

**WINCHESTER SCHOOL BOARD  
WINCHESTER SCHOOL CAFETERIA  
APRIL 14, 2016**

Board Members Present: K. Bazan, T. Croteau, R. Horton, L. Picard, S. Thompson

Administration Present: J. Lewis, E. Jackson, B. Stevenson

The meeting was called to order by Chair, R. Horton at 6:45pm.

**CITIZENS' COMMENTS:**

Heather Pelkey asked again for the Board to look at the School calendar. She feels it is important to start school before Labor Day. She would like the Board to think about a Health Teacher. Feels the current 7<sup>th</sup> Grade needs support that a Health Teacher would give.

**K. Bazan MOVED to approve the minutes of the 3/15/16 Board Meeting as amended, correcting the spelling of Lindsey to Lindseigh in three places on Page 1, adding questions from L. Picard to R. Horton as follows: *Describe your leadership style; How do you motivate people?; Vision for Progress; How do you plan to improve efficiency?* On the last line of the motion, amend like the Keene School does to- Like other School Boards do; on page 6, in the three non-public motions, amend J. Cardinale to L. Picard; SECONDED by S. Thompson, VOTED: 5-0, MOTION PASSED.**

**OLD BUSINESS:**

**Job Description of Superintendent and Assistant Principal/Curriculum Coordinator:**

J. Lewis explained he is proposing to go back to the model that we had about four years ago. Advised he made the changes requested by the Board and reviewed the job description with them.

J. Lewis advised there are a lot of other ways to seek revenues. That has to be one of the top priorities for the Superintendent.

T. Croteau advised he is not seeing the duty of Evaluates the Principal, in the new job description.

J. Lewis advised the line reads; Supervises the District Administration and SAU Staff. The Principal would be the District Administrator.

T. Croteau – Would Title I fall under that?

J. Lewis – It falls under the Umbrella. It is a separate grant-funded program.

T. Croteau wants a flowchart for clarity purposes.

S. Thompson – Did we ask last week, how other districts handle this?

R. Horton – We were looking for comparisons of job descriptions.

J. Lewis – Not sure how different the Superintendent position would be. There wouldn't be as much detail for our school.

S. Thompson advised his concern is taking a full-time position and adding a part-time position, as with the Curriculum Coordinator. Feels it should be posted.

R. Horton disagrees. Advised they have had the Superintendent doing things on this list. They now would be able to streamline things. Feels it is not a new position.

S. Thompson feels the two positions are the same.

R. Horton advised it is not a new role, but we are defining things we may have missed. Advised they have asked J. Lewis to do more than the full-time position.

L. Picard agrees with S. Thompson; she thinks the position should be posted. She asked for duties that stayed the same and differences.

J. Lewis advised he is doing all the things that go with the Superintendent position. He wouldn't be doing the Principal position. They would be cutting one-and-a-half jobs down to a job.

R. Horton advised four years ago J. Lewis was the Superintendent; we had a full-time Superintendent and a full-time Principal.

S. Thompson thinks that is the distinction, as they added the role Director of Superintendent Services.

R. Horton – In title only. J. Lewis has handled those duties for four years.

J. Lewis advised it is a change in title. It is a job change only, as there wouldn't be day-to-day activities of the Principal.

R. Horton – As we move forward, if next year we are unhappy with the person we can post the position then.

L. Picard advised they have changed the structure five times. We are posting the other position and not the Superintendent. She is concerned they are setting a precedent and concerned they would then change it again.

R. Horton had said they could change the person in the position.

L. Picard – Shouldn't we be sure of that now.

R. Horton is confident J. Lewis is the correct person.

S. Thompson asked if a certification is needed.

J. Lewis advised yes; Alt 4.

L. Picard – What would the Board do to be sure J. Lewis obtains certification?

J. Lewis explained the contract becomes null and void if he doesn't get his certification by the allotted period of time.

L. Picard – If we were in an interview process, we would be asking specific questions. We don't know if the person put in that position meets the criteria.

R. Horton advised per the policy, there is an evaluation process. Thinks at that point, is the time to do it.

S. Thompson thinks if not posted, it is not necessarily a new position.

R. Horton – The Board decides at this time of year whether to renew someone or not. Right now we could decide.

S. Thompson advised his concern is not with J. Lewis' qualifications at all, it is more that he feels it should be apples-to-apples.

K. Bazan – Who was the Director of Superintendent Services last year?

R. Horton advised we did not have one, so J. Lewis did it.

K. Bazan thinks they could make an argument that it changes one line. They have added a couple of responsibilities. The job is the job.

S. Thompson and L. Picard thanked J. Lewis for his work on the job description.

**K. Bazan MOVED TO APPROVE the job title of Superintendent and Director of Superintendent Services for 2016-2017; SECONDED by: T. Croteau, VOTED: 3-2 (S. Thompson, L. Picard – no), MOTION PASSED.**

J. Lewis advised they have taken items from both positions and added them together. He believes they took out the overlap. N. Hampton, NH has this position. He distributed a copy of the job description to the Board for review. Explained he did the job description for specifically what our school needs.

T. Croteau – Will we hold that position to the same standard if they don't get the certification?

J. Lewis – Yes, regardless of the contract offered; if they don't get the certification by the date required, the contract becomes null and void.

R. Horton asked why the Curriculum Coordinator is not evaluating staff.

J. Lewis explained the Curriculum Coordinator is more focused on curriculum. Are kids meeting what the curriculum is intended to do? The Principal reviews how a teacher teaches, engages with the students, etc.

R. Horton feels the two pieces roll together. Maybe in responsibilities, it should say, assist in moving forward to a team of Principal, Assistant Principal and Curriculum Coordinator.

B. Stevenson feels the number one priority is instructional practices. She agrees with R. Horton that it should be a team effort.

L. Picard – How do you think discipline will work with the Curriculum Coordinator?

B. Stevenson thinks she and J. Lewis work well on it; a large percentage of her time is spent on discipline. That balance would look more like having systems in place. We have other people in the building who would help. She feels it is exciting to have a full-time Principal and an Assistant Principal to help with discipline. We didn't replace the RSO and still made progress.

J. Lewis feels when they have an engaging lesson, there is no discipline problem. Most of the classes have seen no discipline needs or teachers have a way of dealing with it. We have a great staff here.

Hannah Gagnon - As part of maintaining the Power School data base for the new position, is that including standards-based report cards too?

J. Lewis – Yes.

Hannah Gagnon feels that is a big piece.

**K. Bazan MOVED to approve the job title for Assistant Principal for Curriculum and Instructional Services for the 2016-2017 school year, adding: assist principal with staff observations and evaluations and provides feedback to staff; SECONDED by: T. Croteau, VOTED: 4-1 (L. Picard – no), MOTION PASSED.**

B. Stevenson advised previously a requirement of the position was it needed an Educational Administration Certification; now that is not on the job description.

K. Bazan advised it was copied over wrong; not the same as in the packet.

The Board agreed to add: 3 years teaching experience, a Master's Degree in Educational Administration. Hold or be eligible for a valid state certificate to practice as a school principal. Other qualifications as the Board may find appropriate and acceptable.

J. Lewis advised they have Principal interviews scheduled for tomorrow; responses haven't been overwhelming. He is afraid we would limit ourselves. Can see the problems we would be up against with hiring people.

L. Picard advised she needs R. Horton or the Board to tell her why it is different not to post the Superintendent position, but this one requires posting.

R. Horton advised he already explained why.

T. Croteau advised his understanding is J. Lewis already does those duties. Currently the other proposed position is now two separate positions.

L. Picard advised she is expressing an overall concern over it.

Sue Rice – Are you saying the Curriculum Coordinator position doesn't do those things now?

T. Croteau – Not Assistant Principal duties.

Sue Rice advised that position already is doing some of those things. You are adding pieces to it. Instead of posting it, the person should continue in the position.

**K. Bazan MOVED to post for the Assistant Principal for Curriculum and Instructional Services position for the 2016-2017 school year; SECONDED by: T. Croteau; position will be posted when changes are made. Superintendent will decide how long to post, VOTED: 3-2 (S. Thompson and L. Picard – no) MOTION PASSED.**

**T. Croteau MOVED to approve Policy KCD-S – Soliciting Donations – as presented as a Second Reading; SECONDED by: L. Picard, VOTED: 5-0, MOTION PASSED.**

Cheri McDaniel-Thomas advised when Pam Bigelow was here, policies were sent to staff. They haven't been for a very long time.

J. Lewis advised this is a reasonable request; can do that. He gave Cheri McDaniel-Thomas a copy of Policy KCD-S.

J. Lewis advised they did okay with the DOL Inspection until they got to the third floor. Need plumbing services and electrical services; not just on the third floor. Feels they should eliminate the position and pay to retain the services of an electrician and plumber.

L. Picard asked if it would be bid on, on a yearly basis.

J. Lewis – Absolutely; would be a kind of retainer.

S. Thompson – Who would the point person be for maintenance?

J. Lewis – The Business Manager.

K. Bazan – The goal for next year was to look at issues around the building and catch them before they become a bigger issue.

J. Lewis advised he is proposing a part-time position, maybe 25 hours a week, where someone could do just that. They will report to the Business Manager.

S. Thompson - Would it be sort of an on-call position?

J. Lewis – Yes, would put hours in as flexible for exactly that reason. Anything they could put off and plan for, we have considered. That is why the position would be part-time,

E. Jackson advised they took a look at previous Maintenance Worker and Director of Maintenance positions. They are already involved with the electrical project.

During tonight's meeting one of the classrooms had a leak. J. Lewis advised this is why we need a licensed plumber; whether we contract out or pay hourly, per visit. During the Summer we need to coordinate a lot of work. The Business Manager and the Superintendent couldn't do that. This person could help out.

E. Jackson advised they have contracted a lot of plumbing out, but not a lot of electrical; could bid out HVAC, too. Thinks all should be bid out. Doesn't think they need a retainer.

R. Horton asked to receive for the next meeting, a copy of the bid specs.

E. Jackson advised she had brought them last time; she will e-mail them to the Board.

K. Bazan advised his impression is that the job proposal was put together at the last minute. Would like to see it come back more defined and updated. Not sure what we need. Thinks it needs some tweaking.

K. Bazan is not sure the qualifications we are looking for and what we will be offering for pay, line up.

K. Bazan advised it was a goal of the Board to try to catch things before they break.

J. Lewis advised part of it is to get a plumber in here to do an inspection; certified people, licensed people, who know more than we do.

R. Horton advised are requiring a high school diploma and asbestos and underground tank certification. Not sure we will find people who fit that. Need someone to do things the Business Manager and Custodian staff can't do.

E. Jackson advised every job description needs tweaking, that's why the last sentence says not intended to list all duties.

R. Horton asked E. Jackson if she was happy with the job description.

E. Jackson advised not as a final draft, but overall yes. Would do things like moving furniture, handle emergencies; cover things not covered in other positions.

E. Jackson advised there are just some really minor edits she would make; reviewed with the Board. May need to add to it, but really it is the day-to-day duties. The position would be part-time, no benefits. They also added the wording eligible to hold certification.

Sue Rice – So the custodians' supervisor will be the Business Manager? So the Business Manager would do lunch duty if one of the Custodian's was out?

J. Lewis advised the person in this position would fill in.

E. Jackson advised she would not be in a supervisory position, would be doing scheduling.

Hannah Gagnon thinks it seems like a lot for a 20-25 hour position.

E. Jackson advised if a custodian is out, we call someone in.

T. Croteau would like to think about the position and then vote at the next meeting.

E. Jackson can e-mail the changes to them and they can decide.

The Board agreed.

\*Payroll Manifest will be ready next week. E. Jackson will e-mail Board members to come in and sign it.

**K. Bazan MOVED to approve the Accounts Payable Manifest in the amount of \$1,488,341.64; SECONDED by: T. Croteau, includes bussing and Keene Tuition, VOTED: 5-0, MOTION PASSED.**

\*Haven't received DOL report yet.

\*Waiting for quote for electrical for the third floor.

\*No response from either sheet metal company. E. Jackson advised them that we are waiting to hear back from them.

T. Croteau – Doesn't hurt to have an ANSUL system whether we think we need it or not.

E. Jackson still waiting on quote with and without an ANSUL system. She is still waiting for the other company, too. They were not sure what was going under the hood

\*Alarms in Science Lab have been done and Motion Detectors in the SAU.

T. Croteau asked if the outside cameras are working.

J. Lewis – Yes, but he feels the system is not working for what they need. Everyone is able to see something a child has done.

J. Stanway set up the system on J. Lewis' phone; can see what's going on. Would like to set up a TV in the cafeteria with various activities kids do, trips they take, etc.

T. Croteau – Will there still be a monitor so Diane Willis can see who comes in the front door?

J. Lewis – Yes, would probably move that monitor.

\*Tuesday will be the installation of the cabinet for the hood, the hand sink and the dishwasher. Water fountains will be worked on next week. Storm drains will be changed and repaired next week, per Dale Gray.

\*E. Jackson advised they had a good meeting with Peterborough and the Town. They are looking to start a co-op with towns and schools so they can go in together for electricity next year.

T. Croteau advised they can request green power. There are all kinds of options for things we can do. He and E. Jackson thanked the Town for working with us.

\*The Town has a cash flow issue; the biggest concern is the interest on the bond. A big part of that is the check they need to send to us. If we can't wait, they would need to freeze their budget.

T. Croteau advised the Selectboard asked for a policy for Facebook. Advised we don't have one. We do have one for electrical devices.

\*The Board had asked E. Jackson to look at the Career Center. She advised Keene and Hinsdale go to Brattleboro. She doesn't think there should be an issue.

J. Lewis advised they can call the State.

T. Croteau asked if our Attorney has looked at the Primex Contract.

J. Lewis advised they can ask him to do that.

T. Croteau – Thinks any large contract for a large amount of money should be looked at by the School Attorney.

**T. Croteau MOVED to approve the Primex Contract contingent upon the Attorney reviewing and approving what's there; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.**

K. Bazan asked for an audit update.

E. Jackson advised they are on last year's audit; all others are drafts. Then when they are done with the last year, will go back and finalize all of the years.

**ASSISTANT PRINCIPAL – B. Stevenson:**

\*Have looked at the Bullying Investigation Form; a part of policies that could be easily updated. It is a proactive measure. By the next School Board meeting they are looking to have a draft for the Board and an educational piece for students.

\*PTA Meeting is Monday Night; big piece is Teacher Appreciation Week. The PTA is asking what the School Board's contribution might be.

The Board advised they would do whatever it was last year, money-wise and they can do what they want with it.

\*Museum of Science – The Sixth Grade was mind-boggled by IMAX.

R. Horton advised it appears we need to work on scheduling. Explained the busses ran into traffic, got to the museum late, kids saw the movie and only had one hour to go through the museum.

J. Lewis – Absolutely; need to look at that.

\*Book Fair – The PTA looked at how ACCESS could work on kids' getting books who can't afford them. It could be done privately with books from the bookmobile. J. Miller was very responsive.

R. Horton feels the company must have come across this issue before.

Val Carey advised we get 50% from the books sold. Anything that involves a scholarship would come out of the school's profit.

R. Horton thinks the School would want to do that.

E. Jackson advised the Book Fair has been fantastic; kids are using their own money.

\*J. Lewis, Val Carey and B. Stevenson met with the STEM Scouts about the National Grant through the Boy Scouts. They are excited to get into NH. Winchester would be one of a couple of schools to pilot the program. They provide a lab, kids go on trips, etc. There is a small cost; they do look at grants.

\*Honor Roll Assembly will be after vacation.

\*May 16<sup>th</sup> starts National Prevention Week; will have activities and speakers for the Middle School.

\*Career Fair is May 20<sup>th</sup>.

\*Vacation is next week.

**T. Croteau MOVED to go into non-public session at 8:50 pm. under RSA91-A:3(e); SECONDED by: S. Thompson; K. Bazan – yes, R. Horton – yes, T. Croteau – yes, S. Thompson – yes, L. Picard – yes, MOTION PASSED.**

**T. Croteau MOVED to come out of non-public session at 9:03 pm; SECONDED by: L. Picard, K. Bazan – yes, R. Horton – yes, T. Croteau – yes, S. Thompson – yes, L. Picard – yes, MOTION PASSED.**

**T. Croteau MOVED to go into non-public session under RSA91-A:3(b) at 9:03pm; SECONDED by: L. Picard, K. Bazan – yes, R. Horton – yes, T. Croteau – yes, S. Thompson – yes, L. Picard – yes, MOTION PASSED.**

**K. Bazan MOVED to leave non-public session at 9:16 pm; SECONDED by: L. Picard, K. Bazan – yes, R. Horton – yes, T. Croteau – yes, S. Thompson – yes, L. Picard – yes, MOTION PASSED.**

R. Horton advised while in non-public session under RSA91-A:3(e) the Board discussed consideration of a potential claim.

R. Horton advised while in non-public session under RSA91-A:3(b) the Board discussed hiring – pending notification of contracts.

**T. Croteau MOVED to seal the non-public minutes under RSA91-A:3(e); SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.**

**T. Croteau MOVED to seal the non-public minutes under RSA91-A:3(b), with the exception of pending notification of teacher contracts.**

**L. Picard left the meeting at 9:20 pm.**

**SUPERINTENDENT – J. Lewis:**

\*Possibility we might be able to have Chorus after school.

\*Should have School Board member at C.A.S.T.

L. Picard said she would be interested.

\*J. Lewis advised a Special Education student is moving out of the District, but they want to remain in Keene for the remainder of the school year.

R. Horton asked if the parent has approached the receiving town. If due diligence has not been done, feels we don't have to foot the bill.

J. Lewis will get back to the board.

R. Horton advised via e-mail is fine.

\*Principal interviews are Friday.

K. Bazan asked when the Board will see the new Science Lab.

J. Lewis advised at the May meeting.

### **COMMITTEE REPORTS:**

#### **KHS Committee:**

K. Bazan proposed holding a hearing on the topic of where to send the high school students, inviting the current school we tuition to and other area schools, on May 12<sup>th</sup>.

R. Horton advised the Committee can move on the format. As much information as we can get is important.

The Board feels they should have a moderator or a facilitator for the evening.

R. Horton advised the hearing will be held at 6:30 on the 12<sup>th</sup> in the Library.

E. Jackson will ask Marie Braley to write something up to post and will write a letter inviting other schools with an RSVP required.

#### **Negotiations:**

E. Jackson previously received a request to renegotiate the health insurance. They needed to have information to the insurance company by May 1<sup>st</sup>. She is not sure we have enough time, but the information has been provided.

#### **Technology:**

B. Stevenson advised they met yesterday. Explained they didn't receive enough responses from staff for the survey to generate a report from UNC Charlotte at Chapel Hill. She will see if we can do it again and have staff complete them during a workshop day.

### **CITIZENS' COMMENTS:**

Barry Montgomery advised he was surprised that J. Lewis had to explain what C.A.S.T. is.

The Board advised they did know what C.A.S.T. was.

Barry Montgomery advised for three sessions before the budget, no one from the School came to the meetings. Need to have you send a School Board member, administration and teachers there. Didn't know class size was 25 and we cut teachers. If someone from the School Board is not there he feels they are wasting their money; need a commitment.

R. Horton reiterated that they said they will have a School Board member there. L. Picard said she would go.

Sue Rice asked what the purpose is for the 5/12 hearing.

K. Bazan explained that Winchester spends a lot on tuition and we have not had a report in over a year. He wants to hear from other schools.

R. Horton – Looking at course offerings; want to compare apples-to-apples.

Sue Rice likes the set-up tonight in the cafeteria; easier to hear.

Jeremy Miller advised he was at the C.A.S.T. meeting. Comments were not harsh or condemning. It was stated that J. Lewis called and advised that he couldn't be at the meeting because an emergency came up at the school. Gary Phillips sent a statement back asking what the School Board wants to convey regarding their work and how C.A.S.T. can help. Jeremy Miller advised he felt good about it. The School would have the opportunity to do a 15 minute presentation

K. Bazan advised he would be at the C.A.S.T. meetings if they were not at 9:00 am.

Jeremy Miller advised they are looking at offering an evening meeting.

R. Horton advised they would like to have C.A.S.T. come to a Board meeting.

Barry Montgomery advised the United Way people are paid to be at the C.A.S.T. meeting; that's why it is at 9:00 am.

R. Horton apologized for not having representation. Advised they will schedule a presentation to the Board.

R. Horton advised it needs to be a joint effort. The Board has met every week for the last three weeks.

Sue Rice advised the March Support Staff Contract passed. Once the Attorney gets it drafted, it needs to get back to them. It needs to be signed by July 1<sup>st</sup>.

**K. Bazan MOVED to adjourn the meeting; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary