

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
JANUARY 21, 2016**

Board Members Present: K. Bazan, J. Cardinale, S. Thompson, T. Croteau, R. Horton arrived at 6:56pm.

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

The meeting was called to order by Vice-Chair, K. Bazan at 6:34 pm.

CITIZENS COMMENTS:

None.

MINUTES:

T. Croteau MOVED to approve the Minutes of the 12/17/15 Board Meeting amending on Page 6, EI to EEI; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

T. Croteau MOVED to approve the Minutes of the 12/14/15 Budget Session amending on Page 12, Baaan To Bazan; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

J. Cardinale MOVED to approve the Minutes of the 12/21/15 budget session as amended; SECONDED BY: J. Cardinale, VOTED: 4-0, MOTION PASSED.

T. Croteau MOVED to approve the Minutes of the 11/17/15 Budget Session amending on Page 25, the spelling of *magazines* and on Page 26 amending \$30,000 to \$50,000; SECONDED BY: J. Cardinale, VOTED: 4-0, MOTION PASSED.

T. Croteau MOVED to approve the Minutes of the 11/23/15 Budget Session amending on Page 29, *spelling of Skroki* to *Skrocki* and *Non-CDU* to *Non-CBU*; SECONDED by J. Cardinale, VOTED: 4-0, MOTION PASSED.

J. Lewis distributed copy of R. Horton's Exclusivity Plan. They are going back to Keene February 2nd. Is the Board comfortable with it as written?

T. Croteau thinks they need to add a deadline to let KHS know so they can set their budget.

K. Bazan feels they should send it to the attorney to review.

The Board feels they should add a deadline before sending it to Keene. The Board agreed on September 15th.

J. Cardinale asked if they have heard from Pioneer.

J. Lewis advised Ruth Miller has called, but they keep missing each other.

R. Horton arrived at 6:56 pm.

R. Horton advised this is negotiations – wants to discuss in non-public session.

GUEST SPEAKER:

The guest speaker was unable to make it tonight.

J. Cardinale wants it on the record that the rumor that he is looking for the Facilities Manager job, is not true. He has two businesses and with his extra time he does not want to fill it with that. He is passionate about the position because he feels the school really needs it.

FINANCIAL REPORT – E. Jackson:

*The State is coming Monday and Tuesday for the Lunch Program audit for breakfast and lunch; coming with the USDA. If there is a snow day Monday or Tuesday, they will be here Wednesday. Need to make sure meals have three components so each is a reimbursable meal. Also cannot go back through the salad bar. Staff is doing that. E. Jackson asked J. Lewis to send an e-mail tomorrow reminding the staff not to.

*CEP reimbursement – Were calculating at 50% of identified students, but it is 47%; 198 students qualify. Then can start claiming.

R. Horton - Received a Right-to-Know request from the Town. He would like to see if the auditing firm can give a report of where they are with things.

E. Jackson will add dates they have been here. They are coming tomorrow.

E. Jackson distributed a draft of the audit to the Board.

E. Jackson – They are also asking for financials.

R. Horton advised to send them the financial report, whatever we have, and the report from the auditing firm and a draft of the summary of what they've done and what they're working on.

B. Stevenson – Need audits to apply for grants.

E. Jackson – Don't have them.

B. Stevenson – Without them we are not able to apply for larger grants.

K. Bazan – Need to ask the attorney tomorrow to be sure we are in compliance by sending an e-mail response to the Town.

E. Jackson – Can send in mail to the Town, certified.

K. Bazan MOVED to put Transportation out-to-bid for next year for large busses for Regular Ed and Special Ed; SECONDED by: J. Cardinale, K. Bazan wants the ad to go in the Greenfield Recorder, the Keene Sentinel and the Transcript.

The Board reviewed the Manifest and asked questions.

K. Bazan MOVED to approve the Accounts Payable Manifest dated 1/21/16 in the amount of \$158,454.59; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

ASSISTANT PRINCIPAL'S REPORT:

*ISS is down two weeks in a row; put in some reforms. Will continue Discipline Committee and tweaking discipline matrix.

*Need to do positive celebrations for kids monthly.

*Middle School Geography Bee; 6th grade finalist, Owen Aivaliotis will represent Winchester in Keene.

*Third Grade will be doing writing project.

*Will work on survey for District Needs Assessment to come up with a Tech Plan.

*Grant Committee – Citizen on the Committee is really working on finding grants.

*Simulated tests for Smarter Balance Testing

*Wellness programs/walking programs, stress reducing for staff.

*Casino Night to be held in February.

*MAP testing going very well. Computer lab is doing well handling testing.

*Few staff members, all in different grades, are going to 20th Century learning in Manchester. B. Stevenson was able to get three for free.

SUPERINTENDENT REPORT:

*Showed the Board Lisa Lounders picture on the Department of Ed website. She was a finalist in Teacher of the Year. Her theme was What Can We Do If We Don't Have a Lot of Money. J. Lewis advised she represented the school well.

*Too many different opinions regarding showers; seeking an engineer.

*Eye wash station has been installed and tested in the Science Lab. Will be getting TV for lab.

R. Horton asked how the Science Lab is going.

J. Lewis advised they are not using it enough.

R. Horton talked about after the first of the year having a big opening.

J. Lewis – Will bring people in; will do an assembly. Advised he will follow up on it so he can tell let the Board know when it will be.

S. Thompson asked about the 3D printer.

J. Lewis advised J. Stanway has worked with it.

B. Stevenson advised teachers will need training.

R. Horton advised they are now 30 days behind the Science Lab opening. Asked J. Lewis to please keep the Board updated.

*Will be hiring Pre-School teacher this year; received four applications. They will do interviews next week.

*Math computations – Sheila Zapko has put together sample information.

J. Lewis explained they had 40 Math problems for kids to do in a minute; were a couple who did 40. The highest average after doing tests for a few weeks is 35. Feels scores are disappointing.

J. Lewis advised going to do t-shirts for mastering math facts.

R. Horton appreciates information like this. Thinks it is an important picture to look at.

R. Horton – Need to get back to basics.

S. Thompson – Do you know how it compares to the State averages?

J. Lewis advised we are a little lower, but not much. Kids whose parents work with them, do better.

*J. Lewis advised the Geography Bee was today; he was one of the judges. Feels kids should know where the states are. Kids were getting questions wrong.

J. Lewis distributed a State handout; need something that makes sense and kids will do better. Should know where States are, State capitals, etc.

*Had put out a survey asking parents if kids should master Math facts in fourth grade before moving on?

J. Lewis advised the responses were 50/50.

*Rumors – There needs to be a chain of command. If a person leaps over Administration to the board and gets an answer, then information goes around the school; can't let it out. Sometimes if people have little information, they start talking. He is asking the Board to refer them back to J. Lewis.

R. Horton – If they say they have talked to you?

J. Lewis - Then ask them to come to a Board meeting.

J. Cardinale – Do we need a policy; it seems to happen a lot.

J. Lewis advised if they come to the Board before they go to him, that's insubordination. He should be told and will do a write-up.

J. Cardinale – Not just coming to the Board, all over the School and Town.

J. Lewis – Should be told they have to see J. Lewis.

COMMITTEE REPORTS:

Budget Committee:

K. Bazan wrote a Warrant Article to put the Budget Committee back.

Facilities/Joint Loss:

E. Jackson advised Primex was here today for a final quote. Asked if/when Facilities/Joint Loss does a walk-thru of the building.

J. Lewis advised yes, in June. Not sure did one last year.

T. Croteau – They have a checklist.

E. Jackson advised there are logs that need to be kept.

K. Bazan has a rough draft of the Recycling Policy. He thinks the Board should be working on it this year to have it in place for next year. Need a group in place to handle Recycling first before they put the policy in place.

B. Stevenson feels they should start the kids young and have them get involved in the process.

R. Horton – Great idea; have kids rotate helping.

FINANCE:

E. Jackson – Policy for overdrawn/returned checks; were going to have one.

E. Jackson – The auditors are requiring a policy for Equipment Purchase with use of Federal Funds. We don't have one that specific. She will get a copy from the auditors.

Negotiations:

R. Horton asked if there were any questions about the warrant articles and Support Staff warrant article; each member needs to be well versed and support it.

Scholarship:

T. Croteau advised the Committee met and made a few decisions. Will do a parent scholarship workshop to give parents a chance to look at forms and see what is available. Things are in the works; but not decided. Looking at May 23rd for Scholarship Night. T. Croteau will check and let the Board know for sure.

R. Horton would like to see the Board at that event and definitely graduation.

Sick Bank:

J. Cardinale advised they approved 5-1/4 sick days. First time they have had to use any since he has been on the Committee.

Professional Development:

T. Croteau will check on meeting date.

S. Thompson advised as a group did a rubric broken down into a few categories to see where we are with Technology. In the end it said across the board that we are barely in the developing phase of Technology.

R. Horton asked S. Thompson to scan and e-mail information to the Board to see criteria.

S. Thompson asked about one trial motion detector. Was it ever installed?

J. Cardinale or J. Lewis will do it tomorrow.

J. Lewis – Looked up policies on-line on returned checks. Most said to send names to a collection agency.

CITIZENS' COMMENTS:

Sue Rice is curious about MAP testing; advised they were twice booted out of the system; one time had to restart the test and once needed to reboot. Luckily the test was saved, but it was very stressful.

R. Horton asked J. Lewis to send an e-mail as to what had happened.

Sue Rice asked what the plan is for Math t-shirts. Do you have a time line?

J. Lewis advised yes, sooner than later. The PTA has given the money.

Sue Rice – This year?

J. Lewis – Absolutely; probably next month.

Sue Rice – During the budget review advised were eliminating a line because the program will go away. Can you say what the Special Ed position is?

J. Lewis feels it is too early to say.

R. Horton – No matter what happens in Deliberative session, still have a plan we need to put in place.

R. Horton – Important that we be in compliance with the Unions.

Judy Smith advised she is using a program for Addition/Subtraction in Second Grade, but it isn't 40 problems it is 25 in a minute. Should we be changing how we are teaching?

J. Lewis advised 40 is a starting point, a goal.

Judy Smith advised the program is saying kids can only write down 25 numbers in a minute. So they won't be able to do 40. Kids are at different levels so when they do number they are capable of, they move on.

Would that mean they won't get a t-shirt?

J. Lewis advised it will say mastered; that is the key. If kids are working on it and demonstrated they can do it, will get a t-shirt. Once we get through to the end, they will need to do the 40.

J. Lewis thinks putting that we are getting t-shirts in the newsletter, will help get the word to parents.

T. Croteau MOVED to go into non-public session at 8:10 pm; under RSA91-A:3(c) SECONDED by: J. Cardinale, VOTED: S. Thompson – yes, K. Bazan – yes, R. Horton – yes, J. Cardinale – yes, T. Croteau – yes, MOTION PASSED.

J. Cardinale MOVED to leave non-public session at 8:15pm; SECONDED by: K. Bazan VOTED: K. Bazan – yes, R. Horton – yes, J. Cardinale – yes, S. Thompson – yes, T. Croteau – yes, MOTION PASSED.

R. Horton advised while in non-public a question was asked about staffing. They didn't actually need to go into non-public.

J. Cardinale MOVED to adjourn the meeting at 8:15 pm; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary