

**WINCHESTER SCHOOL BOARD  
WINCHESTER SCHOOL LIBRARY  
MARCH 15, 2016**

Board Members Present: K. Bazan, J. Cardinale, T. Croteau, R. Horton, S. Thompson participated via Video Conference.

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

The meeting was called to order by Superintendent, J. Lewis at 6:32 pm.

J. Lewis welcomed Lindseigh Picard to the Board. He reminded her that any issues from the public must go to the Superintendent before they go to the Board. Board members should direct people to the Superintendent.

J. Lewis advised he would accept a Motion for Chair of the School Board.

**K. Bazan MOVED to elect R. Horton as Chair of the Winchester School Board, SECONDED by: T. Croteau, L. Picard to of R. Horton describe your leadership style; How do you motivate people? Vision for progress: How do you plan to improve efficiency?, after discussion R. Horton advised his goal is to continue to make a better school. He is looking forward to putting negativity behind us; L. Picard feels the WSB should involve more citizen committees like other School Boards do; VOTED: 4-0-1 (L. Picard – abstained), MOTION PASSED.**

J. Lewis turned the meeting over to R. Horton and welcomed Lindseigh Picard to the Board.

**T. Croteau MOVED to elect K. Bazan as Vice-Chair of the Winchester School Board; SECONDED by: R. Horton, after discussion, VOTED: 5-0, MOTION PASSED.**

**COMMITTEE ASSIGNMENTS:**

The Board reviewed the list of committees and descriptions and members advised which committees that were interested in serving on.

**Budget Committee**

K. Bazan, L. Picard (Alternate)

**Facilities/Joint Loss**

L. Picard and T. Croteau

**Finance**

S. Thompson and R. Horton

**KHS Committee**

K. Bazan and S. Thompson – Could re-establish the Withdrawal Committee and bring Committee members in.

**Legislative Action/Policy**

T. Croteau, L. Picard

**NHSBA**

L. Picard

L. Picard and S. Thompson will attend the School Board orientation for new School Board members.

### **Scholarship**

T. Croteau

### **Selectboard**

R. Horton asked J. Lewis to put together a rotation schedule for Board members.

R. Horton advised the Selectboard wants to be sure they are told when graduation is. They can't make it on a Wednesday as that is when their meetings are.

### **Sick Bank**

R. Horton

### **Professional Development**

K. Bazan, R. Horton

### **Technology**

S. Thompson, K. Bazan

### **Energy Conservation**

R. Horton, S. Thompson

### **CITIZENS' COMMENTS:**

Sue Rice thought it was odd that at the last meeting two positions were voted in. Advised at the elections just a few days later, information was distributed. There will be extra taxation. Advised she is a little concerned and displeased.

R. Horton advised it was not a School Board issue; can discuss outside the meeting.

Sue Rice advised School Board members were involved.

T. Croteau advised there was money left, so they made the decision that they could do that.

Sue Rice – Still extra taxation. Advised there was very little discussion in the meeting before the vote.

K. Bazan advised discussed during budget work sessions.

Sue Rice feels it was almost like it was decided ahead of time.

T. Croteau advised they had discussed it in the past; didn't think we had the money to do it.

Mel Harrison asked if money is coming from cutting teachers.

T. Croteau – Advised it is coming from this year's money.

Bambi Truesdell – Are we cutting teachers next year?

R. Horton – Will discuss, as now have a full board.

Mickey Picard asked if the town votes on a budget and if particular line items have money left, you can decide where to put it without the town's input?

R. Horton advised the Board makes that decision; it is a bottom-line process.

T. Croteau explained they voted on a budget that they have to work with. Plowing and oil saved us money; moved that around.

Mickey Picard asked, if have \$40,000 left and next Winter need that, why not reserve it?

R. Horton – Can't reserve it. Would have to write a warrant article and taxpayers would need to approve it.

Sarah Louder advised the Keene School Board makes a lot of decisions in committees, but the public is not part of the discussion and decisions.

L. Picard feels there are certain tasks that certain people would have expertise in and could participate in and then the community can be involved and participate in discussion and the Board would make the ultimate decision.

Sarah Louder feels the decisions made in committees would only be a small group of people.

L. Picard explained that doesn't mean the committee would make decisions, but would be involved.

Sarah Louder asked why L. Picard abstained from the vote on the School Board Chair.

L. Picard advised she didn't feel she had enough information.

Sarah Louder advised L. Picard did vote on the Vice Chair vote.

L. Picard explained that is a different position.

#### **MINUTES:**

**K. Bazan MOVED to approve the February 18, 2016 Minutes as corrected; on Page 1 under Guest Speaker, add: *E. Jackson advised she assumed all was to code and Andre Brosseau from Bergeron Construction advised yes; on Page 1 and 2, Andrea Brosseau should be changed to Andre Brosseau, on Page 2 under Kitchen Renovations, after R. Horton advised it was out of service for quite a while...add E. Jackson advised just one faucet, the sink had hot water; under non-working Smart Boards on page 3, change Nicole Pelkey to Heather Pelkey; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.***

#### **NEW BUSINESS:**

J. Lewis advised paras play a huge part in the school; distributed list for classrooms – did not include individual's names. The Board reviewed and asked questions.

R. Horton would like a spot at the SAU for Board members to pick up information.

V. Carey advised they are short one shared para in fifth grade.

R. Horton would like to see examples of fictitious IEP's so each Board member can see what it is and understand what's in it.

J. Lewis will write one for R. Horton.

#### **FINANCIAL REPORT – E. JACKSON:**

E. Jackson brought two Manifests to the Board one Accounts Payable for Charter Trust and one regular Accounts Payable Manifest. The Board reviewed and asked questions.

**K. Bazan MOVED to approve the Accounts Payable Manifest in the amount of \$95,495.74; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.**

**K. Bazan MOVED to approve the Accounts Payable Manifest for Charter Trust in the amount of \$65,000; SECONDED by: T. Croteau, VOTED: 4-0-1 (S. Thompson – abstained).**

K. Bazan put into the notes the signing of the Payroll Manifest of 3/11/16 in the amount of \$197,882.37.

\*Received a quote from Primex Friday. The Board received information and E. Jackson reviewed.

E. Jackson advised they budgeted \$66,528 and the quote came in at \$79,155. Our premium will get better if our claims history gets better.

T. Croteau advised Primex will come in and do education to show how to lower claims.

E. Jackson advised they also have a portal.

L. Picard anticipates that they should hear from Clark-Mortenson tomorrow.

E. Jackson thinks they also have to check with another company.

E. Jackson advised that price includes a discount; will be \$13,000 short. Thinks other companies will be higher. New coverage would begin 7/1/16.

E. Jackson advised \$29,645 was added to the budget at the Deliberative Session. Advised for the MS22 and MS26 she needs to know from the Board where they want funds allocated.

K. Bazan made the following recommendations to the budget:

\*Part Time Language Teacher

\$19,412 plus \$1,485 for Social Security

\*Add \$3,000 back into Line 268

\*Add \$1,000 back into Line 262

\*Add \$1,000 back into Line 167.

\*Add \$1,000 back into Line 23 for Instrument Repairs and Music

\*Add \$1,000 back into After School Program for Music

J. Lewis asked if the Board would consider part-time Music during the day.

R. Horton advised there is a time crunch to get to the State. Still have opportunity to discuss.

K. Bazan asked about Line 26; would it be under-funded.

E. Jackson advised no; the \$10,000 that is in there is fine.

\*E. Jackson advised there is potentially another \$5,000 because a Merit increase was already calculated for (3) SAU positions. Doesn't think they would get a raise, too.

K. Bazan advised he would be in favor of taking out the raise except for the Administrative Assistant.

After discussion, K. Bazan advised to take out the raise except for the Administrative Assistant and keep the merit increase in.

S. Thompson explained the audit system was cut because they found a resource elsewhere.

The Board advised the remaining funds left will go in the Workers' Comp line.

\*DOL will do a safety inspection on March 23rd. There has been no complaint, they just have not been here. They have also scheduled the 25<sup>th</sup> if they need to come back. E. Jackson advised Don Chamberlain is working hard to get ready and have evacuation routes mapped out for each agency.

D. Chamberlain advised he thinks we should do very well.

**T. Croteau MOVED to have Mr. Lewis sign the documents from Health Trust, presented tonight; SECONDED by: L. Picard, VOTED: 4-0-1 (S. Thompson – abstained), MOTION PASSED.**

\*E. Jackson asked Homeland Security to come in and do an assessment in order to apply for a grant. Since they didn't get someone in; can't apply. E. Jackson has asked that they now come in and do an assessment.

T. Croteau advised they will probably do the Grant process again.

E. Jackson advised they will do it again. There are Grants for generators, but the Town really needs to apply.

T. Croteau had asked about a generator grant with a 50/50 match; could use the other half for locker rooms.

E. Jackson advised can use training, door locks, etc. toward 50/50 match.

T. Croteau feels they should have Dick LaPointe come here or talk to him; it is not difficult to do.

J. Lewis advised the timing threw us off.

\*E. Jackson advised they filled up some of the oil tanks; probably will be our last usage. Explained we had a \$42,475 pre-buy and \$7,688 is expected to be returned. Oil is now \$1.799 per gal if we pre buy for next year. She will call a couple of other places; feels will probably benefit us.

K. Bazan advised they budgeted \$2.60 per gallon.

After discussion, the Board advised E. Jackson to lock in 25,000 gallons at the cheapest price.

\*E. Jackson advised at the next Board meeting she will give an update of items discussed at prior meetings.

\*E. Jackson thinks maybe for next year should put all plumbing, electrical, etc. out-to-bid. Advised she is thinking we should have a dedicated company at least for one year; just a thought.

**ASSISTANT PRINCIPAL'S REPORT – B. STEVENSON:**

\*Lots going on; kids digging in.

\*PTA held a very successful calendar raffle.

\*SBA Smarter Balance consortium testing in grades three and four began; minimal glitches. Held a kick-off pep rally; she and J. Lewis spoke about improvement points; motivating students.

\*Grade level meetings; teachers want IPADS in classrooms. There are tons of resources that help teachers.

- \*Met with Discipline Committee; lots of plans, lots of great ideas; numbers are going down. They looked at Board's disparity between boys versus girls; anti-bullying, why ISS is not successful but other focus programs are.
- \*Early Release Day Friday.
- \*Progress Reports for third quarter go out Friday.
- \*Science lab kick off was held the 9<sup>th</sup>.
- \*STEM Scout – Looking at STEM Programs for next year.
- \*Looking at holding a career fair – what would it look like?

**SUPERINTENDENT'S REPORT – J. LEWIS:**

- \*Pre-School Open House; lots of thank-you's from folks; good move on all levels. There are currently six students in the morning and six in the afternoon in the new room; expecting more.
  - K. Bazan – Need anything in that room?
  - J. Lewis advised tables are on their way. The teacher is motivated; very excited.
  - J. Lewis advised the best way to prepare for college is to prepare students for Kindergarten.
    - K. Bazan asked if there were any transportation issues.
    - J. Lewis – One, but nothing they couldn't handle.
    - K. Bazan advised he was thanked by a parent for the opening of an additional Pre-school class; advised him otherwise their student wouldn't have been able to go to school before going to Kindergarten.
- \*Increasing community outreach. J. Lewis advised have made changes for better use of the Ford Building. Need to get more folks in there.
  - \*Monadnock Region System of Care Planning Project to assist families in Winchester; big grant, big money. Dennis Calcutt, Project Manager will be at the Board Meeting on April 7<sup>th</sup>.
  - \*Request for tuition forgiveness for family who moved out-of-town.
    - R. Horton advised the Board will support J. Lewis' decision.
  - T-shirts for fact computation progress are in. J. Lewis brought one for the Board to see. Need to do 100 problems in five minutes. There are a lot of different formats; need to earn it. Thanks to the PTA for funding the project.
  - \*EEI was here a while ago. Advised have heard many different ways of doing the shower project. Why not have EEI be the architects? We are into them for \$5,000 anyway if we don't do the project.
    - The Board feels it would be a good use of money to have them engineer it.
    - We did receive an updated quote from Andre Brosseau at Bergeron Construction for about \$74,000, which is down a bit
    - R. Horton is concerned that there were a lot of gaps in information brought to the Board.
- After discussion, the Board agreed to hold meetings on 3/31, 4/7 and 4/14.
- T. Croteau feels E. Jackson should talk with the generator company for a quote.
- K. Bazan feels with warmer weather coming it would be wise to remind students about the Helmet Policy.
- Mel Harrison advised at the Deliberative Session the Board was asked if the budget proposed a cut in positions. If she remembers correctly, the Board said it could. The people there voted to add the \$29,000 in so there would be no need to cut any positions. She knows it is a bottom line budget, but thought the Board would consider what the people wanted, but they didn't. She was very disappointed.
- Bambi Truesdell advised they put money in for a Language teacher instead. Advised Language teachers have come and gone in the thirty years she has been here.
- K. Bazan advised Mrs. Pelkey referred to lines in the budget that were cut, not specific to teachers.

Mel Harrison advised she did; she asked how much would it be to make sure we wouldn't have to cut staff and the people behind her voted.

Mickey Picard advised on the Town warrant they voted for that position in good faith.

E. Jackson read the minutes from the Deliberative Session to the group as to what Heather Pelkey had advised.

Val Carey advised when they had a dream budget, but realized it needed to be cut, J. Lewis and E. Jackson came back with proposals of where to cut. The Board then made adjustments adding and cutting. Twenty-nine thousand doesn't cover a teacher, but it does put back what K. Bazan took out that night.

R. Horton advised what the voters voted on was a number. It was a vote between two different numbers, not between staffing levels. The process is a bottom-line budget. This isn't our final step in the process. Need to see what we can anticipate; could be more or less. It is a double-edged sword.

Mel Harrison was disappointed that the vote at the Deliberative Session wasn't even considered.

Sarah Louder – Was it not considered?

R. Horton advised they are still projecting for next year. Advised they are obligated to let those in the collective bargaining unit know by April 15<sup>th</sup>.

Val Carey asked if at future meetings they can hear about which grades could be in larger groups.

R. Horton advised they have spent a lot of time thinking about the reality of class sizes changing. How can we make 20-25 kids in a classroom fit or not work at all. Afraid they can't say no; need to be open-minded.

Bambi Truesdell advised there is a lot of scuttle-butt among staff; low morale.

R. Horton advised feels the same; there is poor morale in his household, too; it is widespread. It is not good; need to fix it. The Board has promised will work together and move forward.

Val Carey – The Board talked about having a positive impact, being transparent, doing what is best for kids, etc., but when a lot of people stood up for small class sizes and a lot of people voted, she cautions how it looks. Two years in a row money voted back in and you don't listen.

R. Horton – Advised will take it into consideration. We will have three new Admin positions, Superintendent, school-wide Principal and Maintenance. Asked J. Lewis is they are working on new job descriptions?

J. Lewis – Absolutely.

R. Horton - Also the position he suggested of Curriculum Coordinator/Assistance Principal.

Mickey Picard advised she is a taxpayer who voted for \$29,000; sounds like more Administration and less teachers.

T. Croteau asked why the disparity between classrooms? For example, we have two second grade classrooms, one with 14 students and one with 10. Need to balance dynamics of the class

E. Jackson advised students move out.

J. Lewis – First thing they think of is a student goes to the lowest class unless Special Ed situation. Don't want to juggle kids around.

The population of NH is getting older.

V. Carey advised in the Springtime landlords are able to evict; kids move out in April and come back in the Fall. Springtime is a weird time.

R. Horton – Responsible from this end of things to look at the trend and compare; other districts all have declining numbers.

R. Horton – Usually students move out of town.

L. Picard - not due to education issues here?

J. Lewis – Doesn't think that; it is the exact opposite. Students have wanted to stay here.

**T. Croteau MOVED to go into non-public session at 9:00 pm. under RSA91:A-3(a); SECONDED by: K. Bazan, K. Bazan – yes, R. Horton – yes, L. Picard, T. Croteau – yes, S. Thompson – yes, MOTION PASSED.**

**T. Croteau MOVED to leave non-public session at 9:15 pm; SECONDED by: K. Bazan; K. Bazan – yes, R. Horton – yes, L. Picard – yes, T. Croteau – yes, S. Thompson – yes, MOTION PASSED.**

**T. Croteau MOVED to go into non-public session at 9:15 pm. under RSA91:A-3(c); SECONDED by: K. Bazan; K. Bazan – yes, R. Horton – yes, L. Picard – yes, T. Croteau – yes, S. Thompson – yes, MOTION PASSED.**

**K. Bazan MOVED leave non-public session at 9:23 pm.; SECONDED by: T. Croteau, K. Bazan – yes, R. Horton – yes, L. Picard – yes, T. Croteau – yes, S. Thompson – yes, MOTION PASSED.**

R. Horton advised while in the first non-public session a compensation issue was discussed.

**T. Croteau MOVED to seal the first non-public minutes; SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.**

R. Horton advised while in the second non-public session the Board unsealed (3) sealed minutes.

R. Horton advised the Board would be going into a non-public Negotiations discussion.

**K. Bazan MOVED to adjourn the meeting at 9:25 pm; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary