

**WINCHESTER SCHOOL BOARD  
WINCHESTER SCHOOL LIBRARY  
SEPTEMBER 19, 2013**

Board Members Present: T. Croteau, R. Horton, J. Cardinale, B. McGrath, E. Jackson arrived at 6:58 pm.  
Administration Present: J. Lewis, L. Schmidt, P. Bigelow, D. Chamberlain

The meeting was called to order at 6:31 pm.

**CITIZENS' COMMENTS:**

Rikki Bolewski advised she has a daughter in fourth grade who wanted to join the Spirit Squad through Access. She asked if she would have to pay for her to participate. She was told the 4<sup>th</sup> and 5<sup>th</sup> grade pays \$7.00 per day (\$64.00 per month) which adds up; but the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades don't pay. She wanted to know if something can be done. Advised she is willing to work with whoever she has to. Explained she received a flyer home, but there was no indication of a fee. Feels there needs to be more communication. Asked if there is something that can be done such as fundraising?

R. Horton advised there is no charge for Access for the Middle School. The fourth grade is not able to compete, so it is more like a club.

Jeremy Miller advised he has run the program for quite some time; kids were doing well in Middle School and competitions so they decided to open it up to 4<sup>th</sup> and 5<sup>th</sup> graders. Advised it is a funding structure issue. Explained they are encouraged to charge 4<sup>th</sup> and 5<sup>th</sup> grades through the 21C Grant. Next year Access can only apply for \$75,000. Clubs that are able to fundraise and have the funds will sustain. Elementary School parents have the opportunity to fundraise and it will be applied to their fees.

J. Miller explained the burden is on the parents to pay; there are three or four students on the full rate and everyone else is on a scholarship. What do we do to sustain it? There are 37 students in grades 4-8 participating; it is tied for the largest program here.

R. Horton feels they need more information on the cost to run a JV team.

J. Miller will put together some information for the next Board meeting.

R. Horton advised maybe if they look at the whole year, they could reduce the cost for each student.

R. Bolewski feels the kids/coach do a lot. Thinks they have been blindsided with the cost to join a club.

J. Cardinale explained the concern is that this is for cheering and then we will hear from other clubs.

R. Bolewski explained if she knew what she was getting into it would have been easier to handle. Not necessarily asking if the school can pay, but is there a way we can do a school-wide fundraiser to offset the cost of programs?

J. Cardinale feels if the parents do fundraising, there is the ownership.

J. Miller agrees; if it is done by a whole group sometimes it doesn't go as well. Parents could also volunteer their time to offset costs in an area they have strength.

R. Horton wants to be very careful about scholarships and fundraising with Access. Access needs to sustain itself. If we are offering scholarships, it will never sustain itself. Need the number if cheering was alone and not associated with Access and the number if it is associated with Access.

J. Miller can work on drama, too.

Jen Gile advised the Community Center is doing a basketball league on Saturday mornings; could they do it here in the gym?

P. Bigelow advised they have already received a request for a girls' league on Saturday mornings.

J. Gile asked if the Lice Policy may change.

P. Bigelow advised it is on tonight's agenda.

**LICE POLICY:**

J. Lewis advised the policy in the Board Manual is different than the policy in the Parent Handbook.

School Nurse, Kristin Haines distributed information to the Board for review. She spoke with Keene High School and three elementary schools. They have all agreed to go with a "no nits" policy.

P. Bigelow explained "no nits" was changed in the handbook, but never got changed in the Board Manual.

K. Haines advised she wants to be more restrictive than the handbook, but less restrictive than the Board policy.

R. Horton advised the Board voted on changing the policy, but it wasn't updated. The current policy is "no nits". A final reading on the Board policy was voted on in June, 2010.

P. Bigelow advised it slipped through the cracks when they switched from SAU38.

B. McGrath it seems to him that the bigger issue is that it didn't get updated.

K. Haines explained 99% of the students sent home get treated. Her recommendation is to send them home only if there are live eggs.

