

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
JUNE 19, 2014**

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

Absent: E. Jackson

Administration Present: J. Lewis, L. Schmidt

Administration Absent: P. Bigelow

The meeting was called to order at 6:30 pm. by Chair, R. Horton.

CITIZENS COMMENTS:

None.

J. Cardinale MOVED to approve the minutes of the June 5, 2014 Board meeting as printed; SECONDED by: K. Bazan, VOTED: 3-0-1 (T. Croteau – abstained), MOTION PASSED.

PRESENTATION – GUEST SPEAKER LUKE STAUDER:

L. Stauder gave a power point presentation on Alternative Education. They have received more funding for equipment this year and they have the Ford Building to use. Advised there has been a student influx. Have supported 18 students; eight graduated with an average GPA of 3.2.

L. Stauder advised there was great revenue this year from the program, \$43,043.12.

L. Stauder sees the program growing; they plan to give the building a stand-out vibe.

L. Stauder explained the main instruction hours are 7:30am. - 2:30pm. He feels that time works great. He is also available in the evening for two hours/ two days a week for questions/consultations.

J. Cardinale asked if he felt there was anything they could do to attract adults who don't have their diploma.

L. Stauder feels they need to get the word out. Last year it was announced in the newspaper; that brought interest.

R. Horton asked what L. Stauder thought was the driving force between the 3.2 GPA in his program and the report from KHS that students average a GPA of 2.4.

L. Stauder advised availability for one-on-one instruction. Maybe they didn't get the attention/time previously.

Kids are in a more positive mood; thinks that brings on better grades.

R. Horton asked how he finds the on-line classes are going for students.

L. Stauder advised it was slow at first. He is there to help. There hasn't been anyone who hasn't been able to do it.

R. Horton – Are you getting parental involvement with on-line classes?

L. Stauder – That works well. Only have one student; the parent and student felt very involved. Explained with Penn Foster it is not as necessary for parent involvement as with VLACS.

K. Bazan asked how many students L. Stauder feels he can handle at one time.

L. Stauder advised no more than four; kids stop asking questions with more and some might need extra time so an optimal number would be two.

K. Bazan - Are you in touch with the students after?

L. Stauder advised one has pursued a certificate program with Penn Foster.

L. Stauder advised he is there to help with resumes, etc. He has contact with them, but doesn't see them all coming back. They want time off.

R. Horton asked if the number of students is driven by instructional time or space.

L. Stauder space isn't an issue now; they have six computers.

R. Horton – If there were more than 10 students, would we have to budget for more staff?

L. Stauder doesn't think so; 10 is perfectly manageable for him now.

R. Horton asked how many have graduated from the program.

L. Stauder – Eight; four more are slated for the Fall. This is the third year.

R. Horton feels it is a good step for a small group of students, but important for them.

K. Bazan feels it is an important program; how can we get the word out?

L. Stauder – word of mouth; maybe include it in the newsletter sometimes.

J. Lewis advised he is planning to do a letter to every household to introduce the principal. He could add it in there.

R. Horton – Maybe the Board could put it on the Facebook page.

K. Bazan asked if it is appropriate for us to approach businesses and let them know about the program. Maybe they have employees who could benefit from it?

R. Horton asked if there was anything L. Stauder needed from the Board.

L. Stauder advised they only use computers except for a couple of textbooks. They are dated. It would be good to get new computers; they don't have to be expensive. They could go wireless. Advised he is going to work with Chrome Books on Monday. If it works well, they could look at getting some.

K. Bazan – What about the condition of the building?

L. Stauder advised it could use more attention, i.e., cleaning, partitions, etc. The Ford Building is in a great spot and more or less open. They will do some painting. Will have students help.

R. Horton advised we need to make sure you have what you need.

T. Croteau suggested J. Lewis call companies that turnover their furniture, such as Liberty Mutual, etc.

J. Lewis will call.

T. Croteau suggested L. Stauder finds what he needs, how much it will cost and let them know.

Sue Rice – Eighteen students, eight successful and four graduating in 2014. What about other students?

L. Stauder advised some students transferred; working with VLACS from KHS. There were 10 with Penn foster; one dropped out and one is home schooled.

L. Schmidt asked if most students are here during the Summer, too.

L. Stauder advised most capture credits in the school year right through the Summer. There is some vacation /days off.

OLD BUSINESS:

J. Cardinale asked about contracts for non-union people.

J. Lewis advised K. Bazan and T. Croteau have been in touch with him regarding a policy.

J. Lewis advised he did send the policy book to the NHSBA in Concord. There is a cost of \$1,200 associated with having them go through the policy book. The Board agreed to pay it. Feels it is worth it.

R. Horton feels every once in a while they should have the NHSBA look at it.

J. Cardinale – Maybe every five to ten years.

J. Lewis advised the NHSBA won't be able to do it until at least the next fiscal year. He will check and see what the time line is and how the payment would be done.

J. Cardinale would like a policy on non-union staff in the meantime.

R. Horton feels they should take the \$1,200 out of next year's budget.

J. Lewis advised they received a Letter of Intent to Bargain from the Teachers Association. He gave it to R. Horton.

The Winchester Support Staff Association advised they could meet on July 31st at 4:00pm. There is a Board meeting that night at 6:30pm.

R. Horton advised due to No child Left Behind, there is a change in reviews/evaluations. He asked J. Lewis if he had some information to share with the Board.

J. Lewis advised the change is due to a NCLB waiver. Distributed information and reviewed with the Board.

R. Horton – What is our plan for evaluating growth? Do you have a plan?

J. Lewis – MAP testing is the big thing. It is done three times a year. Also, teacher based performance throughout the year. There has to be measurable data.

R. Horton – As you are creating new curriculum and see effectiveness that should be part of the evaluations.

R. Horton touched base with Mr. Fay regarding a science lab. He will come back to the Board with information.

R. Horton and J. Lewis touched base on how to get information on Board meetings to the Public. They discussed Facebook.

R. Horton – If we want to do it, maybe could make it part of Community Relations. They would meet with M. Braley.

R. Horton advised they would put the Board agenda, minutes, etc. on Facebook. Feels they should be sharing information; it would not be for conversation.

T. Croteau advised people will have comments if we put the minutes on there.

R. Horton advised the Board could make it so it does not accept comments.

L. Schmidt – Would a well-functioning website be acceptable?

R. Horton feels we need both.

J. Cardinale explained if people friend our Facebook page they would automatically receive postings and information.

Sue Rice suggested the Board could invite the public to come to a meeting and comment there.

T. Croteau does not want the Board to comment on Facebook at all.

J. Lewis feels they could add PTA events, etc.

K. Bazan feels it would be wise for J. Lewis to ask Barrett Christina tomorrow at the Superintendent's meeting about Facebook. He remembers him mentioning something about it at their last meeting.

R. Horton asked J. Lewis to double-check to be sure there would be no legal issues.

J. Cardinale and R. Horton will work on it.

R. Horton spoke with J. Lewis about the need for some educational support for parents; a way to help with e-mail, job applications, writing resume's, the interview process, etc. The school is empty in the evenings. R. Horton will volunteer.

J. Lewis advised they would keep it to basic issues.

R. Horton would invite anyone who wants to get involved to get together and set a date in July and keep trying to get people there. That could go on Facebook.

J. Cardinale suggested the billboard near the gas station, too.

R. Horton perhaps there could be a class on making a healthy meal.

R. Horton wants to take action.

J. Lewis feels they need to pin ourselves down and set a date. Advised he is thinking the last week in July. He will check the schedule; thinking Tuesday, July 29th at 6:00 pm.

R. Horton advised they will discuss and make some sort of plan for what to do that night.

FINANCIAL- L. Schmidt:

The Board reviewed the Manifest and Report of Revenues and Expenditures asked questions.

K. Bazan MOVED to approve the Operating Budget Manifest in the amount of \$230,992.50; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

K. Bazan MOVED to approve the Payroll Manifest in the amount of \$218,227.65; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

*L. Schmidt advised the audit is still scheduled for July 7th.

*Grants are current.

*Time Clock – L. Schmidt heard from the company. Advised they would be more than happy to facilitate and address our concerns, but the earliest they could do it would be January, 2015. She told them that wouldn't help. So her Summer project is to look for a new company. She spoke to Jane Fortson from Monadnock Regional School District who is looking to go with another company. Their system is one-and-a-half to two years old. Maybe we could purchase their equipment. L. Schmidt advised she is also looking at other options. Explained they do not have a contract with the present company. She doesn't know if she will have a recommendation for the July 17th meeting or if it will be the 31st.

R. Horton feels maybe they can recoup some costs.

J. Cardinale asked J. Lewis to ask at tomorrow's Superintendent's meeting what other schools use.

L. Schmidt advised she has heard comments made by some people stating that as a taxpayer they don't believe time clocks are a good use of our money.

R. Horton advised it is an important part; need recording, data, etc.

J. Lewis has heard comments using the word trust. Advised they trust people completely.

R. Horton advised that is not the issue. Unless they are salaried employees, they all need to account for their time.

J. Lewis advised the staff is very dedicated.

R. Horton feels the time clocks are another thing to move the district forward.

Sue Rice feels J. Lewis should explain that. They went from paper to the time clock without much explanation.

Advised the time clocks have been horrendous this year. Feels J. Lewis needs to send out a message that the time clocks were put in to move us forward. Feels that will bring us to an even keel.

R. Horton feels if we are going to be a better Board need communication with people.

*L. Schmidt has been in communication with Amy at the Town. She is getting information from the library this week and will be getting that information to the Select Board on the 16th. She will share the information with L. Schmidt. Then the goal is to have a recommendation to the Board on the 17th.

*Processing extra payroll for school year-based hourly employees next week. Also retiree payouts; there are two leaving the district, both are due balloon payments on 6/30/14.

T. Croteau asked who we cover for insurance of retirees.

L. Schmidt advised we don't contribute for any.

T. Croteau – Did we contribute for Margaret Sullivan or someone at the SAU level; not a teacher?

*L. Schmidt will e-mail Jack Dugan. E. Jackson advised she could meet on the 24th. L. Schmidt will see if he is available.

*L. Schmidt advised until Connie goes through training on Payroll, they won't accept Tech calls from her. She will do the training the week of 6/30/14 to 7/3/14. L. Schmidt will do the payroll that week. That is the lightest payroll period of the year.

*The Board had asked L. Schmidt and J. Lewis for a wish list.

L. Schmidt advised they feel the prudent thing would be Smart Boards and an air conditioning unit.

L. Schmidt advised it takes time to get estimates, but W. Vaughan's best estimate is \$4,200 each for Smart Boards.

J. Lewis advised they think they should hold off on the tables.

R. Horton advised his direction has always been to return as much money as possible to the taxpayers.

R. Horton feels with regard to the lunch program, they need to communicate better what the kids are spending and the amount of money they have left, the date they purchased and whether they got breakfast and/or lunch.

L. Schmidt will be looking at a video on a computer program this Summer. They will also be looking at Meals Plus.

Nancy Dziedzic advised she feels the problem is if they let a child slide more than they should without paying, it is hard for them to catch up and then they owe \$100.00. Feels with a lower bill, it is easier to get the money.

R. Horton feels if they share access on-line, it will work better. Feels there needs to be more communication, more often.

Nancy Dziedzic advised in the handbook it says students have to pay their bill or they are shut off. In the past, after a while if they didn't pay, Eva gave the child a peanut butter and jelly sandwich.

L. Schmidt advised Erin will be doing the same thing next year.

J. Lewis advised when he first came to the school he set a \$20.00 limit for the staff; it was not just the kids that were a problem.

L. Schmidt advised they are working on collections. Bills need to be paid by 6/30/14.

T. Croteau – Need to send a letter.

R. Horton advised they need to have compassion, but need to look at it in a way that there is a debt.

R. Horton advised they brought a lot of subjects up about food; this is part of that. Need good food and have bills paid.

Nancy Dziedzic asked if they can pay on-line.

L. Schmidt – Not now; looking into that.

There was discussion by the Board regarding the free and reduced lunch program.

R. Horton asked if the lunch program is reporting to L. Schmidt. Will there be discussions?

L. Schmidt – yes.

R. Horton – Will there be discussion about being better than we are?

L. Schmidt yes, advised she and Erin discussed that.

*The Staff is submitting orders through School Specialty for supplies. L. Schmidt advised she wants to stay on top of it. She wants everything ordered by July 8th.

SUPERINTENDENT'S REPORT – J. LEWIS:

The Board received J. Lewis' report.

*J. Lewis advised he will be meeting with Dale Monday at 1:00pm. about digging the trench.

*Looking to fill the Athletic Director and Focus II positions. J. Lewis thinks they have someone for both, but it is not set in concrete.

*Hasn't received information from Lynne Wagner yet. They did send a survey to students.

*J. Lewis advised they did research on an air conditioner; 12,000 BTU's won't be enough. He was told 18,000 is an accurate amount. They have 900 square feet to cover, but that doesn't include his office.

J. Cardinale asked if they looked at units he e-mailed him for \$400.00+ each; they could use two.

J. Lewis advised those are cooling units only. J. Lewis reviewed quotes with the Board.

The Board discussed whether or not Smart Boards and air conditioning would be considered building improvements. They agreed they want to return as much as possible to the taxpayers.

T. Croteau did not feel the Smart Boards would be considered building improvements.

J. Cardinale MOVED to purchase two Smart Boards out of the Building Improvement Fund. L. Schmidt explained her report includes \$50,000 being funded by the Capital Reserve, any purchases will reduce that number and she believes it will reduce the end number to be returned; after discussion the Board agreed that money would go back in and there would actually be \$50,000 more; SECONDED by: R. Horton, VOTED: 3-1 (T. Croteau – no), MOTION PASSED.

J. Cardinale MOVED to purchase an air conditioning unit from Dead River Co. for a total cost of \$4,878 out of the Building Improvement Fund; SECONDED by: K. Bazan, VOTED: 4-0, MOTION PASSED.

*J. Lewis advised they will need a new phone system down the road.

*There has been a delay with the lift coming from Canada. He has asked about a discount due to the delay.

*J. Lewis and J. Cardinale discussed old prints of the building. J. Cardinale will come in Monday to meet with J. Lewis and D. Chamberlain to look through the prints we have.

P. Bigelow left a letter thanking the Board for her time at the Winchester School and how much she enjoyed it and thanked them for her retirement celebration.

J. Lewis advised the 8th grade graduation was nice but it was very hot in the gym. He asked if they would consider having the graduation outside in the future. If it rains they could go inside.

R. Horton feels the gym needs better ventilation, too.

J. Cardinal – Maybe ceiling fans.

R. Horton feels the gym needs updates.

COMMITTEE REPORTS:

Budget Committee:

R. Horton will get K. Bazan and E. Jackson the Chair's e-mail to contact. Need to start the process.

Keene Contract:

R. Horton – Any word back?

J. Lewis advised not a word. He is waiting to hear from M. Upton, too. He will follow up with him.

R. Horton – Need to think about whether it is okay to use the same lawyer as surrounding schools.

Keene Withdrawal Study:

The Committee has forwarded the survey to Val Wilber who sent it to Lynne Wagner. It has gone out to students.

R. Horton advised they need to evaluate that. He was told the students can only use the SAU e-mail address if a teacher tells them to use it.

V. Wilber is working on a way to communicate better with our students next year.

R. Horton advised need options for a late bus; it is part of the survey. Who is going to use it; who needs it?

R. Horton advised they did have Lars come in from Hutter Construction; he toured the building with an estimator. J.

Cardinale was here, too. They took information and asked for more plans. They were very interested in helping explore avenues; know money is an issue. The deadline for the committee's recommendation to the Board is July 17th.

J. Lewis advised a couple of Construction representatives have come in and toured the building. They need to give them provide the committee with more information. Dan Black will be at the next meeting.

Legislative Action and Negotiations:

K. Bazan advised the Legislative Session ended 13 days ago. Some bills were passed and some were created. He reviewed them with the Board.

R. Horton advised once they get back on track with policies, M. Braley will forward them to the committee.

The Board discussed the Superintendent's Review Policy.

After discussion, J. Cardinale suggested they could go through and review it, but not use it this time. It will be put on the agenda for the second meeting.

Negotiations:

The Board received a Letter of Intent to Bargain from the Winchester Teacher's Association. J. Lewis, R. Horton and E. Jackson will try to schedule something.

J. Lewis will send the Winchester Teacher's Association a couple of dates.

Scholarship:

T. Croteau – Senior Night scholarships were presented. There was not that big a turnout, but about \$40,000 total in scholarships were given.

Select Board Rep:

R. Horton and J. Lewis went to last week's meeting. We were on the agenda. R. Horton explained they discussed the parking lot, oil, importance of meeting together and insurance. Everyone seemed on board.

K. Bazan advised he can meet with J. Lewis.

R. Horton advised they had a conversation on Smart Boards and air conditioner; asked if they had any questions for us.

R. Horton advised they also discussed the Adult Ed piece.

CITIZENS' COMMENTS:

Sue Rice – Staff dinner at middle school was okay, but it was hot. There was one window that opens. She also advised the backboard on the backside of the gym has no hoop or net.

R. Horton advised someone ripped it off. High school kids are hanging on it. They will put it back up.

Sue Rice advised on the last day of school there was a little child with a tablet at recess near the gym door. She advised she was on as guest. Sue Rice told her to shut it off.

R. Horton had a conversation with L. Schmidt. Advised we really need to lock things down; could clog classroom connectivity.

L. Schmidt advised they have had poor internet service. Feels it is best to break the contract with Bay Ring. Since it is linked with E-rate, need to go through the Government.

T. Croteau asked if they are buying better quality cameras or adjusting the ones we have. Advised the one facing the Ford building needs to be moved down. Feels some may just need to be adjusted.

J. Lewis feels they need to be higher quality.

T. Croteau had asked about solar lights; hasn't heard back. Feels it is better to do it sooner than later.

Sue Rice remembers discussion about solar collectors on the roof. Is there any more on that?

R. Horton advised no, but he was going to ask if D. Chamberlain can give an overview on plans for the Summer with information on that, too.

J. Cardinale just heard talk about companies leasing space for solar collectors. Just heard an advertisement for a company in NH.

J. Lewis advised they met with someone who does that. We would get a lease for the roof, but they were looking for a 20 year lease.

Sarah Lounder advised KSC has a green building project; they may have information.

Sarah Lounder advised KHS cancelled Summer School Program. Her son was going. She has not been officially notified yet.

J. Lewis advised they were notified.

Sarah Lounder has talked to Keene and it will be taken care of for her student.

J. Lewis will research that.

J. Cardinale MOVED to go into non-public session at 9:40 pm under RSA91-A:3IIc to discuss personnel and student issue; SECONDED by: K. Bazan, VOTED: J. Cardinale – yes, R. Horton – yes, K. Bazan – yes, T. Croteau – yes, MOTION PASSED.

J. Cardinale MOVED to leave non-public session at 10:20 pm; SECONDED by: T. Croteau, VOTED: J. Cardinale – yes, R. Horton – yes, K. Bazan – yes, T. Croteau – yes, MOTION PASSED.

In non-public session R. Horton advised the Board signed contracts and discussed a student issue.

J. Cardinale MOVED to seal the contract portion of the minutes of the non-public session until announced and accepted and the student issue indefinitely; SECONDED by: T. Croteau, VOTED: 4-0, MOTION PASSED.

R. Horton MOVED to adjourn the meeting at 10:22 pm; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary