

**WINCHESTER SCHOOL BOARD  
WINCHESTER SCHOOL LIBRARY  
APRIL 17, 2014**

Board Members Present: R. Horton, J. Cardinale, E. Jackson, Kevin Bazan, T. Croteau arrived at 6:38 pm.

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

The meeting was called to order at 6:34 pm. by Superintendent, R. Horton.

**CITIZENS COMMENTS:**

None.

**MINUTES:**

**T. Croteau MOVED to approve the public minutes of April 3, 2014 as corrected – on Page 6 correcting the spelling of Sherri to Cheri and correcting Emily Harrison to Emily Henderson throughout; SECONDED by: K. Bazan, VOTED: 4-0-1 (E. Jackson – abstained).**

**T. Croteau MOVED to approve the Non-Public minutes of April 3, 2014 as corrected; on Page 10, Motion to Sign Contracts, T. Croteau made the Motion and J. Cardinale SECONDED it; SECONDED by: J. Cardinale, VOTED: 4-0-1 (E. Jackson – abstained), MOTION PASSED.**

**GUEST SPEAKER:**

Erin Whitcomb, Food Services gave a presentation to the Board, reviewed and answered questions.

**Food Services Director Responsibilities:**

- \*Supervise staff in two separate kitchens.
- \*Prepare menus monthly and insure they meet State and Federal nutritional standards
- \*Prepare State reports.
- \*Process and approve free/reduced meal applications and communicate to applicants.
- \*Provide 3% verification paperwork to the State for audit.
- \*Apply for State of NH operating license.
- \*Implement additional training for personnel.
- \*Responsible for food ordering and review and approve all invoices.
- \*Complete applications for Government surplus foods.
- \*Review and approve timesheets.
- \*Ensure proper receipt, storage and preparation techniques to ensure food items maintained at high quality until consumed.
- \*Maintain the highest standard of cleanliness and safety.
- \*Maintenance and replacement of all kitchen equipment.
- \*Monitor food preparation for appearance, temperature and flavor.
- \*Promote food service operations and special events
- \*Prepare necessary documentation to be sent to the State for reimbursement.
- \*Process lunch payments, complete daily deposits and balance accounts.
- \*Handle student accounts.
- \*Submit all food claims to State.
- \*Follow aspects and guidelines of all State and Federal Regulations.

**Accomplishments:**

- \*With the WSD since 2010; developed HACCP Standard Operating Procedures handbook to bring food services fully into compliance. It took 6 months.
- \*Developed and Emergency Plan Outline to be followed in case of an emergency, i.e., if freezers fail, water damage, etc.
- \*Member of the Wellness Committee since joining WSD; current chairperson for 2013-2014.  
Feels next year they need a School Board member on the Wellness Committee; should meet quarterly.
- \*Coordinated with the Resources for Educators to distribute a monthly newsletter. Also does a Home and School connection Newsletter.

\*Increased fruit and vegetable grant from \$8,200 to \$22,000 per year. The grant was previously for K-5 and has been rewritten for K-8.

### **Kitchen Staff Responsibilities:**

\*Middle School staff prepares breakfast and lunch for an average of 170 students daily and approximately 3000 lunches and 900 breakfasts per month. Fresh fruits and vegetables are also prepared and delivered to the classrooms twice per week. Organize and prepare coffee and snacks for monthly meetings and professional developments days. They also set up for lunch when school is not in session.

\*Elementary School staff prepares breakfast and lunch for an average of 225 students daily and 3900 lunches and 2200 breakfasts per month. Fresh fruits and vegetables are also prepared and delivered to the classrooms twice a week. Snacks for the after-school program are also prepared daily for an average of 2500 snacks per month.

\*Staff in both schools is responsible for cleaning the kitchen daily.

\*All staff is required to keep their Serve-Safe Certifications current. The State will be coming soon for an inspection.

### **Future Plans:**

\*Attend seminars and conferences

\*Working with Healthy Monadnock to institute the Healthy School Program through the Wellness Committee.

\*Work with University of NH Cooperative Extension to institute the Healthy School NH initiative.

\*Working on changing Wellness Plan to propose moving recess before lunch.

Based on the high percentage of free and reduced meals in WSD, trying to make all meals served at the school free to all students. Currently 126 full pay/312 free/reduced.

R. Horton - have we thought about sending a snack home with the students?

E. Jackson – Have we thought about offering free breakfasts to all?

R. Horton asked why we aren't running a surplus this year.

E. Whitcomb explained this year they switched to whole grains and are paying for utilities.

Have we looked at food costs and labor costs versus income? The Board feels that would make things more like a business.

We should know why in the past we have had a surplus and why we aren't now.

E. Jackson asked if charging \$1.00 for breakfast is cost effective if the district wanted to help reduce costs for those that need it.

For full pay, reduced and staff, including lunch and breakfast, the program brought in about \$40,000.

The Board feels when we start each September we should have zero debt. At the end of year, it was about \$3,000.

Would like to see breakfast for all; need to look into the cost, etc. Could it be more than cold cereal and milk?

In the past, if in May and June all money comes in, students would get a free Friendly Sundae cup.

That might be an incentive to some to not pay their bill until later.

R. Horton about striving to give better meals like we are string to give a better education. For example, corn dogs; even though it may hit the guidelines, it doesn't come across as a good meal.

Erin Whitcomb discussed things that are being made fresh rather than heating up. Advised they cook their own turkeys and pork roasts.

The Board discussed the survey.

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R. Horton asked what Erin Whitcomb would need in the future for her kitchens.

Erin Whitcomb advised the whole floor in the middle side of the kitchen needs to be replaced.

R. Horton - Can we get a replacement figure? Asked if there is any other equipment they need. Do they have a wish list for the future?

Erin Whitcomb advised not really.

There was a discussion about the tables in the middle school cafeteria.

J. Lewis advised it has been studied and to get rid of discipline problems they use round tables rather than rectangle tables

Jennie from Picadilly Farms will bring extra fruits and vegetables at no charge.

Students need to have three items on their tray in order to make it a qualified lunch.

### **OLD BUSINESS:**

**Policy AA – School District Legal Status – Second Reading:**

**T. Croteau MOVED to approve Policy AA, School District Legal Status as a Second Reading; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

**Policy ABA – Volunteer Involvement:**

**T. Croteau MOVED to approve Policy ABA as a Second Reading; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

**Policy AC – No Discrimination:**

**T. Croteau MOVED to approve Policy AC as a Second Reading; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

**Appendix AC-R – Non-Discrimination - Title IX Grievances:**

**T. Croteau MOVED to approve Appendix AC-R as a First Reading; SECONDED by: J. Cardinale, after discussion, VOTED: 5-0, MOTION PASSED. Policy AC-R should have regional address on it at #4. Need to revisit at next meeting.**

**Policy ACD – Commitment to Religious Neutrality:**

**T. Croteau MOVED to approve Policy ACD-Commitment to Religious Neutrality as a Seconded Reading; VOTED: 5-0, MOTION PASSED.**

Technology has been put out-to-bid and we have a couple of bids.

**NEW BUSINESS:**

**Policy JFABD – Admission of Homeless Students:**

The Board last looked at the policy in 2010; did not have complete. Will bring as a first reading to the next meeting.

**FINANCIAL REPORT- L. Schmidt:**

- \*Grants are current through March activity.
- \*Contacted the Town; potential for sharing and reducing costs.
- \*Contacted energy supply company to cut costs. Would go from PSNH to FLE and will discuss with Shelly and Amy from the Town.
- \*Had the oil tanks filled in mid-March; have not “stuck” the tanks since then.
- \*Auditors – audit still is not done for 2012. An extension was filed with the State. L. Schmidt needs to have a phone conversation with the auditor.
  - At the next meeting the Board needs a report about the audit.
  - L. Schmidt will e-mail the monthly report when it gets done.

**MANIFEST:**

**E. Jackson MOVED to approve the Accounts Payable Manifest in the amount of \$114,878.63; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

After discussion, **E. Jackson MOVED to approve the manifest for the deposit and next installment of the wheel chair lift in the amount of \$15,600.00; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

**SUPERINTENDENT’S REPORT – J. Lewis:**

The Board received J. Lewis’ report and reviewed.

- \*Received a letter from a parent about the Head Lice Policy. Feels the school should be given money to get this fixed.
  - Have we reached out to volunteers to help?
    - J. Lewis advised the Discipline Coordinator has been called to do spot checks. We have not had head checks after vacations except the one where Applewood came in.
    - The Board advised the Policy should be followed. The directive is for the nurse to call volunteers and make sure head checks happen.
- \*Elevator removal will be done during April vacation. D. Chamberlain’s group will remove it and scrap it.
  - The Board thought they had approved the company that would do the removal. When D. Chamberlain called it was going to cost us another \$1,800.00.
    - J. Cardinale feels we need to be more careful about comparing bids; making sure we are comparing apples-to-apples.
    - The company will order the elevator after they receive the check and then they will install it in approximately five weeks.
- \*The Town will not be sweeping the parking lot. We will contact BDM Sweeping. After the parking lot is done the Town will come and do the sidewalks. The Town sweeper does not suck up dirt, it just moves it.

- \*D. Chamberlain and Dale will compare what BDM charges for the Town versus the School and we should insist on getting the Town rates if they are cheaper. We will add two visitor spots when the parking lot is re-stripped. Arlington Paving will do the striping.
- \*J. Lewis will attend hearings in Concord on April 24th and report to the Board.

### **PRINCIPAL'S REPORT:**

The Board received P. Bigelow's report.

- \*Discussed the loss of Peter Queen P. Bigelow advised he had been with Winchester 18 years. Each teacher told their class. The service will be held tomorrow. A contingent from the school will be going. A memory wall has been constructed. Mrs. Queen and her family came to do paperwork and see the wall. First Student has donated a bus to take a group to the service in Jaffrey.
- \*C&S has donated 2,320 books to be used for students, teachers, book closets and the library. Thank you to Brian Moser, Paul Janey and Jim Harrison for picking up the books.
- \*K. Bazan saw the article in the paper about P. Bigelow's new work with KSC.
- \*T. Croteau let D. Chamberlain know about fixing drainage; it might affect the parking lot and line painting.

### **COMMITTEE REP. REPORTS:**

#### **Budget Committee:**

E. Jackson advised there is a meeting set with the Town.

#### **NH School Board Association:**

K. Bazan will attend the meeting on April 29<sup>th</sup>. The Board will pick up the cost of \$40.00.

#### **Finance Committee:**

The Committee will meet in June when the Manifest is done. L. Schmidt will contact the Finance Committee directly. Need to check and adhere to the policy about Finance notification of the Manifest.

#### **Withdrawal Committee:**

It is in the hands of the SAU to get numbers and information. Do we need a deadline? Maybe the committee could help. There is a new person at the State. Can we schedule something for June or July? Is Jeff available as a volunteer?

- J. Lewis will bring things up at a Superintendent's meeting tomorrow morning.
- Jack Duggan, with NH Economic Development, may be a resource about the building.

#### **Legislative & Policy Committee:**

T. Croteau is also reviewing the School Policy Manual.

#### **Keene School Board Committee:**

- \*E. Jackson went to the March meeting. They do everything in committees and the meeting is basically a formality. They did answer a few questions from the audience. They want to roll out Foreign Language to the elementary schools.
- \*They are trying to get donations from alumni. They have a calendar committee talking about changing the start times and vacations. Their Board has nine members.
- \*Parents are complaining about Early Release Days; they will be on Mondays and Fridays for 2015-2016.
- \*Is it possible to get Winchester people on Keene High School Committees? Winchester needs a better voice on the KHS School Board.

#### **Negotiations Committee:**

Do we need to schedule a meeting?

#### **Scholarship Committee:**

There will be a letter at the next meeting for Board members to sign for scholarships for Senior Night.

#### **Select Board:**

It was agreed that all Board members would share being on the committee and each member will attend on a rotating basis. Do we need to be on their agenda? It was discussed that maybe the School Board should plan to attend the second Wednesday meeting. The Board will have their first Board meeting and plan to get on the Selectboard's agenda. Need to make a calendar.

#### **Sick Bank:**

Will meet as needed; the Principal will notify J. Cardinale when necessary.

#### **Technology:**

The Committee has not met since the last Board meeting.

**J. Cardinale MOVED to go into non-public session at 9:17 pm under RSA 91-A:3 II(a), (b) and (c); SECONDED by: T. Croteau, VOTED: K. Bazan – yes, E. Jackson – yes, R. Horton – yes, T. Croteau – yes, J. Cardinale – yes, MOTION PASSED.**

**E. Jackson MOVED to leave non-public session at 10:12 pm; SECONDED by: T. Croteau, VOTED: K. Bazan – yes, E. Jackson – yes, R. Horton – yes, T. Croteau – yes, J. Cardinale – yes, MOTION PASSED.**

**J. Cardinale MOVED to seal the non-public minutes regarding the Principal Nomination until it is announced and the Student issue, RIF and KSC program indefinitely; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.**

The Board discussed MOU.

**E. Jackson MOVED to adjourn the meeting at 10:12 pm; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary  
Notes taken by Sue Rice