Jen Gile advised she had found nits in one of her daughters but not the other. Live bugs must have been somewhere.

Feels those that don't treat kids' hair are not fair to those that do.

J. Lewis advised in the past he was getting phone calls advising there was a huge lice problem and they needed to do something. Haven't heard as much lately; is that a direct result of the "no nits" policy? He doesn't know.

P. Bigelow advised they have a new nurse who is very diligent; is that why?

K. Haines advised Applewood offered to help with head checks.

Sarah Lounder advised she would not like a "no nits" policy; could have dead nits, but still be in the hair. As a parent, she would be livid if students were not sent home with live eggs. She agrees with the middle policy suggested by Kristin Haines. Advised she would help with head checks.

K. Haines drafted a policy for the Board.

J. Giles advised she knows it is not a communicable disease, but need to use pesticide on kids' heads.

K. Haines – if a child has not been treated, the policy can be changed with the approval of the Superintendent/Principal. The argument is that kids are losing out on education.

R. Horton advised the policy is in place. Since we've had that, have we had issues with academics? Was a student held back?

K. Haines advised not held back, but there are gaps.

Sarah Lounder advised the chances of someone coming in with knits and no bugs is very small.

J. Cardinale – Is there a spread of disease?

K. Haines – No transmission of disease.

J. Cardinale – Why couldn't it be transmitted if you get bitten and it draws blood?

R. Horton advised right now there is a "no nits" policy. The issue is are they live or dead nits. Feels the current policy brings them to a good place and they don't have as many issues.

The Board advised they need the policy updated and will stick with what we have currently; could revisit.

K. Haines advised she can't do school-wide checks alone.

J. Lewis or Kristin Haines will contact Gail Cushing at Applewood. R. Horton advised she had told him they would help.

Jen Gile – Hinsdale has lockers in the first grade. That reduced the lice problem.

Thea Marsh advised they had a Community box with extra clothing and every girl got lice from sharing a sweatshirt.

Sarah Lounder advised she can get Kristin some help with the head checks.

DOE 25: L. Schmidt passed around the DOE25 and MS25 to the Board and reviewed. This includes the LGC refund for 2011, Bay Ring and miscellaneous revenues. Medicaid is up \$40,000; there was a loss. This does not include old Grant revenue claimed in the fall from the prior year.

B. McGrath – the DOE 25 was due to the State on September 1<sup>st</sup>. Is there any way we can meet the deadline?

L. Schmidt explained that is her goal. They are two months ahead of the past two years. She has been told that the state's deadline is unrealistic.

B. McGrath – Maybe we need to talk to the State for a date change if others are also having trouble getting it in by September 1<sup>st</sup>.

B. McGrath advised he talked to the State who said e-mails were sent starting in May.

L. Schmidt advised she didn't see other e-mails. Concerned Shelly hadn't received the document. She is sure it was sent, but it wasn't sent certified. So she has no proof.

B. McGrath advised they should be responding to these people.

B. McGrath – Explained he was also told they didn't receive the February Deliberative Session minutes until a couple of weeks ago.

J. Lewis explained the Town and School will meet and send them together. If one is done and the other is not, one will push the other.

L. Schmidt is sure, again, that it was sent.

T. Croteau advised the unassigned fund balance for 2012/2013 is \$246,000.

R. Horton – that is fantastic; will reduce the tax rate by \$1.00. It will compensate for the budget increase for this year.

\*CAT Aid did drop substantially; budgeted conservatively.

E. Jackson – coming within \$3,100 of an operating budget is quite hard to do with a \$10Million-\$11Million budget.

L. Schmidt needs signed copies by the Board; she will send it to the State certified mail.

The MS24 will be sent out with the DOE25 tomorrow.

**R. Horton MOVED to have the Board sign the DOE25 and MS25 for year ending June 30, 2013; SECONDED BY: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

\*L. Schmidt distributed quotes for the School Dude work order system; one with an inventory component and one without. Recommending for both IT and Maintenance and reviewed with the Board.

J. Cardinale asked if they have looked at other work order systems. The price seems high. He as a friend who uses one he thinks might work; will ask for the name of it.

L. Schmidt – The key factors she needed to look for is that it was web-based and not contingent upon the number of users.

The Board will revisit.

J. Cardinale asked about the deadline to submit expenses.

L. Schmidt – Mileage is 30 days, but haven't specified for expenses.

**R. Horton MOVED to approve the Manifest for year ending 2013, dated 9/16/13 in the amount of \$219.14; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

**R. Horton MOVED to approve the Manifest for year ending 2014, dated 9/16/13 in the amount of \$110,962.50; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

#### **SUPERINTENDENT'S REPORT:**

The Board received J. Lewis' report.

\*MFS plans to be in next month. The carpenter will finish dividing the room.

\*Attended Superintendent Conference. Explained FCS (similar to Home Economics) class is becoming Mandatory including grades K-8

\*Birth Rate Analysis – numbers are pretty close, but not exact births-to-class size.

\*B. McGrath spoke with owner of a store downtown. He tried to get him to remove tobacco signs. There is no ordinance, but if they do modifications will need approval.

J. Lewis feels it would be great if there were no tobacco signs in town.

R. Horton asked the Town how the sign ordinances could change. The concern is the kids are seeing them. There needs to be a good image for downtown.

J. Lewis doesn't feel they should sit back and say oh well. It is not a legal issue, but is an ethical/moral issue.

E. Jackson feels a resource could be MVP.

J. Lewis will look into it.

\*Drug Dangers are pervasive around the state, especially prescription drugs and marijuana. Seeking input regarding drug seeking dogs. J. Lewis explained wants to send message, don't do drugs/don't permit them. Doesn't think there is a ramped problem, but we don't want to wait.

E. Jackson and B. McGrath support – feel they need a policy in place.

J. Lewis advised they do have a policy.

E. Jackson – would like to see resources in place, if found.

\*Jeremy Miller will be holding a Canoe Trip summary meeting to discuss the incident that happened in August when students got separated. He will address changes/improvements to the policy.

B. McGrath advised he didn't know about the canoe incident until it appeared in the Sentinel a month later. He is concerned that the Sentinel left several messages for J. Miller. He would encourage him to respond. Wondered why 9-10 year olds would be in a canoe by themselves.

J. Lewis advised that is what they will discuss at Monday's meeting. The Sentinel has been invited.

E. Jackson feels they don't necessarily have to respond to the paper.

T. Croteau advised there was a blurb in the Sentinel right after it happened. The Sentinel hasn't been good to Winchester in the past.

\*Doing significantly better staying on top of student issues with Keene. Currently have two high school students presently out of compliance. Report is due by October 1<sup>st</sup>.

R. Horton asked who takes care of IEP's.

E. Jackson – Tuition paid by Winchester should include IEP's. Two out of compliance is two too many.

R. Horton feels our out-of-district coordinator should follow-up. However, told tonight she doesn't handle Keene High School.

\*To the good about \$25,000 at this point in time in Special Ed; kids go in and out.

\*Need to go into non-public session.

### **Focused Monitoring Leadership Team:**

Val Wilbur explained 12 students were alternately assessed. Learned a lot about who is eligible and how to know if they are eligible. It is a very intense process. It takes a lot of time; there is a lot of paperwork to be completed for an eight minute video. She applauds the Special Ed teachers who did this for the first time and one who did nine students for the first time. They got great results in Reading and Science. Six out of nine students scored proficient or better in reading and three scored proficient with distinction, which is six more than the year before. One out of ten students scored proficient in Math. They will focus on training in math. Kathy Skoglund, the NHDOE consultant from the southeastern Regional Education Service Center feels Winchester should celebrate the Reading results. Truly believes anyone alternately assessed can score proficient or better.

P. Bigelow - received Science NECAPs for fourth and eighth grades; they were a disappointment. V. Wilbur reviewed:

4<sup>th</sup> Grade Science results were not good; 34% proficient in Science the State average is 50%; no one was proficient with distinction. The State average is less than 1%.

8<sup>th</sup> Grade Science - 13% were proficient in Science; no one was proficient with distinction.

Content is not bad; it is the application where we are sticking. Two students scored 50% or better on the inquiry part of the test. They will be looking for performance based mastery for each unit.

B. McGrath – Kids did lower than anticipated in Science. He thought he had heard that when kids go to Keene High their scores are higher than others?

P. Bigelow advised some are.

V. Wilbur – Not all science classes at Keene are where our kids are ahead; there were some. The issue is putting Science, Reading, etc. knowledge together.

E. Jackson asked if the standard is the same year to year.

V. Wilbur advised it is and explained.

B. McGrath explained he volunteered to read for the 4<sup>th</sup> grade; it was an eye opener. He was only there for a half hour. Most students had their back packs under their desks; they were taking out their water bottles, asking to go to the bathroom, to get a drink, etc. They were not engaged; not paying attention. He sees this as a problem. Do teachers run things differently?

V. Wilbur explained they had just come in for recess and during that half hour is when they go to the bathroom, etc.

P. Bigelow advised students need to be engaged; it isn't easy to be a teacher.

B. McGrath advised he couldn't do what that teacher does; was very patient and professional.

V. Wilbur advised the students receive reports and so does Keene. They have a plan in place.

P. Bigelow advised this might change how they look at the Science budget.

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

The Board received J. Lewis' report.

\*Ready for Kindergarten had about 15 parents at its fall session. The Grant will be running out. They are partnering with the Winchester Learning Center to help find families who will benefit from the program.

\*Several 8<sup>th</sup> grade students and Stephanie Tommila went to Washington this week for the American Heritage Tour. The group was nowhere near the Navy Yard shooting.

\*Focused Monitoring Leadership Team – Kathy Skoglund, the NHDOE Consultant, was here on Wednesday to check on the progress of our school's goal to close the achievement gap between Special Education and Regular Education students. She was extremely impressed with the work the teachers did this Summer and with procedures that have been put in place such as the electronic plan book system, which facilitates collaboration between and among teachers, support staff and administration

\*NH alternate Learning Progression Assessment – this is intended for children with the most significant cognitive disabilities. Val Wilbur, Curriculum Coordinator attended a series of informational sessions last year and worked tirelessly with Special Educators to prepare and submit to the DOE the alternative assessments for our students who qualify. Val Wilbur reported on the results.

\*Health Policy – P. Bigelow is asking the Board to think about whether the school needs a policy that outlines requirements for a student returning from an absence of more than three consecutive days, especially if it was due to a contagious or communicable condition. They do have the policy for teachers, but not students.

P. Bigelow will look at other schools policies and the NH Teacher's Association and draft a policy to bring back to the Board. Currently the policy says the Principal may ask for a doctor's note.

### **FACILITIES REPORT – D. Chamberlain:**

\*Elevator inspection was done; there were two inspectors from the State and one from OSHA. They were here two hours and we passed, very well.

\*Still working on his list; has gotten quite a few things done.

\*Getting quotes on windows and springs for Jane Cardinale's room

\*Several rooms need new shades, required in case of lockdown– will get quotes.

B. McGrath asked if the shades can be put back on their rollers.

B. McGrath advised he was dripped on from one of the gutters.

D. Chamberlain advised that is on his list.

B. McGrath looked at the gutters again; was told by a structural engineer for his house, that they don't use gutters in New England. If they need to be fixed, he feels it is out of Don's scope. They would need to get quotes. Could we do a water diversion if we don't use gutters?

After discussion, the Board feels the gutters should be taken down.

## **COMMITTEE REP. REPORTS:**

### **Negotiations:**

Dates have been set for the first meeting.

### **Budget Meeting:**

R. Horton advised Tuesday there was not a quorum; there are two available positions, if anyone knows someone who might be interested.

### **Keene Withdrawal Study Committee:**

The Board has been invited to Hinsdale on October 9<sup>th</sup>. There is one open teacher spot on the Committee.

P. Bigelow thinks Jill Beaman asked to be on the committee; she will ask her.

### **Joint Loss Committee – T. Croteau:**

\*Mrs. Landry is the new Chairwoman.

\*A speaker from LGC spoke on Discrimination in the Workplace.

\*Will be having CPI training.

\*There was a Power Point demonstration for new members.

\*Student accidents - not related to building issues.

\*Old basketball post has been hit by teachers' vehicles. J. Lewis feels it should be taken out.

R. Horton advised the soccer team had its first game; they lost 2-1 in overtime, but it was a great game. Tomorrow the game is home at 3:30 pm.

## **CITIZENS' COMMENTS:**

Linda Balk is a Kindergarten teacher in her ninth year. She feels Iternative portfolios are very important; couldn't do it without the staff. Thanked the Board for Kindergarten sizes; it is much better. Kids are more prepared this year. Able to target kids with developmental needs. Feels smaller size classes save school money down the road.

Linda Balk feels there are groups at schools that don't get enough recognition. Why would we be looking at another expenditure for work orders with the budget tight? Feels it doesn't make sense if what we have works really well and workers are efficient with their jobs.

B. McGrath – Because what we have isn't working; there is no accountability, no documentation.

P. Bigelow advised there is.

B. McGrath – a lot of what is needed to get done previously was in Don's head. There was no paper trail.

J. Cardinale – Teachers can look at the date submitted and the date completed. That will tell how good we are doing or not doing.

J. Cardinale advised he was told by a staff member that they submitted an e-mail and the issue never got done in four years.

D. Chamberlain advised that is not true.

J. Cardinale was told that by more than one staff member. Feels need accountability.

Linda Balk feels they started school out at a low morale-wise. She understands they need to be fiscally responsible, but can't feel tasks are menial and under the thumb of someone else. If they have to ask parents for supplies who can't afford food, she doesn't think they should add more expense. Feels custodians don't get any recognition. Feels the needs and beyond are met by the Maintenance staff. Other districts don't work as well at a lot higher budget.

R. Horton feels there are pieces they don't know; a work order process is important for funding and staffing for budgets; need data. Advised he walked around the building and saw things that need to be done. He gave a list to D. Chamberlain. Feels a work order process can address this.

L. Balk – Can we do something that would not cost additional funds rather than an electronic system?

R. Horton advised we need to put a process in place so when people are not here down the road, we can tell what was done.

Sue Rice asked if the Board Policy and Parent Handbook could be linked to one another on the website so there are no duplications and don't need to remember that we have a policy in three different places.

J. Lewis advised that is what they should do; that's the way it is going to go.

**T. Croteau MOVED to go into non-public session at 9:11 pm.; SECONDED by: R. Horton, E. Jackson – yes, J. Cardinale – yes, B. McGrath – yes, R. Horton – yes, T. Croteau – yes, MOTION PASSED.**

**E. Jackson left the meeting at 9:16 pm.**

**R. Horton MOVED to go leave non-public session at 9:25 pm.; SECONDED by: B. McGrath; J. Cardinale – yes, B. McGrath – yes, R. Horton – yes, T. Croteau – yes, MOTION PASSED.**

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

**MINUTES:**

**R. Horton MOVED to approve the minutes of the September 5, 2013 meeting changing the word they to *the* on Page 1; SECONDED by: B. McGrath, VOTED: 4-0, MOTION PASSED.**

**R. Horton MOVED to approve the non-public minutes of the September 5, 2013 meeting; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.**

**R. Horton MOVED to adjourn the meeting at 9:30 pm; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins