that bus. The staff has always been concerned about kids being harnessed, etc. Leaving ourselves open for an emergency.

R. Horton advised they will discuss it. He thinks the bus company would have responsibility to make sure everyone is safe. Why wouldn't they?

Emily Henderson advised the vans are always so packed; there is no room for an adult.

P. Bigelow getting after parents about sending students to other streets to pick up the bus.

D. Milde advised they are working on half mile and one mile procedures. Hopefully they can get that out in tomorrow's newsletter. That will reduce the bus numbers by 40 students.

Emily Henderson had asked parents to let the bus company know how many kids are on the bus route. The bus company asked them not to do that.

D. Milde notified the bus company.

Emily Henderson is concerned kids don't know what route they are on.

R. Horton and J. Lewis reviewed the list of committees and assigned members and the Board received a copy.

*Staff Development and Technology Committees – The Committees can get the minutes to the Board, do a presentation or a Board member can go to the meeting.

*Lunch update – Had pizza on Tuesday. They have put in the two microwaves.

J. Cardinale asked if there had been any accidents.

J. Lewis – No.

J. Lewis and N. Dziedzic have been sick. They will be working on a fresh salad bar, making pizza, etc.

L. Schmidt advised Picadilly Farm met with her and Erin. The school will get the excess produce on Thursdays. She explained the general concern is that the farm can't compete with our price point because organic produce is more costly.

Joan Franklin feels taking away pizza on Fridays left Catholic families with a meat lunch. She doesn't think it was intentional. Many kids really rely on free/reduced lunch. It doesn't have to be pizza. She asked that the school be mindful of a meatless choice on Fridays. Some students can't afford to bring lunch.

N. Dziedzic advised sometimes Erin doesn't plan ahead.
J. Lewis advised it wasn't deliberate; will address it.
N. Dziedzic advised Erin will be here at the next meeting.

CITIZENS COMMENTS:

Emily Henderson advised D. Chamberlain talked with kids about safety. He rigged up four fan bean bag/book systems to dry a child who was caught in the rain on picture day.

Sue Rice – D. Chamberlain is CPI trained; he does make a difference.

Emily Henderson asked about the Absence Policy; when students are out multiple days do they need a doctor's note?

J. Lewis – Yes; three days.

P. Bigelow advised it is not in the policy book; says the principal may ask for further documentation or call DCYF.

Emily Henderson discussed the Vision Teacher – feels they want to really think about and plan for the student going on to higher grades. As she gets older, need to think of the bigger picture for her. Advised she never thought about it until she was on the team where the student was. It will affect all of us.

A parent came to the meeting to ask if her children can finish the school year here. Explained they needed to move from a rented home due to a situation with the landlord. She didn't know it would be an issue as their father lives in Winchester. Her kids want to stay here; they get an excellent education. There is no parenting /custody plan in place.

P. Bigelow advised there is a student who lives in another Town and they pay tuition to Winchester. Typically students would pay tuition, unless there were only a couple of weeks of school left.

R. Horton feels it may be a good conversation for the parent and J. Lewis. Advised he is not necessarily comfortable talking about custody issues, etc.

J. Lewis can bring it to the Board if a decision is needed.

J. Lewis asked her to call him tomorrow.

R. Horton advised the kids can still go to school here for now.

J. Miller asked for a vote from his request in Citizens' Comments at the beginning of the meeting.

J. Cardinale MOVED that the Winchester School Board directs J. Miller to complete appropriate paperwork and gain appropriate signatures so they might receive in and accept \$3,375.00 from the NH State Council of the Arts; SECONDED by: T. Croteau, VOTED: 4-0, MOTION PASSED.

R. Horton MOVED to go into non-public session at 9:26 pm; SECONDED by: J. Cardinale, K. Bazan – Yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.

J. Cardinale MOVED to leave non-public session at 10:24 pm; SECONDED by: J. Cardinale, K. Bazan – yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.

T. Croteau MOVED to seal the portion of the non-public minutes dealing with Keene High School Student; SECONDED by:: J. Cardinale, VOTED: 4-0, MOTION PASSED.

R. Horton advised while in non-public session the Board discussed a KHS student, the nomination of the ESL teacher and approved contracts.

The Board reviewed bids for the new chair lift.

After discussion, **J. Cardinale MOVED to go with Nationwide for \$19,500.00 to replace the chair lift; SECONDED by:**

T. Croteau, the Board agreed the lift is to be used for people, not freight; VOTED 4-0, MOTION PASSED.

T. Croteau MOVED to adjourn the meeting at 10:30 pm; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary

