

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
OCTOBER 17, 2013**

Board Members Present: R. Horton, J. Cardinale, E. Jackson, B. McGrath arrived at 6:40 pm.

Board Members Absent: T. Croteau

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

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

MINUTES:

B. McGrath MOVED to approve the public minutes of October 3, 2013, amending Pumpkin Festival to *Pickle* Festival on Page one and under Principal's Report - Discipline report - P. Bigelow feels may need consequences that go along with specific incidents. P. Bigelow advised that there are already specific punishments for specific incidents. What she meant was perhaps having the child who made a mess of the bus, clean it; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

FMLA POLICY – SECOND READING:

E. Jackson suggested that when the Board is going to be reviewing a policy that they receive the policy with highlighted changes.

B. McGrath feels they should leave the policy as is; otherwise it needs to refer to other materials, i.e. the Board policy.

Other Board members like the idea of the contract being in line with the Board policy.

After discussion, B. McGrath understood the Board policy is a legal understanding and agreed with the rest of the Board.

After review, Administration will rework the policy and bring it back. The Board tabled review for the next meeting.

DIRECTOR OF TECHNOLOGY:

W. Vaughan came before the Board to discuss Technology.

*Will reset the Board passwords and leave the passwords so they don't expire. The Board can change them if they want to.

*Advised everything he said he would do has pretty much been done.

*Computer lab has been updated with 30 new units. When Smarter Balance is in place, they will be ready.

*Goal for this budget is to be level-funded. They will be getting a server and additional desktops, but he doesn't anticipate requesting anything additional from last year.

R. Horton asked W. Vaughan to start discussion with what went on last Summer.

W. Vaughan explained new infrastructure, new computers, etc. Set up DSL to new connection with Bay Ring.

Advised he worked through July and August. It was done the day before school started; took longer than anticipated.

He is looking to get Comcast as a back-up system. They had a rough start, but since then he has caught up and things are running smoother.

R. Horton asked if they will need to add more bandwidth.

W. Vaughan advised at some point; if we go to 20 mg. the cost would double. With E-Rate we can't change

contracts on the fly; can't do things seasonally. Feels 10 mg. is much safer; on the cloud will need more bandwidth.

Testing should not be an issue.

J. Lewis advised the state will be doing a pre-test on Smarter Balance. Testing with Smarter Balance won't begin until 2015.

R. Horton asked if Power School issues have been corrected.

W. Vaughan advised all issues would have been corrected at the time they happened.

R. Horton asked about the Reverse 911 System.

W. Vaughan advised it is up and running. Student/staff have been updated. The next test is Wednesday for all parents.

R. Horton asked about additional technology for students.

W. Vaughan advised seventh and eighth grades will start using Google Apps next week. Need to use it in the eighth grade as Keene High uses it.

R. Horton advised they will be doing a work order system to include technology.

R. Horton asked where they are with Smart Boards.

W. Vaughan advised Smart Boards are out of warranty. Need to replace bulbs and one projector. His only concern is the projector; hopes to work that into the budget. Explained he would need to buy maybe three or four per year. He currently has two that are not mounted. He will look into getting a refurbished one to have on hand.

R. Horton asked about the website. Why did we change it; what's different?

W. Vaughan explained the previous website had very little flexibility other than the teacher site. He explained the difference between the current and previous websites. The new one is more powerful; allows you to move forward. It is also a little less expensive, well-functioning website. He and people in the office are doing the updating.

R. Horton doesn't like the website; he thinks the old site was much more professional. Feels the new one needs help. Knows W. Vaughan is not a web designer.

W. Vaughan explained it is a work in progress. It will take a while to get it where they want it.

P. Bigelow advised the teachers didn't like it. They feel it is harder to put their pages on and harder to find teachers' pages.

R. Horton advised if this is what we will be using, need a plan. Need to move forward with it. Asked W. Vaughan to revisit it and bring an update to the Board.

J. Lewis advised they need to start with the slideshow.

W. Vaughan advised they need more pictures and people who want to work on the website so he doesn't have to.

R. Horton thinks Access Club involvement would be nice.

P. Bigelow advised it is a very time consuming task.

Sue Rice advised there was a slow-down of MAP testing and getting labels for NECAP.

J. Lewis advised they did get labels.

W. Vaughan advised the testing problem was a first grade issue. They were using the wrong web browser. There was never an issue with the test.

R. Horton advised the Board made the decision to make the Technology Director a contracted position. The Board wanted W. Vaughan's input. Where are things now?

P. Bigelow received copies of work requests; some grades want to change report cards slightly as our standards have changed. All those demands are on Wes. Time is also an issue. Need to consider that when doing the budget.

R. Horton thinks W. Vaughan is taking them down the right path; they are learning with every position at the SAU.

W. Vaughan does have help from Diane.

R. Horton feels need to schedule somewhat more regular meetings with W. Vaughan. He would be on the agenda.

W. Vaughan advised he could do that; would need a couple of weeks' notice.

FINANCIAL REPORT:

MANIFEST:

L. Schmidt advised the Second Manifest is for the TD Bank credit card. The limit is only \$10,000 and she is afraid to hit the ceiling. Need to have an audit before the bank will increase the limit.

The Board discussed the possibility of going with a bank that gives cash back or other incentives. After discussion, R. Horton asked L. Schmidt to come back with a plan for getting a Corporate Credit Card.

The Board reviewed the Manifest and asked questions.

E. Jackson MOVED to approve the first Operational Manifest in the amount of \$88,489.58; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

E. Jackson MOVED to approve the second Operational Manifest in the amount of \$5,181.42; SECONDED by: B. McGrath, VOTED: 4-0, MOTION PASSED.

L. Schmidt met with B. Moser to see what reports/information he wants. The Board received copies of the Revenue Report and Expenditure Report and reviewed Grant reporting. L. Schmidt showed B. Moser what reports she can obtain. He is looking for a variety of materials that come from different sources. L. Schmidt will work on a Grant report that meets his needs and requests. L. Schmidt would like to work on a new reporting format.

E. Jackson would like a function report for all funds and they could ask for additional information if needed.

Grant Update – 2012-2013 Title II has been finalized; 2013 Title II just approved, will get on that. L. Schmidt will work on the remainder of 2013 grants.

E. Jackson thanked L. Schmidt for the report.

SUPERINTENDENT'S REPORT:

The Board received J. Lewis' report.

*Negotiations meeting was postponed; met as a team.

*Will be doing training for parents on Wednesday on Black Board Connect.

*Reading – Have been in touch with KHS. He did ask if there was a book list; they no longer do one; will work on that with Keene.

*Speech Services are through the roof; always looking for speech people. WSD has entered into a contract with Boothby Services. The need is there.

P. Bigelow advised it is related to reading.

*David Hughes, Pastor at the UCC, advised they can bring the bookmobile down sometime after Church. It will probably be November.

*J. Lewis advised he has been spending a lot of time at KHS. They are aware of the Study Committee. Keene gave back \$2,000,000. Does the Board want to ask about getting a percentage returned to Winchester?

R. Horton – No, per our contract the tuition is based on estimated costs; no refunds, returns, etc.

E. Jackson - because it is also in the contract that if they don't charge enough, they can't come back for more.

R. Horton doesn't see Keene returning monies, but need them to know that we know what happened. Our tuition is based on actual cost.

R. Horton explained if they are building a new school, per the contract we pay a percentage of all buildings.

The Board agreed to have J. Lewis, E. Jackson and R. Horton ask about the money Keene gave back and where it came from.

*Alt Ed – A student at Keene High School will be coming back to Winchester.

J. Lewis will meet with the KHS Special Ed and Guidance Director on Monday, October 28th.

B. McGrath advised he read an article that said as of 12/31 kids who don't get their GED need to start over under State guidelines. Advised he will look for the article and send it to J. Lewis.

J. Lewis feels they should have a Policy Committee within the Board and a binder of policies for each member.

After discussion, the Board advised they would rather bring a copy of an upcoming policy for review and discussion.

*Common Core is coming up; huge appreciation from teachers for early release days.

R. Horton asked why they did not have Friday off.

P. Bigelow explained the date was changed to accommodate the bus company. It did work well; had discussion on Wednesday and then review on Thursday. If there is a day in between that may not be the best.

R. Horton advised from a parent's standpoint, it is easier to match the KHS schedule. He didn't like that the game was scheduled for the early release day; it shouldn't have happened. Kids have to find a way back.

J. Lewis advised next time, with whatever sport is going on, they won't schedule an early release day.

*Budget time coming up; will be requesting Nature's Classroom.

R Horton advised they should present numbers and options. Maybe there is something other than Nature's Classroom that they could do.

PRINCIPAL'S REPORT:

The Board received P. Bigelow's Report:

*NECAP testing is done. Just a couple of kids need to do make-up.

*The Great Northeast Shake Out – Received copy of emergency drills. On 10/17 at 10:17 am. schools across the State were to participate; WSD wasn't there due to the early release day. They will do it next week. Have not done a lockdown yet, but have discussed with Officer Mike.

*Val Wilbur is going to the State Department of Ed tomorrow. They finally reviewed our Master Plan. Winchester is the first to have it in place. We are ahead of the game.

B. McGrath advised he can't open it.

P. Bigelow will make him a copy.

*P. Bigelow brought a proposal to the Board from the Athletic Director requesting extra funding to provide separate girls and boys soccer teams for the 2014-2015 school year. Advised it is just informational for tonight's meeting.

R. Horton advised at the start of the season students could have been cut, but A. Nicholson decided to put all eighth graders and better players on the A team and all other students on the B team. He doesn't think there is enough to have a Girl's team.

J. Lewis doesn't have the number, but will look into it.

R Horton feels the girls on the A team are not at a loss against the boys.

FACILITIES REPORT – D. Chamberlain:

*An e--mail was sent on the power outage. It was a long, hard night for D. Chamberlain and J. Lewis; the problem was solved about 4:30 am.

R. Horton feels it is a lesson learned; need to work on a contingency plan for the building. They have spoken in the past about a generator.

R. Horton advised they need protocol/procedures written down so issues can be handled if D. Chamberlain is not there.

D. Chamberlain advised he would still want to be made aware of any problems.

P. Bigelow and D. Chamberlain sat down with J. Miller regarding protocol; there were children in the building.

E. Jackson advised J. Miller did a good job.

*D. Chamberlain advised he is losing a part-time employee as of tomorrow; also searching for another part-time employee.

*Last year put in for a new floor scrubber. Can only get quotes from two companies for the brand he wants.

Board advised per policy needs three quotes.

D. Chamberlain feels the Board could make that decision.

The Board feels he could find an additional quote on-line. They asked D. Chamberlain to bring additional information to the next meeting.

J. Cardinale advised a rail is loose in the elevator.

R. Horton asked if they are ready for the cold weather.

D. Chamberlain advised yes; have ordered salt.

J. Cardinale – what about the windows?

D. Chamberlain advised they waited for testing to be done; expect they will be going in very soon.

COMMITTEE REP. REPORTS:

Budget Committee:

E. Jackson advised the Budget Committee has been meeting on Tuesdays and Thursdays; have done the easier budgets first. Had put a generator in to be tied in with the school, but it was voted down until they receive more information.

D. Cham berlain is not sure it would be strong enough to power enough of the school.

R. Horton advised they would pick certain circuits to light.

Some Board members feel they may need two or three generators.

B. McGrath advised they don't lose power that long. Is it worth the money?

R. Horton asked about meeting with the Budget Committee when there meetings are back-to-back with the Board's.

After discussion, the Board agreed to meet at 5:00pm. on Monday to start the budget review.

Negotiations:

They met last week. Will be meeting next Thursday; things are going well.

Keene Study Committee:

The Committee has met three times; including with the Hinsdale School Board. Gave introductions and explained what the committee is and what they are looking to do.

R. Horton asked if Jill Beaman is on the committee.

J. Lewis told her the times and dates; asked if she was going.

E. Jackson feels they are off to a good start; had a tour of Keene

J. Lewis advised Leo Corriveau called and wants Winchester to meet with Monadnock.

The Board feels they should receive information and at some point can say let's crunch the numbers.

R. Horton feels it would probably be Fall of 2014.

E. Jackson advised they will survey community members, teachers and kids.

R. Horton feels they need to do due diligence by providing a cost to the School Board. There was originally a cost on the Warrant Article to hire someone to do a study. They may need to do a new warrant article.

CITIZENS' COMMENTS:

The Board thanked Sue Rice for working the Smart Board during the meeting.

E. Jackson MOVED to go into non-public session at 9:10 pm.; SECONDED by: J. Cardinale, E. Jackson – yes, J. Cardinale – yes, B. McGrath – yes, R. Horton – yes, MOTION PASSED.

E. Jackson MOVED to leave non-public session at 9:34 pm.; SECONDED by: J. Cardinale; E. Jackson – yes, J. Cardinale – yes, B. McGrath – yes, R. Horton – yes, MOTION PASSED.

E. Jackson MOVED to seal the non-public minutes indefinitely; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

R. Horton MOVED to adjourn the meeting at 9:34 pm; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins

