

**WINCHESTER SCHOOL BOARD  
WINCHESTER SCHOOL LIBRARY  
DECEMBER 1, 2016**

Present: K. Bazan, L. Picard, S. Thompson, T. Croteau, H. Griffus arrived at 6:20 pm.

Administration Present: J. Lewis, E. Jackson, V. Carey

The meeting was called to order by Chair, K. Bazan at 6:13pm.

**CITIZENS' COMMENTS:**

None.

**NEW BUSINESS:**

J. Lewis distributed updates on Policies ECA and ECAB to the Board.

**T. Croteau MOVED to approve Policy ECA, Buildings and Grounds Security; SECONDED by: S. Thompson, VOTED: 4-0, MOTION Passed.**

**T. Croteau MOVED to approve Policy ECAB, Access to Buildings; SECONDED by: L. Picard, VOTED: 4-0, MOTION PASSED.**

J. Lewis advised there was a concert last night; feels the sound equipment needs to be added into the budget. Also, they need to address audience behavior.

L. Picard advised people were talking; disappointed in audience behavior. She needed to speak to adults. Other parents were disappointed as well.

V. Carey advised there was very little to hold the attention of the kids as they couldn't hear the songs and didn't know where they were in the program.

L. Picard advised it was wonderful to see the teacher conducting, engaging the students.

K. Bazan – Can't control how people act, but there are things they can do. He thinks the first thing they can do is in regard to the sound system.

E. Jackson advised the system works; might need some wire repair.

K. Bazan thinks wouldn't cost that much money to fix.

The Board thinks they need a new, better system.

V. Carey advised they have purchased a server; SymQuest has provided a quote to help with installation of the server. They thought the quote was high and requested they come back for renegotiation. Some things have been pre-done. The cost is \$9,258 for installation and set-up of the server.

V. Carey distributed a statement of work for review. J. Stanway thinks there is a lot he can accomplish, but administration and J. Stanway would feel more secure with two sets of eyes working on it, so it is put in correctly and cleanly. They want an engineer working with J. Stanway all the way through.

V. Carey advised they hoped to do it during Christmas vacation. SymQuest usually schedules six weeks out. It would be a little less than that now. Would need a Board vote tonight and hope they could schedule it in. Otherwise, if they anticipate any large disruptions they could come in on the weekends and nights starting in January. J. Stanway and John from SymQuest did a lot of work beforehand to make things work and run smoother.

V. Carey – We do not have a Technology Director. J. Stanway is a Technology Support Specialist and does a great job.

V. Carey advised John has to spend a lot of time explaining things to her.

K. Bazan – Even with a Technology Director, it is a major project. Need two sets of eyes.

S. Thompson – Even with a Technology Director, he doesn't see that position as highly qualified for this project.

**T. Croteau MOVED to replace the antiquated server with a new updated system with SymQuest's assistance for \$9,258; SECONDED by: L. Picard, VOTED: 5-0, MOTION PASSED.**

V. Carey advised First Choice was working on the paging system. It is not perfect; they are still working on it, but the PA system is working.

K. Bazan asked V. Carey for an update on the server switch-over at the first meeting in January.

E. Jackson explained the incident with the smoke alarm going off. She thanked the service people for such quick response, including T. Croteau.

E. Jackson is concerned that our facility is used by a third party. There is no written agreement or insurance. She wanted to bring this to the Board's attention. Also, meals are being served for students. She was unaware they were using the stove. She had advised they can't cook anything grease related on the stove top and two hours later, they did.

E. Jackson advised ACCESS applied for a lunch program as the school and named a director for that program. Feels that could jeopardize our breakfast and lunch programs.

K. Bazan advised the Board needs to see and finalize the MOU with ACCESS. It needs to be added to old business.

L. Picard - With information on their insurance.

#### **BUDGET DISCUSSION:**

J. Lewis advised they just received report cards for Winchester students in Keene. This is a relatively new thing. He and Taylor Radcliffe are reviewing them. They could have a student with four or five credits.

K. Bazan feels the best advertising for Alt Ed is people who have gone through the program.

E. Jackson advised they are also looking at Grant opportunities.

J. Lewis – Wrap around services are going well; we might be able to tap into that.

V. Carey advised we couldn't solely depend on Grants because it feels too exclusive for some students.

K. Bazan – This budget should be what the school district needs, not wants.

M. Duprey is pretty passionate about what the school needs. K. Bazan has a lot of confidence in that.

#### **Line 99 - Guidance Salaries:**

Social Worker and Guidance Counselor; includes proposed School Adjustment Counselor. V. Carey advised that is the title used in other schools.

#### **Line 106 - Books and Printed Material – Guidance:**

V. Carey advised they have been using more printed and copied materials. The staff has used their own money in the past; need to be reimbursed. The line will be utilized.

#### **Line 121 – Supplies Psych (Special Testing):**

Hoping more funds come out of the IDEA Grant.

#### **Line 122 - Speech and Hearing:**

E. Jackson advised there are 84 students in that program now.

V. Carey advised one of the first things that comes up in discussion about sharing resources, is Speech, but no one has Speech people to share. They see a lot of young students underdeveloped in the language/conversation piece. There is more technology; more in games, toys, etc. out there today. It is a big caseload of younger students.

K. Bazan feels it is important to take care of it now when children are younger.

L. Picard asked if they see a need for more Speech people in the future.

J. Lewis – Yes; trying to find someone is the key. Districts have discussed how do we fund it and how do we find people? It is easier for three districts combined to find someone than one.

#### **Line 139 – Discipline Support Staff Salary:**

Former ISS; Adjustment Counselor would pick up some duties. There is no ISS.

#### **Line 147 – Staff Development (Non CBU):**

Eleven full time and one part-time staff. Investing in and adding support for people we put in positions last year.

#### **Line 156 – Curriculum Development/Professional Development:**

L. Picard knows they are being cautious with the budget, but asked if there is enough in that line.

J. Lewis thinks they will overspend the line. Explained the Curriculum Coordinator is tasked by the Board to get her degree in 18 months.

L. Picard wouldn't mind if administration overthinks that budget line.

#### **Line 171 – Books and Other Information Resources:**

V. Carey advised they will do a Scholastic warehouse sale again this year. It was a big hit.

Heather Griffus wondered if when they send a book order home, maybe they could suggest people get extra books to expand the library.

V. Carey explained the book fair allows us to do that. Parent/teacher conferences are around the same time; parents can donate books. We receive money for books sold and we can purchase books.

**Line 185 - Superintendent Salary:**

J. Lewis advised they would be hard-pressed to find someone to put in that line, due to the salary.

Need to look at positions. What will strategies be; how will we break those positions out?

**Line 186 – Superintendent Staff Salary:**

The Board feels we are fortunate to have the person that we do in this position. Need to make a long-term plan. What is the best way to approach this?

J. Lewis thinks this is the correct plan for this budget.

L. Picard – Next year will need to have a more serious conversation.

**Line 188 – Health Insurance Support Staff:**

E. Jackson is waiting for rates from NAIT.

**Line 190 – Disability and Life Insurance Prof. Staff:**

E. Jackson hasn't received a quote yet.

**Line 195 – Unemployment Compensation District:**

**Line 196 – Worker's compensation District:**

E. Jackson is waiting for quotes.

**Line 198 – Background Checks District**

E. Jackson advised some volunteers were grandfathered in as far as background checks. Need to look at maybe doing for coaches, etc. every year; for those that work more closely with kids.

E. Jackson feels the Board should consider a policy where everyone has a background check every five years.

**Line 200 - Staff Development SAU:**

The Board asked J. Lewis to go back to that number and make sure it is accurate.

K. Bazan would like to see in the notes for that line, what the monthly fee is. How are we getting to that number; it is a big jump.

V. Carey advised the increase is proportionate to the decrease in IT Tech Support.

L. Picard asked if the line is enough.

V. Carey thinks it is; don't want to put too much in the line and have it cut or not used.

**Line 265 – IT Contracted Services:**

V. Carey advised they left room for tech, infrastructure-type projects. Not foreseeing any large projects now. Most of the line is for the server project and the monthly fee.

E. Jackson – Also, First Choice and the intercom system; lots of repairs and it is not done yet.

**Line 267 – Repair and Maintenance Smart Boards:**

The budget line includes cost to replace six entire units.

K. Bazan advised this is old technology.

V. Carey – Probably won't replace the boards; they are less likely to go. By the time they are ready to go, we may have another choice.

K. Bazan thinks they need to start looking to see if there is another Grant to have them replaced. Want to move forward. He wants to be sure each class has a Smart Board. Feels we don't want to go below that level.

J. Lewis – Soon they will be antiquated; what's next?

V. Carey – The initial Grant was for eight Smart Boards and was written by the Technology Director.

J. Lewis – Need to be aware of when Grants are available.

K. Bazan – We don't have a Tech Director; would have to look at something different.

**Line 268 – Copier Lease/Maintenance:**

E. Jackson advised we may need to look at another machine to lease or purchase to replace the one in the SAU.

**Line 269 – Telephones:**

V. Carey advised she will look at the number with E. Jackson. It is possible, if we are being charged for something we shouldn't be, it will be less.

E. Jackson – But not much.

T. Croteau – Did we get E-rate done on time?

V. Carey – Yes, explained she and E. Jackson worked on it. Need meeting minutes and there are small pieces that need to be done; not behind schedule on that.

**Line 273 - Computers and Computer Equipment:**

The line includes 40 laptops and two carts. We will then have one cart for each grade level.

V. Carey explained J. Stanway advised the upstairs lab is functioning well. He has done a lot of work. The downstairs lab is functioning well.

V. Carey explained going forward we need to repair/replace five computers a year on a rotating basis. So much of the equipment is so old.

T. Croteau asked V. Carey to see what it would cost to replace all teachers' computers with a leasing program.

V. Carey advised J. Stanway wants to replace 10 and then the next year 10 more for three years, until we are where we need to be and then put them on a five year plan.

J. Lewis advised he appreciates the Board's support with the budget.

Administration advised they still have Public and Private Tuitions, Facilities and Transportation left to present. Also, need to fill in some things within the budget.

E. Jackson won't have the Health Insurance number yet.

The Board will discuss the need for future budget meetings at the 12/6 meeting.

**MANIFEST:**

The Board reviewed the manifests and asked questions,

**K. Bazan MOVED to approve the Accounts Payable Manifest of 12/2/16 in the amount of \$68,028.80; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.**

**K. Bazan MOVED to approve the Payroll Manifest of 12/1/16 in the amount of \$375.08; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.**

**K. Bazan MOVED to approve the Payroll Manifest of 12/2/16 in the amount of \$206,011.30; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.**

**K. Bazan MOVED to approve the Payroll Manifest of 12/1/16 in the amount of \$68.20; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.**

K. Bazan wants to bring up warrant articles at the next budget meeting.

**COMMITTEE REPORTS:**

**Budget Committee:**

K. Bazan advised the Board's next budget meeting will be Tuesday from 6:00pm. to 8:00pm. The Town will meet Thursday. He will update the Town as to where we are. We will need to schedule meetings with the Budget Committee. He would like the meetings before Christmas.

**Joint Loss:**

T. Croteau explained the Committee toured the rooms on the elementary side to see what was corrected; 90% has been done. There are too many plugs in the outlets; need outlets under the Smart Boards.

E. Jackson advised that is scheduled for Christmas break.

E. Jackson advised the curtains have been removed. Joint Loss discussed leaving them off or replacing them with flame resistant fabric.

T. Croteau advised there is one room without an American Flag, in Pre-School. He wanted to know why it wasn't there and wanted it replaced and to see if other rooms don't have them. They should be standard size flags.

J. Lewis – Talked about the system for alerting Maintenance if there is a problem. Need to follow procedures.

E. Jackson explained the e-mail process is working better; still working on the communication piece.

E. Jackson received sanitary wipes from another company. They will try them. The teacher's appreciate them.

T. Croteau advised the Elementary side Boys Bathroom tile should be ripped up and replaced.

K. Bazan thinks that could be a Summer project.

T. Croteau – There are a couple of water fountains that are cracked.

E. Jackson advised they are already on the list to be repaired.

**Finance Committee:**

K. Bazan advised he is thinking about when the Finance Committee should meet.

**KHS Committee:**

K. Bazan advised the Committee has a meeting with Mr. Malay, Mr. Murdough and Mr. Ruehr on our relationship with Keene and the AREA on Tuesday, the 12/6.

**Legislative Action Policy:**

There is a meeting on December 15<sup>th</sup> before the Board meeting. They should have information to present for the Board meeting.

**Negotiations:**

Things are moving along. The next meeting is Monday, December 12<sup>th</sup>. We are waiting for a response from the Teachers Union on many of the proposals.

**NHSBA:**

L. Picard wondered if maybe in March they could have Barrett Christina come in after elections to do Board training.

**Selectboard Rep:**

T. Croteau will attend the next meeting.

**Professional Development:**

V. Carey advised there is a meeting scheduled for Monday, 12/19 at 3:30pm. for planning in-district professional development.

V. Carey advised there will be a Technology Meeting Wednesday at 3:30 on 12/14.

**CITIZENS' COMMENTS:**

Sue Rice is concerned about the footwear people were wearing on the gym floor at the concert, especially kids under 10.

E. Jackson advised they are looking at that through Facilities. How do we protect the floor? Feels we can't enforce what people wear. A meeting will be held on 11/15/16 at 3:30 pm.

Sue Rice is concerned about the lack of a Technology Director. Feels the Curriculum Coordinator/Assistant Principal is very capable, but she is concerned that we are taking away from their duties. We need one person that is technically capable and knowledgeable to do it. She is not doubting anyone, but thinks it is important to have that one person. Maybe they could have another title. Now it is not somebody's primary job. Feels we are taking away from someone's primary job and the Tech Director position. It is not someone's main focus.

V. Carey advised they didn't put a Technology Director in the budget because there are other things we need more.

Sue Rice is concerned if positions leave, we would be in a pickle.

K. Bazan has heard we need a Tech Director before. We are already adding two-and-a-half positions. Are we talking what we need or what we want?

V. Carey thinks we do need it, but what do we need more?

Sue Rice asked if we can store stuff on the third floor.

J. Lewis – No.

Sue Rice feels it is better than the basement.

Sue Rice – What about mandating direct deposit?

E. Jackson explained there is a small percentage of staff that don't have direct deposit. It would be hard to mandate substitute teachers. Other than substitutes, it is all collective bargaining staff. It would probably need to be negotiated.

**L. Picard MOVED to adjourn the meeting at 9:14pm; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary

