

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
MAY 1, 2014**

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

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:

None.

MINUTES:

T. Croteau MOVED to approve the public minutes of April 17, 2014 as corrected, on Page 2, amending E. Jackson – Have we thought about offering free breakfasts to all?; the next line to amend The Board to R. Horton, in the next paragraph amend The Board to E. Jackson, under R. Horton talked about striving to give better meals like we are striving... and on Page 5 amending the time the meeting adjourned to 10:12 pm. SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

T. Croteau MOVED to approve the Non-Public minutes of April 17, 2014 as corrected; on Page 7 adding P. Bigelow under Other Persons Present During The Non-Public Session; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

T. Croteau MOVED to revisit the non-public minutes; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

T. Croteau MOVED to amend the motion to include amending the time under The Board Reconvened Public Session from 10:12 pm. to 9:48pm; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

Amy Hill gave a Power Point presentation and distributed information to the Board on the Common Core. Explained she was giving the Board a “snippet” of what they would see if they walked into a classroom, what the Common Core looks like; what we need to be teaching.

The Common Core is State standards; consistent, strong, clear benchmarks for K-12 that give clear goals that produce confident, well-prepared students.

Amy Hill explained the Common Core is a blueprint of what kids should be learning:

- *Gives a level playing field
- *Universal Standards
- *Aligned to requirements for College and Career readiness. It becomes clearer as to expectations; what students need to do to be successful.
- *A staircase approach to skill building.

Focus on Math and Non-Fiction text in Language Arts.

Math – Not just okay to know how to multiply or divide fractions. Students need to prove how they knew it.

Reading - will probably need to buy some books; non-fiction and text complexity. We need to think about who the kids are and what their interests are.

Students are at different levels, but need to teach to each child’s level and know that they are ready to move to the next level and have learned what they were taught.

E. Jackson asked if someone is reading at a Kindergarten level, how do they get to grade four? Are they passed along?

J. Lewis explained they are not in a rush to pass them on. Self-esteem is earned, not just given.

P Bigelow set interventions up to provide for a student who is struggling and the student who needs to be challenged.

Amy Hill explained in Math she has four students who always finish first. She will give them additional work. She also gives math questions at the end of class, not necessarily added as a grade, but it allows her to know how to prepare her lesson for the next day.

P. Bigelow advised it is important that all students get core instruction and then we provide what is needed before and after.

Amy Hill reviewed information from Concord. Explained she got together with other teachers once a week and discussed what they had and what they thought were the best tools. They came up with a list of really great curriculum ideas. Do not need boxed curriculum; although some do have good sources such as Everyday Math and Houghton-Mifflin.

Amy Hill advised teachers have had to buy books and supplies with their own money. She is asking, with the change in curriculum, that maybe we could buy colored printers. Teachers print things off the Internet. The printers wouldn't have to be colored, but that would make things stand out

P. Bigelow feels to have one of our own selected to meet in Concord with Common Corps, is an honor. She thanked Amy Hill for the incredible amount of work she has done.

T. Croteau asked if books are needed school-wide.

J. Franklin advised they would have to do an inventory.

Amy Hill advised they need magazines on a consistent basis, etc. Have some non-fiction books, but with the changes being made, need more. They have sets of eight books about the desert, science and history not so much about how to fix things, sports, magazines, etc.

V. Wilber explained they would like to be able to pull information from articles, look up statistics, batting averages, etc.

Amy Hill – could be pulled off -line or from maps, etc.

V. Wilber advised the book closet is filled with different level books. Teachers can go through and choose what books they want, but they want to be able to go to multiple levels.

Amy Hill explained students are supposed to be able to read two types of information on one subject and compare them.

We don't have those supplies available.

V. Wilber advised they have ordered books; a lot ordered were non-fiction. When they receive Grants, some Grants outline which books we can pick and most were not non-fiction.

E. Jackson wants to be sure teachers are getting what they need.

J. Franklin advised the problem is when technology doesn't work; they are not able to print from the Internet.

R. Horton advised kids need paper; there is a different effect when in print. We are looking towards September now. Is there an action plan to get books?

Amy Hill advised nobody is more creative than the teachers in this building. Teachers use their own printers. They are ordering them if we have the need.

P. Bigelow explained she recently sent an e-mail to the staff to take an inventory of what books they had and what they needed.

J. Cardinale advised there was money in the book line this year; want to be sure we spend it.

R. Horton advised we can approve things, but can't come up with a plan.

R. Horton advised we have been talking about copiers, etc. Those could be colored printers.

Amy Hill advised that would make the staff so happy.

R. Horton thinks there is support from the Board.

J. Lewis feels to print is cheaper than to buy books.

Amy Hill feels as the staff is just learning to teach to these standards, all teachers are at a different level. They need to teach to their comfort zone.

J. Cardinale feels it might be perfect if it is set up as a three year plan.

J. Lewis advised they will start spreading the word to see what the teachers need.

P. Bigelow advised by filling the book closet it is available to everyone.

R. Horton would say let's get started. Feels the Board has proven they can be creative.

P. Bigelow explained they have gotten started, but wanted to keep the Board in the loop.

L. Schmidt copiers – advised there are four under lease with two years left on all four. Has not heard favorable things about the ones we have.

R. Horton – could we have a laser color printer in a central location for people to use?

T. Croteau how many colored copiers at SAU?

L. Schmidt – Not sure; explained their copier is set on black and white; must deliberately change to color, if needed.

T. Croteau – Looking at paperwork, things look good. If there is money left, could we spend some money for books?

R. Horton advised will support what you need, but need to ask.

P. Bigelow advised didn't place firm orders in October. Just notified teachers that we need to know now.
T. Croteau doesn't want this to be forgotten.
J. Cardinale asked if they could put this under Old Business on the agenda.
E. Jackson - Or in J. Lewis' report.
V. Wilber advised it wasn't Amy Hill's intention to say we want things and can't get them.
R. Horton advised they have been to enough meetings to know if you need something and we can do it, we will.

J. Cardinale – Head checks; second grade was not done because they were on a field trip.
P. Bigelow will check to see if those students not checked were done at another time.
Sarah Lounder was told that students who had lice were not brought to the office.
J. Lewis advised they were supposed to leave.
P. Bigelow will check on that.
Sue Rice appreciated the way it was done in the classroom instead of in the hallway.
The Board will send a thank you note to the volunteers.
Sarah Lounder advised the volunteers were impressed with the school. They will come back and do the students who were unchecked.
J. Lewis asked if volunteers would be willing to do checks on a regular basis.
Sarah Lounder will check.
J. Lewis thought maybe they could make it worth their while.
P. Bigelow wasn't advised they were coming or that students were on the list to be sent home, etc. Asked Sarah Lounder to notify her the next time they come in.
R. Horton advised this is a function of the nurse. Need to make sure it is done.
J. Franklin feels this was the most professional group that has come in. Feels if they can make it worth their while, it is worth it.
Sarah Lounder advised now that they have done them it would be faster next time.
J. Lewis – Need background checks.
E. Jackson thought the nurse was going to oversee things; was she not there?
Sarah Lounder suggested a volunteer do the checks on their own and Kristin could stay in the office and do other things.
E. Jackson asked if they checked in with her at the beginning and then at the end.
P. Bigelow advised at the end the nurse was unavailable and the list was left in the office and that's when there was miscommunication.
R. Horton could we pay a volunteer sub pay to do head checks?
Sarah Lounder feels maybe they could discuss it at a staff meeting. What you would do if you had lice and how to get rid of it, etc.
P. Bigelow will mention it to staff.

OLD BUSINESS:

Kevin Bazan – NHSBA will work with us on policies. What we need, what we don't, etc.
The Board feels the Policy Committee should initiate discussions and review and then bring to the Board for a first reading.
T. Croteau thinks the policy states that the Board must review it as a first reading.
Kevin Bazan advised NHSB would come up with all policies for us.
E. Jackson feels they should not have complete control, but could work with them.
J. Lewis, T. Croteau and K. Bazan will meet as part of the Policy Committee and make a recommendation to the Board.

R. Horton received a letter from a parent who advised they were disappointed that the lunch menu had changed and advised other parents were concerned as well. They also don't like the breakfast. They asked about going to an outside food service such as The Abbey Group who Hinsdale uses.
E. Jackson advised the Abbey Group was also mentioned to her as a possibility.
Nancy Dziedzic advised students were looking for items they had seen on the menu.
R. Horton advised they met with Food Service at the last Board meeting. Feels they are headed down the path of fixing things.
J. Lewis advised they will work on it.
P. Bigelow hopes when someone comes directly to the Board that they are directed to follow the chain of command.
R. Horton – Advised the letter wasn't signed; it only had initials. Doesn't feel they should brush it off onto someone else.
P. Bigelow understands, but would hope they would suggest the person talk to Erin Whitcomb.

FINANCIAL REPORT: L. Schmidt:

The Board received a copy of the Monthly Report.

*The Town called this week to see what we want to do for oil; will start looking for prices in May. L. Schmidt advised she was thinking 20,000-25,000 gallons pre-pay, but advised they did add 6,000 gallons in March, due to a hard Winter.

- E. Jackson feels they should add three years and average them out; this year, last year and the year before.
L. Schmidt asked if the Board wants her to look on her own, also.
The Board agreed that L. Schmidt should do both. Not giving the Town a commitment yet.
R. Horton wants to work with the Town; don't want them to think we don't trust them.
After discussion, the Board decided they should work with the Town and each call some vendors. They will both call those they have a relationship with.
E. Jackson feels the sooner the better; need a deadline.

*Talking with auditors tomorrow.

- *Technology bids; supposed to have by tomorrow. They haven't received any so far.
W. Vaughan did ask if the position was posted.
L. Schmidt advised yes, responses need to be in by tomorrow.
R. Horton – Did we call the Town to see who they use?
L. Schmidt advised she has not done that.

- *The Board asked questions on the monthly report and L. Schmidt reviewed.
E. Jackson wants to see if they are over or under on revenues.
L. Schmidt doesn't know that.
E. Jackson advised the financial needs to include income.
L. Schmidt would like to have a true P&L statement.
L. Schmidt reviewed over-spent items with the Board.

- *Grants – She doesn't have the April activity reported yet. She reports it once per month; the 15th is the target date. She fully anticipates coming to the second Board meeting saying they have been reported.

The Board asked questions on the Manifest.

J. Cardinale MOVED to approve the Manifest in the amount of \$153,322.35; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

- J. Cardinale asked D. Chamberlain if he is able to change the filters himself.
D. Chamberlain advised some he can and some he can't.

SUPERINTENDENT'S REPORT – J. Lewis:

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

- *Reviewed KHS situation; went to visit. Administration wasn't there. Are they the best fit for Winchester? The paper had published a list of the top 13 schools in NH; Keene was not on it. Monadnock was #13 on the list. What about Winchester High School? J. Lewis distributed a cost comparison for Epping High School.
R. Horton asked what the next step is. How do we get there? Need to find out what we need. What will it cost us?
E. Jackson – also need one-time cost for the building.
L. Schmidt needs to know from the Board what they are looking for from the DOE speaker.
E. Jackson – What are the steps he takes when starting a new project.
R. Horton feels they are not getting what they are asking for. Need to know what we need and then we need to find the box to put it in.
T. Croteau - What are the curriculum requirements?
Sue Rice – Is there a report we can get on our students?
E. Jackson advised we are supposed to have that. Each year Keene comes in January to give us a report; they haven't come yet.
Amy Hill asked if the Board has surveyed the parents/public. What they wanted and what didn't work at Keene, so we have a solid foundation.
R. Horton doesn't think it is the same education now.
E. Jackson feels they should survey students first and then parents.
T. Croteau feels need to find other schools similar in size.
R. Horton – If we don't have manpower, if we can't do it, we need to get someone who can help us. What is the cost associated? We need answers so we can choose a path.
J. Lewis – He and L. Schmidt will come up with a breakdown of staff and bring it back to the board.

- *New principal has accepted; there will be a meet and greet held.

- *Conversations are going on in the Middle School; do we want to implement an 8.5 grade level?
P. Bigelow explained that would be a whole different program rather than repeating the same grade.

J. Lewis advised he is not so concerned this year, but for next year. Parents have been notified in writing and through personal contact if there is an issue of possible retention.

*Language/Speech - have been unable to find someone. There is a possible candidate coming in next week.

Amy Hill – Need to make it competitive to have someone want to work here.

E. Jackson asked about the staff member who is continuing their education and working here; do we have an agreement in writing?

J. Lewis believes we do, but he will double-check.

J. Lewis will order more mulch for the playground on Monday and let J. Cardinale know and he will bring his machine to spread it.

R. Horton advised at some point need to put the playground in the budget.

J. Lewis – definitely; will be going in the budget in September.

Sue Rice was told there was \$500.00 damage done to the playground.

J. Lewis advised it was the preschool playground.

R. Horton asked if the swings were lowered.

J. Lewis advised yes, the chains are in his office.

*Insurance Switch – going to Harvard Pilgrim; will save \$42,000. They are trying to get with non-union staff to provide information. L. Schmidt advised it would not include retirees.

After discussion by the Board, E. Jackson feels they need to look into it more.

*DOL – J. Lewis advised we have the right to question or debate the findings. They are heading down next week.

Expect success. L. Schmidt advised they have a paper trail to support their objection to what was found. There was a variety of different things including an underage student requiring Mother's permission; the fact that time cards cannot be adjusted at another time, staff must be paid within eight days, etc.

L. Schmidt advised Connie checks all time clocks during the day and is chasing down signatures on a daily basis. They are having some issues with the time clock. Need the two IT people to speak.

E. Jackson feels it needs to be resolved. It is not up to L. Schmidt to fix the problem.

J. Cardinale feels the company should fix it Monday. Need to resolve it.

R. Horton asked that this be put under Old Business on the agenda for a resolution.

E. Jackson – What are the fines?

L. Schmidt advised \$3,400; but with those they are questioning feels it will drop. She doesn't feel it will be eliminated, but thinks it will go down substantially.

J. Lewis will get the Board a copy of the letter tomorrow.

PRINCIPAL'S REPORT – P. Bigelow:

The Board received P. Bigelow's report as well as the Calendar, Classroom Size Report and Discipline Reports and reviewed.

*Thirty-eight students signed up for Kindergarten; not usually that high at this point. Hopefully we will not have 20 more sign up over the Summer. There will be three classrooms.

*Will be partnering with the Winchester Learning Center to offer a "Ready for Kindergarten" workshop for parents of students entering Kindergarten this Fall. It will be held on Wednesday, May 14th at 5:30 pm.

*Workshop day was held on Monday. It included a session presented by the Health Trust on handling blood-borne pathogens and a session presented by D. Chamberlain and J. Lewis on using fire extinguishers. The rest of the day was spent on developing rubrics to assess performance tasks as well as learning standards; presented by Val Wilber.

P. Bigelow advised many teachers thought that this was one of the most useful workshops Winchester has offered this year.

*Several teachers are participating in a book study on Tuesdays after school on Putting the Practices Into Action:

Implementing the Common Core Standards for Mathematical Practice K-8. The study is being facilitated by Val Wilber.

*Wes Vaughan is presenting a series of Google Apps workshops for teachers this week and next. The series started today.

*A Committee will be meeting to work on a standards-based grading system and will include the new principal in their discussions. Work has already started.

*Staff Appreciation Luncheon will be held on Wednesday, May 7th from 10:30 to 1:00. P. Bigelow explained the Board has often contributed to food. The PTA funds it, but the School Board has helped.

After discussion, R. Horton feels the Board should contribute to the Luncheon. They left the cost up to the discretion of Administration.

*Extended School Year will begin for qualifying students on July 7th. Special Needs students are invited to go to the KHS extended School Year.

Sarah Lounder explained that Keene's principal advised that Winchester has no transportation so they wouldn't be able to get there.

*J. Lewis call/write her. Advised that is not what she said.

COMMITTEE REPORTS:

Budget Committee:

No date set yet.

Legislative Action Policy:

Kevin Bazan advised he would like to invite a State Representative to come to speak to the Board, maybe Molly Kelly.

J. Lewis –Sure, maybe in September.

J. Lewis advised if there are any other specific people the Board wants, let him know.

NHSBA:

K. Bazan attended the orientation in Concord; it was good and well attended. They reviewed mostly the role as a school Committee Member. The main message is the School Board together can do a lot of positive things for the school. They talked about policy; they will help us. Another big topic was the Right to Know.

K. Bazan asked if there were minutes for the Keene Withdrawal Committee.

E. Jackson advised originally she asked but was told they weren't necessary.

J. Lewis will need to take minutes for all committees.

Scholarship:

T. Croteau had a letter for the Board requesting money from the Charter Trust Fund for two scholarships totaling \$300.00.

T. Croteau MOVED to sign the request to the Trustee of Trust funds for the scholarships in the amount of \$300.00;

SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED. The checks will come to P. Bigelow.

Selectboard Rep.:

R. Horton and T. Croteau will go to the second meeting of the month. It wasn't decided when they would start.

Technology:

A meeting is scheduled for May 15th.

The Board discussed the Summer schedule at a prior meeting, but wanted to wait to make a decision until there was a full Board.

R. Horton feels they should have more than one meeting in the Summer. The meetings run late now with two per month.

Feels the Board is on a roll now to get things done.

The Board agreed to cut out the first meeting in July and have two in August. They will have the first August meeting on July 31st.

CITIZENS' COMMENTS:

None.

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

E. Jackson MOVED to leave non-public session under RSA91:3-A(a); SECONDED by: J. Cardinale, E. Jackson – yes, K. Bazan – yes, R. Horton – yes, J. Cardinale – yes, T. Croteau – yes, MOTION PASSED.

R. Horton advised while in non-public session the Board signed Teacher Contracts and discussed track changes.

T. Croteau MOVED to seal the non-public minutes until representatives are notified; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

R. Horton MOVED to adjourn the meeting at 10:06pm; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary

