

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
MAY 15, 2014**

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

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

The meeting was called to order at 6:32 pm. by Chair, R. Horton.

CITIZENS COMMENTS:

None.

R. Horton advised he would try to keep the meeting moving along as quickly as possible. Feels if they can keep comments from the public done in Citizens Comments it might help move the meeting along.

J. Cardinale MOVED to approve the minutes of the May 1, 2014 Board meeting as corrected changing the word in the last sentence on Page 2 from suffering to *struggling* and changing Wilbur to *Wilber* throughout; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

The Board will approve the sealed non-public minutes from the May 1st meeting at the next Board meeting.

PRESENTATION BY TAYLOR RATCLIFFE:

R. Horton advised the Board would like to try to keep the presentations to 15 minutes with 15 minutes for questions by the Board.

Taylor Ratcliffe is the Student Services Out-of-District Coordinator. She oversees all special education procedures related to students who are educated in out-of-district placement; participates in programming and planning for students with Individual Education Plans attending Keene High School; incorporates area service providers when appropriate and acts as the court liaison for all court involved children from SAU 94. She advised J. Lewis has been very supportive in making the transition to her position smooth.

Placement Coordinator & Case Manager:

She currently oversees 21 students in eight schools. Coordination includes IEP development, IEP quarterly program reports, fulfillment of compliance requirements and building of working partnerships with parents and guardians, among other responsibilities.

Collaboration with Keene High School Student Services Department:

Attends student meetings; participates in program planning; stays informed of program changes, graduation requirements, etc.; maintains open lines of communication with guidance counselors, drug & alcohol counselors, special ed. case managers, etc. and stays familiar with vocational programming – the Cheshire Career Center. She enjoys the collaboration with Keene High School.

Court Liaison:

Represents the WSD at court hearings for Winchester court involved students; keeps the superintendent informed of important court decisions; maintains communication with JPPO's and DCYF case workers involved with our students' cases and follows-up on any court orders. T. Ratcliffe advised this part of the position is difficult, but very important. J. Lewis also coordinates with her.

Community Partnership:

Community Partnerships include MDS, MFS, MAPS Counseling Services, ACCESS, vocational rehabilitation and schools districts in the Monadnock and Southwestern NH Region.

T. Croteau asked how many students are in court-ordered placement.

T. Ratcliffe advised five or six and some are court involved, to rehabilitate behaviors.

T. Croteau asked about ages of students. Do you handle Keene High School students?

T. Ratcliffe – yes; ages 3-18. Not all have IEP's.

E. Jackson asked of the 21 students, how many are public and how many are private tuitions.

T. Ratcliffe believes as of this moment only one student is in a public placement.

E. Jackson - What is the biggest need in out-of-district placement?

T. Ratcliffe advised there are many things, many mental health needs; there could be an emotional component that hadn't been addressed here, physical issues, autism - a wide range of things.

E. Jackson – Transportation, is it typically \$17,000 per month?

L. Schmidt advised it runs high for Tucker Transportation. That line also includes runs for homeless students.

E. Jackson asked about transportation on the Manifest. How far are we sending students?

T. Ratcliffe advised Newport, Brattleboro, Concord (residential), etc. Not all students need everyday transportation.

E. Jackson asked how involved she is with the Cheshire Career Center.

T. Ratcliffe advised she doesn't work directly with them, but she is trying to get in and learn about it.

T. Croteau asked about schools she deals with and what they do there.

T. Ratcliffe reviewed schools such as Kindle Farms, Brattleboro Retreat, Life Skills Program in Hinsdale, etc.

T. Croteau asked if we had our own high school, could the students stay here?

J. Lewis advised if we were equipped for it.

J. Cardinale – Do you foresee it here?

J. Lewis advised we are getting a little ahead of ourselves, but yes.

R. Horton asked how T. Ratcliffe feels about the position; is she comfortable with the hours, etc.

Advised she feels it is a good fit for her. She thinks the amount of time she works, works for her now. She can't tell what the case load will be in the future and changes like that, but it is working quite well now. Could it work better with more time? Yes.

R. Horton advised T. Ratcliffe that this is her chance to express her thoughts. If there is anything she needs "This is the time to ask." Explained you don't have to answer now, but keep open the lines of communication with the Board.

T. Ratcliffe advised it is difficult without a Director, but good to have Jen Heise as a resource and J. Lewis and M. Braley. Jen Dolloff also helps; it is important for her to know how to do things by the letter of the law.

OLD BUSINESS:

Non Fiction Books:

P. Bigelow advised at the staff meeting, she presented the Board's interest in building a non-fiction book library. The staff is very excited. P. Bigelow advised the timing wasn't the best, but they were thrilled with the Board's offer.

R. Horton asked if they could get a list by September.

P. Bigelow – Absolutely.

L. Schmidt advised the DOL was looking for a specific report. She found out it is illegal to use our time clock without a report. She has called her contacts and advised they need to have the time clock working. They are not discussing any additional costs. L. Schmidt wrote an e-mail outlining her three biggest concerns. Advised they are making process. The next version will address other concerns. If they can't address what we need, will get out and ask for a refund. If necessary, will look at other options, but additional costs to go with something elsewhere would be \$12,000.

Time Clock:

E. Jackson feels it would be cheaper to have someone convert the data.

R. Horton feels need to make things as easy as possible so there are no hiccups. If it takes money to do that we can; can't chance human error.

L. Schmidt advised all other day-to-day stuff is falling on her. Connie is dealing with Payroll.

L. Schmidt advised when they can show that the three key components can be resolved she will give them more to work on.

T. Croteau asked if head checks were completed for those who hadn't been done.

P. Bigelow advised the nurse did contact Sarah Lounder, but she has not heard back. The nurse did some head checks and had to send some students home. D. Milde has checked some students, too. They were spot checks.

T. Croteau - Everyone has to be checked. Feels if they have to call Liz and pay someone from the salon to do it, than they need to.

R. Horton feels the sub pay is fair.

The Board feels head checks should be done four times a year.

R. Horton - Kristin advised it is urgent. It needs to be done and moving forward they need a plan.

J. Cardinale feels they should be done the Monday after vacations and then Tuesday should be a follow-up for those students weren't in on Monday.

R. Horton feels they should pay whoever comes in to do it.

D. Milde advised she did head checks for the middle school. It takes her two hours to do them alone.

P. Bigelow would like to see at least two people; one doesn't always agree with the other. Parents call angry; but the policy is the policy.

T. Croteau read that there is only going to be fruit on Fridays until the end of the year.

L. Schmidt advised they are running out of funding.

E. Jackson asked if food is coming in cut up.

R. Horton feels it can't cost the same amount; need to look at food and labor costs and break it down. Need to watch every dollar that goes through the Food Program like they do with Administration costs, etc. Don't let it fall through the cracks.

SUPERINTENDENT'S REPORT: J. LEWIS:

*J. Lewis wanted the Board to know that some students wouldn't be promoted to the next grade and parents may be upset. Warning letters were sent out after the second and third quarter as well as a personal phone call to parents.

P. Bigelow explained some parents say that they refuse to have their children stay back.

J. Lewis advised probably 20-25 letters in total were sent out. Explained they only do it if it is the best decision.

They prefer to do it in the younger grades.

*DOL Hearing – Went prepared; the original fine was \$3,400. The fine was reduced to \$80.00; explained.

*There is a state auction this Saturday in Concord. There will be surplus busses, desks, typewriters, etc. J. Lewis will attend and come back with a list of what they had.

*The playground is almost paid off; made \$1,200 from the talent show towards the playground. We have \$990.00 left to pay.

*J. Cardinale asked if the swings in the playground were lowered.

J. Lewis advised the chains are in his office.

*J. Cardinale advised the mulch is coming in on Monday. He will be here Monday night to spread it.

L. Schmidt advised ACCESS will be helping.

*R. Horton asked if the Lunch Program is integrated with Power School. Keene does it that way.

L. Schmidt advised the Lunch Program does have a component. It is not Power School compatible, but it can work. She hasn't been able to do it yet.

R. Horton – Need to really look at that. Any information we can give to the parents and push them toward Power School is critical.

*T. Croteau asked L. Schmidt if she has spoken to Shelly at the Town about oil.

L. Schmidt advised she provided what we are looking for to Amy and she and Amy will call some companies. She hasn't received information back from her yet. She will follow up.

J. Cardinale advised she should let the Board know if they don't receive information. The Board had talked about going to Selectboard meetings.

J. Lewis advised he attended the meeting after the talent show; the fire alarm went off. He wanted to discuss it with them; would hate to lose momentum. He feels it is important to see people.

R. Horton and J. Lewis will discuss a schedule and have a tentative schedule for the next meeting.

R. Horton – Need to be sure we are on the agenda.

J. Cardinale feels the second Selectboard meeting would be the best to attend.

The Board agreed.

*Received an e-mail from Supercuts. He will send background check forms to them to be completed.

Sarah Lounder feels it would take two-and-a-half to three hours to complete the head checks.

R. Horton asked since there is such a gap, should we do them all again?

E. Jackson feels they should start with the grades that were not done and if they can stay all day, do the rest.

Sarah Lounder is waiting to hear back from her co-workers to see if they are available May 22nd.

J. Lewis will send them a schedule so they can set up additional times for next year.

*J. Lewis gave Board members Robert's Rules of Order for review.

FINANCIAL- L. Schmidt:

The Board received L. Schmidt's report and a copy of the Report of Revenues and Expenditures. L. Schmidt reviewed with the Board.

The Board advised they are happy with the format.

J. Cardinale asked if any portion of the list was reimbursable by Medicaid.

J. Lewis advised some was for a child; not a lot is reimbursable.

After questions by the Board, **E. Jackson MOVED to approve the Manifest in the amount of \$118,152.83; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

*E. Jackson asked about J. Miller applying for 501c3 status and is he all set up for 7/1/14.

J. Lewis – Yes. Advised we will still be the fiscal agent. The IRS needs to look at one year's financial statement and ACCESS only has one month.

L. Schmidt advised they have pretty much confirmed ACCESS would be approved if we are the fiscal agent.

Roberta Royce is very much involved.

L. Schmidt advised they will need monthly/quarterly reports.

E. Jackson advised all finances should run through the fiscal agent; not have separate accounts. Feels we should be paying bills, not just getting reports.

T. Croteau asked if the five percent administrative fee was available to us from the Grant.

L. Schmidt thinks two percent can be allocated to the SAU.

Administration feels there is value here for the kids.

R. Horton - Need to evaluate it. ACCESS needs to be self-sustaining. Need to know what the costs are.

*Grants – reports were filed Monday.

*The 2012 audit has been started by Vachon and Clukay. They will be coming back the week of July 7th. L. Schmidt asked if they could roll the 2013 together with the 2012 audit; they can't. She asked if they could schedule the 2013 in August. They won't schedule the 2013 yet.

The Board discussed the possibility of looking for another firm.

L. Schmidt does not feel it is prudent for the 2012 audit. Maybe every two years they could put out an RFP.

J. Cardinale feels she should tell them they are looking to put out an RFP, maybe they would change their tune.

R. Horton thinks they need to pursue other options; we need to be important.

T. Croteau feels the 2013 needs to be done this year.

L. Schmidt advised that is what she is trying to do. She feels the auditors could walk in today and do the 2013 audit.

PRINCIPAL'S REPORT - P. Bigelow:

The Board received the calendar in their packet and reviewed with the Board.

*Dare Graduation was held today. There were representatives here from the Police Department, Selectboard, etc.

After the ceremony, P. Bigelow was told someone saw a person with a weapon in the parking lot. P. Bigelow put the building in lockdown. She had called the police department and they came right back. The person with the gun didn't know the law that they could not have it on school property.

R. Horton asked about the lockdown. He was told the cheerleaders were in the gym. What is the procedure for them?

P. Bigelow suggested they go to the music room near the gym. She doesn't think the office is big enough and it's locked.

R. Horton asked P. Bigelow to speak to Monica about it.

*The staff appreciated the luncheon.

R. Horton asked if the Behavior Matrix is on-line and sent home to parents.

P. Bigelow advised no, she took it off due to an issue. There is now a disclaimer on it. They do not send it home with the students.

E. Jackson advised anytime there is a change, they need to notify everyone.

P. Bigelow explained because there were questions, she needed to take it off-line.

R. Horton – Can't tell people it is available and then take it down.

P. Bigelow feels it never should have been made available to parents, it is for staff. It is a work-in-progress. She feels they should use it as it was intended. Advised it was put in the handbook, but was taken out. The policy is still in the handbook, but she feels the Behavior Matrix is not a policy.

R. Horton asked if the policy manual is on-line.

J. Lewis advised no, it is not accurate.

*Technology meeting today. The old website is coming back up on July 1st. Need to be sure all updated information is on there.

R. Horton advised they can e-mail information to parents as well. Need to use all forms of communication.

R. Horton – Do we require teachers to keep the website updated?

P. Bigelow advised this year not with this site, but in the future, yes, definitely. It will be part of their evaluation.

*Kindergarten has registered 39 students. P. Bigelow feels that number is a little scary if a lot of other students sign up.

K. Bazan asked about Ready for Kindergarten.

P. Bigelow advised only three parents came; six were signed up.

E. Jackson – There are a lot of field trips on the calendar.

P. Bigelow advised there was money for field trips, so the teachers are signing up.

*R. Horton – Discussed the Superintendent's review and the guidelines that were e-mailed.

T. Croteau feels they need to have a committee. He would like to revamp the policy; thinks it is too long.

T. Croteau and E. Jackson feel they need to keep it this year, but could change it for the future.

COMMITTEE REPORTS:

Facilities/Joint Loss:

A meeting is scheduled for June 5, 2014.

Keene Contract:

E. Jackson discussed the Keene Contract.

J. Lewis advised he e-mailed Dan. They will set something up in the next six weeks. Matt Upton will look into it and ask for a waiver from Keene as they represent them, too.

Keene School Board:

E. Jackson advised Keene held a public hearing. There is \$1.6 Million in unanticipated revenues that came from a health insurance refund from 2010/2011. It was a five minute meeting.

E. Jackson reviewed the minutes from the Keene School Board meeting with the Board.

Keene Withdrawal Study Committee:

The Committee met Monday. J. Lewis explained they have compiled research as to what a high school needs to provide, how many students, classes, etc. No building aid is currently available; possibly in 2016. He was able to get information from other districts that built their own school – received helpful information.

E. Jackson advised they put together a survey for students going to Keene. They are still working on it. They also discussed having one survey for parents and one for the seventh and eighth grades. Have retrieved plans previously used. The committee is still undecided; no recommendation yet. E. Jackson advised they probably need the Board to give the Committee a date to have it ready.

J. Lewis advised they met with Ingrid from Banwell Architects.

E. Jackson advised that was helpful. They looked at two aspects; a new high school or maybe a science wing for the middle school. Ingrid advised the need Winchester had 13 years ago may be different than their need now.

R. Horton advised on Monday they have a meeting with the contractor.

J. Lewis - Ingrid advised they could do something with the third floor. D. Chamberlain was there; the third floor is a safety issue. Ingrid sees potential. She feels the public will feel if we need more classrooms we should use the third floor.

J. Cardinale feels they need to leave Keene; should look at Brattleboro.

R. Horton advised they need a big plan so they don't have to go back and ask for more money from taxpayers.

After much discussion, the Board agreed to come up with a plan to renovate the third floor.

The Board agreed they need a recommendation by the Withdrawal Committee by July.

Ingrid will send Safety and Education Grant information.

E. Jackson advised she did ask Keene about a refund to sending schools and if they had given it any consideration.

John Harper advised no, he did not give it any thought.

Legislative Action/Policy:

K. Bazan explained he has been in touch with Molly Kelly's office. She can come to the Board meeting on 9/18/14.

NHSBA:

K. Bazan asked how the Board feels about sending the policy manual to the NHSBA.

R. Horton advised as long as there are two copies it would be okay to send one.

L. Schmidt advised need to ask M. Braley for changes since we became SAU 94. The Board agreed to send it electronically once they are sure they have a correct copy.

Scholarship:

T. Croteau advised Senior Night will be held next Tuesday at 6:00 pm.

P. Bigelow advised she received the check from the Charter Trust.

T. Croteau - only 11 students signed up for Senior Night. There are some scholarships that they don't have any students signed up for.

Technology:

J. Cardinale advised they had a good meeting. He and K. Bazan reviewed the minutes. The big thing is the school needs a couple more Smart Boards. They cost \$3,400 each. Wes Vaughan is checking to see if he has money in his budget.

J. Cardinale advised they have the capability to scan a bar code to keep track of computers; now log them out.

R. Horton and E. Jackson feel the Board needs to stay on top of things. We do have a plan; Administration is putting a lot of work into it.

P. Bigelow – Need to make decisions about how to teach Technology.

J. Cardinale – If students go to the lab, we don't have a Technology teacher. That is one of his concerns.

P. Bigelow advised her other concern is it can't be hit or miss on what they teach. They do have people on staff who are Technology certified.

CITIZENS' COMMENTS:

Sue Rice asked about Chrome Books; advised now they can't roll them around. They will roll off the cart. Can we use the freight elevator?

R. Horton advised it is not a freight elevator, but they can't carry the cart upstairs.

J. Lewis – Has to be a professional aspect to it.

Sue Rice advised they could carry them, but it is not safe. That's how they looked at it.

Sue Rice advised if considering bringing kids back and using the third floor, would need highly qualified staff with high price tags, supplies, etc. ACCESS is using the stuff up there. It needs to be somewhere that is readily available and accessible.

Sue Rice was wondering if the Business Manager 's laptop is fully functional and being used and she is off her personal laptop.

L. Schmidt explained she has never used her personal computer and didn't store anything on her personal laptop. She is not 100% confident with the business laptop. She can't network in.

Sue Rice asked where the North Campus is at Keene.

P. Bigelow advised it is the TNT program.

Danielle Milde advised there are six students in that program, with two out of district included in that.

Sue Rice asked about time clocks. Is one of the things being worked on being able to see time punches for all employees?

L. Schmidt explained once the three items are done, this is something that could be done on some computers so you can log in and see your time clock punches. Not on the forefront yet; need the other issues done.

L. Schmidt advised she hopes to have information by the next meeting.

Sarah Lounder feels if there are changes made in a policy, for example on the Matrix that is something that should go home to the parents.

P. Bigelow advised she will do that.

Sarah Lounder advised the three candidates for the principal position came to the school and a reference was brought out calling the Business Manager an ogre. Sarah Lounder explained there are signs in the school advising no bullying; so why was this happening?

P. Bigelow understood her concern; hasn't heard it.

S. Lounder doesn't feel that is okay.

Sarah Lounder discussed the time to school and the fact that kids don't all eat breakfast. She explained kids leave by 6:00 am; they don't want to eat breakfast at 5:30 am.

E. Jackson advised some busses are showing up late and kids can't get breakfast.

Sarah Lounder advised her daughter had a new e-mail address using her personal information.

J. Cardinale advised that address does not go outside the school; inside only.

P. Bigelow advised the students were told to use a password they would remember.

D. Milde – Parents can check those e-mails from home.

J. Cardinale – W. Vaughan said today that the SAU 94 e-mail doesn't leave this building.

J. Lewis advised he will double check that.

J. Cardinale – Special Needs and Building – feels could put it under one umbrella. Will the contractor look at the third floor on Monday?

R. Horton wants him to look at the whole building.

P. Bigelow will send home and update to the Behavior Matrix, but did put something on the Internet.

Sarah Lounder advised not everyone has the Internet.

P. Bigelow advised she realizes that, but wanted them to know that she did put it on the Internet.

J. Cardinale MOVED to go into non-public session at 9:27 pm; SECONDED by: K. Bazan, VOTED: T. Croteau – yes, J. Cardinale – yes, E. Jackson – yes, R. Horton – yes, K. Bazan – yes, MOTION PASSED.

J. Cardinale MOVED to go into non-public session at 9:52 pm; SECONDED by: T. Croteau, VOTED: T. Croteau – yes, J. Cardinale – yes, E. Jackson – yes, R. Horton – yes, K. Bazan – yes, MOTION PASSED.

In non-public session R. Horton advised the Board discussed personnel issues.

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

J. Cardinale MOVED to adjourn the meeting at 9:53 pm; SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary

