

**WINCHESTER SCHOOL BOARD MEETING  
WINCHESTER SCHOOL LIBRARY  
MARCH 31, 2016**

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

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

The meeting was called to order by R. Horton at 6:33 pm.

**CITIZENS' COMMENTS:**

None.

**MINUTES:**

**T. Croteau MOVED to approve the public minutes of the March 3, 2016 School Board Meeting as amended; SECONDED by: K. Bazan, on Page 2 correcting the spelling of J. Cardinale and on Page 5 amending CCI Construction to EEI Construction; VOTED: 5-0, MOTION PASSED.**

**GUEST SPEAKER:**

E. Jackson introduced Student Council President, Noah Horton and Treasurer Karlos Baez. They gave the Board an update on activities the Student Council is doing or has done:

- \*Food Bank drive was held at the beginning of the year.
- \*Wood Raffle was held.
- \*Working on School Store; have t-shirts and bracelets for sale; pencils are coming that will say Winchester Tigers. The store might be open during lunch once a week. The thought is to perhaps have more PR and a grand opening for the store.
- \*New Year's Dance was held in January; it was a bit harder than expected getting people there. It was held in the Elementary Cafeteria which was not the best place.
- \*Working on Student Council e-mail addresses for President, Vice-President and Treasurer.
- \*Working on Semi-Formal Dance planning for May 14<sup>th</sup> – inviting Chesterfield; they invite Winchester every year. They are working on a way to keep troublemakers out. Want to have it in the gym because of the numbers. Students can buy tickets ahead of time for a lower price. J. Lewis or E. Jackson will contact the principal of the other school to see the status of other students attending. Presently there is \$692.75 in the treasury.
- \*Planning ahead for Student Council next year by keeping a notebook.
- \*Learning about parliamentary procedures. There are seven students on the Student Council with representatives in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades.
- \*What is a Dream? Winter Carnival.
- \*What do you want to leave behind will be the tradition of the Semi formal. Most students will be eighth graders.
- \*The Student Council will attend the June 2<sup>nd</sup> Board meeting to do a year-end summary for the Board.

**OLD BUSINESS:**

J. Lewis reviewed the structure of an IEP using one that he wrote for R. Horton so the Board could see how involved it is. It is a legal and financial document.

R. Horton asked what the process is.

J. Lewis advised there is a team of teachers and they get a referral or a parent can ask for a meeting. A team is put together and an evaluation is done. An identifier is something that is impeding academics; why a student cannot access the level of learning of others. Modifications/accommodations are made.

K. Bazan asked if it is reviewed during the year.

J. Lewis advised yes; anytime. There is no limit to how many IEP's we can have in the school.

The most important thing to take away is it helps the child; levels the playing field. Children get services they need. Find what is successful for the child and to possibly wean them off the IEP and it happens.

All IEP's have goals and milestones. Do not confuse Section 504 (a civil rights document) and an IEP. Also, ESY (Extended School Year) may be part of an IEP; also includes transportation. Parents can override the decisions.

J. Lewis explained the structure of an IEP. Monitor benchmarks in school and out-of-district. Teachers, paras, case managers, it is a concerted effort. What can we do and what do we need to do? Case Managers report to Taylor Radcliff. Jen Heise oversees everything.

J. Lewis advised it needs to be confidential so it is very important to have a contingency plan if someone is out, etc.

Val Carey advised of 416 students, 100 have IEP's now.

B. Stevenson advised there are 40 paras.

J. Lewis advised seven case managers.

J. Lewis advised they need a Special Ed Coordinator; this person would go to court if there is a legal issue regarding Special Ed.

J. Lewis advised currently he is doing it if there is a decision to be made; otherwise sometimes the Out-of-District Coordinator would go.

J. Lewis advised need an administrative degree for the Special Ed Director position. Advised he would probably go Alt 4.

### **NEW BUSINESS:**

L. Picard advised she has had concerns with how the agenda is populated and what information is on it that is going to be discussed. She has been concerned with information being on the agenda so people can decide when they see the agenda, if they want to come to the meeting. Board members can e-mail items they would like to see on the agenda. That way it gives members and the public time to think about items and the public to plan to come if they want too. Advised the format is fine, but feels the new and old business needs more detail.

T. Croteau advised in the past agendas stuck to and discussed just those items that were on it. They would have to wait for the rest at the next meeting. Feels should add more detail. They could set a time limit, too.

T. Croteau thinks it is a good idea to send out an e-mail with a copy to J. Lewis the week before the meetings for items to go on the agenda. Board members will e-mail M. Braley and let her know if they have agenda items. He feels for old business, by the end of the meeting tonight, it should be added as old business for the next meeting.

L. Picard advised she can put the agenda on the Facebook page; it has lots of likes. It will allow people to think about whether they want to be at the meeting.

L. Picard advised she will start doing posts to the school's Facebook page. She has been doing research on other School Board sites and the NHSBA. Just started doing the ground work; hasn't gone through our policies yet. Will add minutes, agendas, a blast of things going on in the district.

L. Picard advised the Board if there is anything specific they see as positive or detrimental, they should discuss it under Old Business.

K. Bazan feels the Facebook page should be linked to the website.

T. Croteau - Also happenings at school.

L. Picard – Maybe they could link it to the school Facebook page.

B. Stevenson – There are a couple of people responsible.

L. Picard – Can get their names to share info.

R. Horton – Wanted to confirm that the Facebook page would not be a forum to have a discussion.

L. Picard and the rest of the Board agreed.

R. Horton advised it would be like a bulletin board.

**FINANCIAL REPORT – E. JACKSON:**

The Board reviewed the Manifest and asked questions.

\*The copier usage was higher than they thought it would be. She has ordered 180 cases of paper; same as last year. Not sure if there was any leftover last year. She doesn't have a count. Copiers were defaulting to color. J. Stanway has changed that; now need to be manually changed to color.

B. Stevenson – Don't have consumable workbooks; need to make copies.

J. Lewis thinks there are too many worksheets.

R. Horton asked if photocopies billed the same as the printer.

E. Jackson advised yes, she is going to try to renegotiate the contract now. She is talking to a different vendor now.

E. Jackson – The servicing agreement is really the issue.

**K. Bazan MOVED to approve the Accounts Payable Manifest in the amount of \$159,026.39; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.**

K. Bazan put into the notes the Payroll Manifest dated March 25, 2016 in the amount of \$227,531.51.

\*Need to move forward for next year with insurance. They have not heard back from Clark-Mortenson.

After discussion, **T. Croteau MOVED to go with Primex for Property Liability, Unemployment Compensation and Worker's Compensation coverage; SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.**

J. Lewis explained the procedure for the DOL review. They rescheduled to 4/1. D. Chamberlain is doing an excellent job getting prepared; he thinks it will go well. If they don't finish, they will come back. J. Lewis explained they will find something and will give us time to correct it. He will either say we can or cannot get it done by the time allotted. They are here to work with us.

\*E. Jackson advised she has locked in for \$25,000 gallons of oil at \$1.409 at \$35,225 for 2016-2017. She expects a return of \$7,688.68 for the current year. She anticipates more usage for next year, but probably \$30,000 savings.

R. Horton asked if she locked in with next year's money.

E. Jackson – Yes; pre-paid for next year.

\*Technology - finalized negotiations with SymQuest. Will be pre-paying for the assessment, in the amount of \$1,200 and then will start working on the assessment. Some services can be claimed for E-Rate. Anything for which E-Rate is claimed must be put out-to-bid by April 29<sup>th</sup>.

\*E. Jackson met with TD Bank; went over a couple of services including Positive Pay. A list is sent to the bank, checks won't be paid unless they are on the list the bank receives. It cuts back on fraud. E. Jackson advised we might get the service for free.

E. Jackson advised we will get a credit card which would be earning points/getting cash back. If we put \$300,000 on the credit card, we would get \$1,000 back.

R. Horton asked if the issue with the signatures has been cleared up.

E. Jackson advised this would take care of that with the new credit card.

\*E. Jackson advised sad news; Connie Merrifield has given her resignation. The position has been posted; have reconstructed the position.

\*The MS22 was completed on Monday. Some corrections were needed. It was a simple adjustment to the high school tuition for the DOE only.

R. Horton asked how the school currently handles guest WIFI.

E. Jackson advised it is a safety concern.

E. Jackson advised student teachers can be on our network.

R. Horton should have separate guest network; should have one with Comcast. It should be a completely separate network. Feels these are questions to ask SymQuest.  
E. Jackson advised her concern is the liability piece.  
R. Horton thinks we could do it with Comcast.  
S. Thompson advised users would not see any other computers on the network; would be protected.  
Val Carey knows Comcast was a problem with E-Rate, as it wasn't regulated properly.

\*Insurance came in; not as high an increase as they thought; should be \$15,000 for health insurance. The budget line is short \$11,000 for Workers' Comp. E. Jackson advised she still anticipates a \$400,000 Surplus.

R. Horton asked if for Thursday's meeting she should have hard numbers and Manifests.  
E. Jackson – Yes, can send out tomorrow.

K. Bazan asked if transportation had gone out-to-bid yet.

E. Jackson advised she got quotes for routes today; hasn't gone out-to-bid yet.

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

\*Previously ISS numbers were down to a record low and then last week there was a full moon; increase in ISS like we were back to the first week of school. Two to three days last week the police were here before school even started. Advised they have amazing support here.

\*Bowling reinforcement is awesome; last Friday of the month free of charge.

\*Lauren Elliott and Heather Pelkey are presenting on the STEM Program and new Science Standards in Nashville, TN. Hopefully this will mean more positive publicity for Winchester. She will notify the press.

\*Bus Evacuation will be held K-6 on April 5<sup>th</sup>.

\*J. Lewis, Heather Pelkey and B. Stevenson met with Jim Vogel from STEM Scouts to discuss what that would look like for next year.

\*MCVP came to discuss appropriate programs. The Middle School staff will be taking advantage of some programs for seventh and eighth grade girls.

\*Tentative Date for the Career Fair is May 20<sup>th</sup> for Grades 5<sup>th</sup>-8<sup>th</sup>. Will ask local businesses and then look at Keene to bring in professionals. Explained would like to do an expo fair. She asked if the Board has any feedback, to just e-mail her.

\*Sixth Grade class will be visiting the Boston Museum of Science.

Val Carey advised it is part of the Google Grant; going free of charge.

\*This month there will be a huge SDE conference Pre K-3. Many teachers are going for free. There will be mostly one rep. from each grade level going so they won't be leaving the building without coverage.

\*PTA Fundraising Assembly is tomorrow.

\*Jump Rope for Heart; Ashley Nicholson ran it and over \$3,000 was raised.

\*Music – Students are learning notes and different instruments. A talent show will be held in May.

\*In May find out about Laura Bush Grant.

\*Town library donated lots of books.

K. Bazan asked about grant for I-pads.

Lauren Elliott went on donorschoose.org website. She specifically asked for three mini I-pads. Almost every teacher wants I-pads. Need to encourage all teachers to use those resources.

R. Horton – Want to be sure they are being logged in.

E. Jackson – No, they're not.

K. Bazan feels there should be a policy.

R. Horton – Should be in the inventory if it is something received through the school.

E. Jackson feels there needs to be a process in places.

R. Horton – Need to know what we have and what we are responsible for, etc.

E. Jackson advised there is a lot of policies missing; will bring to the Board.

\*Val Carey, Julian Stanway and Marie Braley discussed Asset Tracking Grants. J. Stanway is looking into what we can do with the existing devices we have instead of having to purchase additional equipment.

J. Lewis feels a policy with specific language for Facebook, etc. would be a little cleaner. We don't want the language out there to sound like we are an impoverished town.

R. Horton is concerned with what we are responsible for when someone brings personal items in.

T. Croteau – Are we going to allow 15 minutes for policies at the next meeting or the one after that?

J. Lewis – Will put this policy on for the next meeting - Solicitation of Donations.

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

\*Pioneer will be here April 5<sup>th</sup>. Advised the Board there will be time for discussion after the meeting.

\*J. Lewis – Looking for the blessing of the Board on the new position of Assistant Principal/Curriculum Coordinator.

The Board advised they want to see the new job description first. They would like to see the description for the old positions and the new one.

R. Horton – And what it does to the budget lines.

R. Horton would like exact dollars; what we receive for Grant funds and what is covered.

J. Lewis – Will do that.

E. Jackson had sent an e-mail previously.

J. Lewis will get the information.

\*Foreign Language – J. Lewis advised Rosetta Stone has a program for schools. It is completely different than the other program they use.

J. Lewis gave a Smart Board presentation and distributed information, including testimonials, to the Board. Advised we already have the bandwidth; would have access to 24 different languages. The cost is \$12,000 plus \$10.00 for each headset. The cost would be \$21,000 for a part-time teacher. It would be offered every day with the computer teacher at the end of the school day, for maybe one hour. We can also use it to have kids learn English. Students can practice at home every day. There would be a test at the end.

T. Croteau – Would the curriculum be the same as is being taught in Keene?

J. Lewis thinks it would pass what they are offering in Keene because students can access it anytime at home.

T. Croteau advised he has always heard good things about this, but wants it to be compatible with Keene.

J. Lewis – Yes, especially if we do it for one year.

L. Picard – Is there a teacher, as a resource, that we can ask about it?

S. Thompson advised he has used it and it is pretty comprehensive.

R. Horton – Is it all the building blocks for totally understanding the language?

R. Horton – VLACS does offer Spanish and Chinese on-line.

R. Horton – On-line learning is very difficult

J. Lewis advised that is why it is more of an enrichment program.

R. Horton feels there would be a very small percentage of kids that would access it at home.

S. Thompson – Students would need to be self-starters.

J. Lewis – Need enrichment.

R. Horton – Good to look and see where it fits. Thinks they need to narrow down the number of languages offered so kids can talk to each other.

R. Horton doesn't know if they can throw kids in front of a computer for on-line learning and have them learn.

S. Thompson advised Rosetta Stone is very interactive. It is different than some other on-line learning.

R. Horton feels the hiring of a Language teacher was geared to include a larger number of students.

J. Lewis will send the Board information as to what is covered by the Rosetta Stone program before the next meeting. Advised there is a free trial period.

J. Lewis advised there are different teaching levels for different grades.

\*J. Lewis advised they are looking at a new website, possibly through Blackboard Connect. They have good pages. We need a new website for next year.

J. Lewis thinks the Board should take a look at the City of Concord's website.

J. Lewis – There is a one-time set up fee. Advised we can change templates for \$100.00 each.

E. Jackson – Could do a presentation at the next meeting.

R. Horton – Did they talk about any type of integration with Power School?

J. Lewis – Yes.

R. Horton asked to have this put on the agenda for the 14<sup>th</sup>.

\*Music Stipend – J. Lewis advised they put it out there. He heard from a parent who didn't like the idea and the parent put that on Facebook. Advised her child did not want to do Music and that the money is supposed to go back to the taxpayers.

J. Lewis advised the cost of the stipend would be \$800.00.

\*Cheshire Smiles will come in on May 9<sup>th</sup>; all kids will have a cleaning and sealing through a Grant out of Concord.

\*TAPS will be done in the Middle School next week.

\*Dennis Calcutt is coming to the April 7<sup>th</sup> meeting to discuss a Grant out of Maryland. It is an experiment, to be sure.

\*3D Printer – J. Lewis brought samples of what can be done on the 3D printer for the Board to see. The printer is a hit. He advised pretty soon we will be able to do our own programs.

Sue Rice asked if there is curriculum set up for the 3D printer.

J. Lewis advised there will be. They are in the early stages now.

\*J. Lewis advised the computation t-shirts came in. The company printed the opposite colors of what he wanted. The company reprinted them and donated the others to the School.

\*Multiplication kickball started yesterday.

\*Have a committee in place for the Principal search; the deadline is tomorrow. Have six resumes so far. Advised they may set up a second committee after the first review. K. Bazan, J. Lewis, Val Cary and Emily Henderson are on the Principal Search Committee. Probably the second round will include a parent.

\*The Board received the new calendar that includes the Selectboard rotation.

\*E. Jackson advised the auditors are working on the 2015 audit now. They are coming tomorrow.

T. Croteau asked if the Selectboard received information from the Right-to-Know request.

E. Jackson advised it went to Shelly and to her knowledge the Selectboard has not seen it.

K. Bazan asked about the drain.

Dale Gray will put us on the regular schedule with the Town for cleaning the storm drain on the Elementary side. E. Jackson also asked him to look at the one outside the cafeteria. Advised he will build it up as much as he can and will pull out the plants.

E. Jackson advised D. Chamberlain has a list of items he wants to do and that he has the money for and a list he doesn't have the money for.

R. Horton asked if they will we have accurate class counts for next week.

J. Lewis – Yes on the 7<sup>th</sup>.

R. Horton asked if J. Lewis will bring the job description for the Assistant Principal/Curriculum Coordinator.

J. Lewis – Yes.

L. Picard - And Superintendent?

J. Lewis – Yes.

R. Horton – Also Plant Engineer or something like that?

J. Lewis – Yes.

**COMMITTEE REPORTS:**

**Facilities/Joint Loss:**

T. Croteau advised the Committee met two weeks ago. He was chosen as the Chair. The Committee will meet every other month.

\*Discussed Epi pen boxes and where to put them. We have two.

E. Jackson will set them up on a rotating basis so they will know when they expire.

\*There will be training on how to avoid injuries, i.e., lifting heavy objects, etc. That could also help lower our Workers' Compensation claims.

L. Picard advised she could do the training.

E. Jackson – Primex can provide training, too.

J. Lewis – Will do a safety walk at the end of the year.

**Legislative Action Policy:**

New blast came out. S. Thompson and L. Picard signed up for NHSBA training.

**Selectboard Representative:**

The Board has a new schedule. R. Horton will let the Selectboard know that the School Board will continue to attend. He has invited them to these meetings.

**Professional Development:**

R. Horton thought it was very exciting training on building relationships between students and teachers.

Val Carey reviewed. She explained they need to keep in mind that students perceive some situations differently. It works on building back rapport and problem solving, building back up relationships.

It is important to keep the lines of communication open. There will be introductory training for staff.

L. Picard would like to do the training.

Val Carey advised they were set for the training, but she will share the Power Point presentation with her.

**CITIZENS' COMMENTS:**

Sue Rice advised on the class list received, she doesn't see anything for a Health class.

J. Lewis advised it is on a different schedule.

Sue Rice – Are we interviewing for the new Superintendent job description?

R. Horton advised we have been through a period of time where we have made changes such as moving the Assistant Principal to the Principal position, etc. The Board doesn't feel they need to do an interview.

Sue Rice advised the Board discussed adding new duties to the position.

Bambi Truesdell advised a speaker from MCVP will be here at the end of April.

Bambi Truesdell advised on J. Lewis' schedule there are just two first grade positions. Is that where the cuts will be made?

J. Lewis – Yes.

Bambi Truesdell feels that is pretty harsh. It would load up 21 kids in each of two first grade classes.

R. Horton advised the Board will look at the counts next week.

Bambi Truesdell advised once again she is pleading for that classroom teacher to be left in.

Val Carey - When making the class decision, keep in mind the number of students is one thing, but kids are all different.

Hannah Gagnon asked if a Special Ed teacher might get cut.

J. Lewis – Yes.

Hannah Gagnon- Did you look at how difficult it is doing IEP's? Staff has high caseloads. Kids are in a group because they happen to be in the third grade and that particular group because that's what's available. There are only set times, not enough people. Teachers do their best. Feels looking at just the number is doing a huge disservice.

J. Lewis agrees it is not just the numbers, but need to look at dollars, too.

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

**K. Bazan MOVED to adjourn the meeting at 9:21 pm; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary  
With notes from Sue Rice