

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
FEBRUARY 18, 2016**

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

Administration Present: J. Lewis, E. Jackson,

The meeting was called to order by Chair, R. Horton at 6:34 pm.

CITIZENS COMMENTS:

Colleen Duquette asked that the non-public minutes be put on the website in the interest of transparency. She has asked the same from the Town. Advised she would like to see some action taken on this.

Colleen Duquette advised that in K. Bazan's Letter to the Editor he said he hadn't heard any comments regarding discussion of the Music program from the Deliberative Session. Advised she fully supports any Music Program; thinks it should be grown in the School.

K. Bazan advised he was glad Colleen Duquette was here tonight and glad to hear her say that.

MINUTES:

T. Croteau MOVED to approve the Minutes of the 12/30/15 Board meeting as printed; SECONDED by: K. Bazan, VOTED: 4-0-1, (S. Thompson – abstained) MOTION PASSED.

K. Bazan MOVED to approve the Minutes of the 1/5/16 Budget Work Session; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

K. Bazan MOVED to approve the Minutes of the 1/11/16 Budget Work Session as amended, *changing Rikki Belusky to Rikki Bolewski on the first page and Steve Crussili to Steve Fucille throughout*; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

K. Bazan MOVED to approve the Minutes of the 1/7/16 Board Meeting; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

GUEST SPEAKER:

J. Lewis introduced Andre Brosseau from Bergeron Construction. He came to discuss the showers; they are the only ones to give us a quote at this point.

J. Lewis advised they were hoping Andrea Brosseau could explain why Bergeron Construction is making certain suggestions regarding propane, etc.

Andrea Brosseau explained his plumber has suggested using propane sources and they have contacted Jackson Plumbing and Heating. He did find a rather simple solution to getting hot water in there. Have existing plumbing in place. The tank is a monster; would need to be removed to put new tanks in. No room anywhere else to put it. In removing tank there is a section of bleachers/wall that will need to be removed to get it out and get rid of electrical panel. Minimum electricity would be needed. Reviewed equipment required and estimate with the Board. Separate cost would be hooking up of the propane tanks. There is an asbestos issue; still some fittings that are an issue. They are exposed and should not be. Advised the estimate includes that.

E. Jackson – How are you handling a handicap accessible shower?

Andre Brosseau advised there is a handicap accessible shower there now.

E. Jackson advised it is a step-in.

Andre Brosseau advised it wasn't part of the quote, but he doesn't see a problem doing it. There is no issue, they could take care of that. E. Jackson advised she assumed all was to code and Andrea Brosseau from Bergeron Construction advised yes.

J. Lewis – Would it be (2) 100 gallon water heaters?

Andrea Brosseau advised that's what they are proposing. Couldn't put those in now; they wouldn't fit. Tank and fixtures are taking up the space. Advised it will weigh a ton to move it out.

Andrea Brosseau advised the work can be completed in two weeks.

J. Lewis – In the Summer?

Andrea Brosseau advised when they close the school. It is the most opportune time to do it. It won't affect water anywhere else in the building.

J. Cardinale asked about exhaust fans? Are they up-to-code?

Andre Brosseau thinks they are grandfathered in; they are not in the proposal.

T. Croteau asked about an on-demand water heater.

Andre Brosseau explained the water heater reheats water in the high school in its own tank.

J. Cardinale – Is it cost effective to hold and heat water when you are not using it?

R. Horton advised the Board has consistently asked for information on separate on-demand water heaters because they don't know what amount of water will be used.

Andre Brosseau advised they can look into that. He will get the Board an answer on that. He will coordinate with Jackson Heating.

Andre Brosseau advised the total estimate presented is \$81,785.71.

R. Horton – Without three bids we can't move forward anyway.

J. Lewis advised it keeps things moving; need to move things along.

J. Lewis advised they have contacted Phinney Plumbing & Heating, but haven't heard back.

J. Cardinale thinks they need to contact contractors; plumbers can't do it all.

E. Jackson thinks if it is going to cost that much, they need to look at Grants for shelters.

R. Horton - Or a Warrant Article.

R. Horton feels if they look at a longer renovation plan for the gym, there is a lot that needs to be done along with putting in a stage. Is that something we want to look at as part of the project?

J. Lewis – Need to keep moving on this.

S. Thompson asked if they have a list of major projects moving forward.

J. Lewis – We do.

R. Horton – Would like to see that list. The Board has a list of things that haven't been completed over the last few years.

E. Jackson asked if the Board wants quotes or bids with specifications.

T. Croteau – What Andre Brosseau has done is pretty much what we needed.

R. Horton – It is a facilities project. D. Chamberlain reports to E. Jackson.

K. Bazan advised they need it on the agenda for the next meeting.

OLD BUSINESS:

R. Horton had a list of items he was looking for follow-up on. He wants answers by the next meeting.

***Additional Door Locks -**

E. Jackson advised First Choice was \$18,000 to do more locks. The Board said to go back to them, but they are now out of business.

***Kitchen Renovations -**

J. Lewis advised the faucet is being replaced.

R. Horton advised it was out of service for quite a while, E. Jackson advised just one faucet, the sink had hot water; that they had no hot water. That is unacceptable.

E. Jackson advised they will be here next week. All three sinks will have hot water.

J. Lewis advised with regard to the oven, the USDA was here and suggested a tilt grill rather than burners since they cook the same meal for everyone.

E. Jackson advised Nancy Dzedzic said she doesn't need a stove top.
R. Horton advised there is a single electric burner cooktop that is plugged in. He was told it was used.
E. Jackson doesn't think it is used.
R. Horton advised the steam pot will be replaced.
E. Jackson – Need someone to come out and give us a quote.
T. Croteau – Should go with what Nancy Dzedzic says.
J. Lewis feels meals are as healthful as they have been.
R. Horton advised on the Middle School side he has been told the meals are not as good as at the beginning of the year and they are cold.

***Stove hood -**

E. Jackson advised one company came out; haven't got a quote yet. D. Chamberlain contacted them several times.
J. Cardinale is not sure why we can't get quotes; what are we doing wrong?
R. Horton advised there is a website for municipalities to advertise for bids, etc. Are we putting it on there?
E. Jackson advised she was not familiar with that website.
R. Horton asked E. Jackson to check with D. Chamberlain.

***Non-working water fountains -**

R. Horton advised there is no reason they shouldn't be working. The kind that aren't refrigerated, that have no electricity, there is no reason they shouldn't work. Water is a big part of the day.

A student at the meeting advised there is one upstairs that doesn't work. The Board advised there are two down here that don't work.

R. Horton advised they should all work.

J. Cardinale advised when they can replace them, they will replace them with the new ones.

***Spot on wall in library -**

J. Lewis advised an attempt was made to remove the spot. He bought brick cleaner; it is lighter than it was. Thinks all bricks should be cleaned.

R. Horton advised worst case scenario is a company could come in and sandblast it.

***Non-working Smart Boards -**

E. Jackson advised to the best of her knowledge they are all working. They found the problem with one of them is a file error.

Staff advised a couple of them are not working. Heather Pelkey advised she sent an e-mail to the proper chain of people to report it.

E. Jackson advised she would be included in that, but she hasn't received the e-mail.

K. Bazan asked E. Jackson to check with Julian Stanway to see if the one with the file error is one that they will be replacing.

J. Lewis advised they should follow up with the teacher, too.

R. Horton wants to know if they are fixing what we have.

E. Jackson – Didn't know any weren't working.

R. Horton asked E. Jackson if she is working with Julian Stanway.

E. Jackson – Yes.

R. Horton wanted to be sure, as Julian Stanway was made a direct report to her.

E. Jackson advised there are projectors that need to be replaced next year.

R. Horton advised they invested in a program to help with workflow for the facility and track problems. With Administration's suggestion, they scrapped the program for an Excel spreadsheet. The Board wants to see a copy of the Excel spreadsheet again.

R. Horton – If Excel is not working, need to put a program in place.
J. Cardinale – A system in place keeps things moving.
R. Horton – Need to revisit it. Doing it this way isn't working. Need to find a better way.
J. Lewis advised they had agreed would try not doing School Dude or a similar program for a period of time. If they need to relook at it, that's what we do.

A student at the meeting advised two sinks in the girls' bathroom don't work.

R. Horton would like to continue to revisit issues to cross of the list.

R. Horton asked when a Network person is coming in to help with Technology. The Board had moved to have someone come in. There are too many times that e-mail has been down.

J. Lewis advised Eric Murphy is coming in tomorrow.

R. Horton – Should it be you or E. Jackson he meets with?

J. Lewis feels he should be there, too.

R. Horton advised Julian Stanway is E. Jackson's direct report. They have talked a lot about streamlining things.

***Science Lab -**

R. Horton advised the Science Lab was supposed to be kicked off January 1st.

J. Lewis advised they are doing it right. He invites the Board to tour the Science Lab. March 9th is the official kick off. It is already being used.

J. Lewis advised it was not done January 1st, but was done right. The whole school can use it now. Not everyone is using it yet. Feels they did it the way it should have been done.

Hannah Gagnon – Kids are very excited about the Science Lab.

R. Horton advised there are a lot of things we talk about and a lot of things that take forever to get done or don't get done.

***Behavior -**

R. Horton advised behavior is a very big issue. He had asked for the number of girls versus boys in ISS. They are trying to figure out why behavior is continuing to be an issue. Not looking to find out who sent the students out.

R. Horton advised they will table discussion until Beth Stevenson is here at the next meeting.

J. Lewis advised Mark Joyce spoke to him about doing a complete survey assessment; the price is still the same.

R. Horton advised he has been asked by several people about doing a new high school.

J. Lewis advised Mark Joyce gave a presentation. Do you want to see the company come in? They will look at the population, cost, enrollment, trends, etc. If we want a new building, what kind, etc.

T. Croteau advised he would like to see the presentation first.

J. Lewis advised there is no realistic way, E. Jackson and J. Lewis could work on this type of project and still do their jobs. The cost to hire the company would be \$12,000.

S. Thompson asked about C. Duquette's request regarding non-public minutes.

R. Horton advised they are not required to put non-public minutes on the website, but he has no problem doing it.

After discussion, **J. Cardinale MOVED to have microphones set up at each meeting; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.**

E. Jackson advised Marie Braley didn't receive non-public minutes, but J. Lewis and E. Jackson will make sure she has them and puts them up on the website.

***Music -**

R. Horton asked when the last time was that we had Band and Chorus as regular courses. How did we do it? How did the day's schedule work? It is not a budget line issue, it is a scheduling issue.

R. Horton - It sounds like there are lots of situations where people are asking why don't we have

this, why can't we do that. Explained in the beginning of budget session he asked Administration to break everything down. The Board received a list, but not something saying this is what we want, but we can't do it because of cost, etc. If we are doing a new school what would you need? Wants to know that \$12,000,000 would make us the best in the State and sheer money is the reason we are not good at test scores.

R. Horton wanted to recognize Hannah Gagnon and the Fifth grade on their good test scores.
Hannah Gagnon advised she shouldn't be mentioned without mentioning Brenna Iselin.
J. Cardinale - What do kids and teachers need and what's that take? He feels they are not striving to be number one. We were going to work with staff, the town, etc. to build the best; it is not happening.

FINANCIAL – E. JACKSON:

*Health Trust – Final reimbursement -
E. Jackson – Representatives will be coming with information for staff that will save them money on insurance. They are comparable to the plans with Health Trust.

K. Bazan MOVED to approve the Accounts Payable Manifest of 2/16/16 for Health Trust reimbursement in the amount of \$1,391.17; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

The Board asked about the bill for Johnson Controls.

R. Horton feels as the calendar changes, need to know how to change the controls.
E. Jackson – Need to upgrade and get a computer system where we can change it ourselves.

K. Bazan MOVED to approve the Accounts Payable Manifest of 2/18/16 in the amount of \$136,208.15; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

*CEP – Reason we were audited is we are the first in the State to do CEP. E. Jackson advised we were calculating at 52.27% direct certification, but enrollment in April was 47%, so we will be receiving less in funds. It will never go down in four years, but it can go up in April.

The USDA met with everybody in the Food Service Program plus E. Jackson and J. Lewis. They were very impressed with the Middle School salad bar.

E. Jackson advised there is currently \$100,000 in the Food Service account; should only have about \$70,000. They can use that money for equipment. Advised they also came up with the idea of using funds for cafeteria tables.

J. Lewis advised he wants tables with individual seats; that's what they need.

E. Jackson would like to see the majority of the money go towards food.

R. Horton feels food needs to be better.

E. Jackson advised they have an opening in Food Service and one person has been out all week.

She believes the position is in the Keene Sentinel. They are looking to have a dedicated person for the salad bar. They will be ordering trays and containers for that.

K. Bazan asked if Nancy Dziejdzic could come to the next meeting.

E. Jackson will ask her.

R. Horton thinks running the kitchen like an institution will make more issues.

T. Croteau doesn't think that is Nancy Dziejdzic's choice.

R. Horton – Regarding CEP, can we let the State know we would be happy to visit and discuss it with other schools?

E. Jackson – Definitely; she discussed that with the State.

*The 2012-2013 Audit has been drafted; 2013-2014 is being worked on. The last piece of 2014 is Food Service and then it will be done. The Auditors will write up their findings.

E. Jackson advised per the auditors, \$2,814 in charged lunches was not received. That amount needs to be paid to Food Service. How does the Board want to do it? She will need to take it from somewhere.

The Board advised E. Jackson to do it.

E. Jackson – Need to make the expectation that if students bring lunch and want milk, they need to pay for it or the District pays. The State didn't recommend doing that.

E. Jackson hoped the Policy Committee will make a policy for returned checks. She printed off Manchester and Keene's policy; also the Employee Charge Policy.

*Charter Trust – There was a meeting last Thursday. E. Jackson wasn't really impressed. Accounts were closed and lumped into one. Trustees want to invest those funds with Charter Trust.
K. Bazan feels they need to schedule a meeting with all trustees after the election.

*Currently there is \$203,000 in the Special Ed Trust Fund and \$252,000 minus \$50,000 that has been spent, plus \$25,000 in the Building Fund.

*All W-2's and 1099's went out on time.

*E. Jackson is meeting with the Bank and the School Treasurer on March 10th.

R Horton would like clarification regarding the number of teachers in the middle school. Feels we can work on things now. Should classes be longer in the core four classes? Are we doing what's best for students?

J. Lewis thinks they are always looking at that.

R. Horton wants to be sure they are using for children's specific needs; not just for Special Ed.

K. Bazan asked about recess in the Middle School; doesn't think they should have it.

J. Cardinale feels students need recess even if they don't go outside.

R. Horton thinks time could be used for Band or Chorus.

K. Bazan – Or study hall.

J. Lewis – It's 10 minutes. The reality is it includes time to get ready and in and out of class.

K. Bazan would rather add the time to lunch.

R. Horton advised the Ford Building is not designed for children who want to excel. Not set up to help kids work outside the current box,

J. Lewis – Thinks we can do that.

J. Cardinale feels that is a reason to tear down and rebuild.

R. Horton – If going to do it, need to do it right.

E. Jackson advised Marie Braley is working on scheduling.

J. Cardinale – Need to be open a few nights a week; need daytime and evening hours.

R. Horton advised he would support at the budget-level, a Special Ed educator to man that, someone for both Special Ed and Accelerated Ed.

J. Lewis would be reluctant to put both Special Ed and an accelerated program in the same place.

R. Horton feels the Alt Ed program needs a Certified Special Ed teacher who can provide additional help.

J. Cardinale feels if they do it right, it shouldn't cost the District anything for a Certified Teacher with benefits; not an ISS person.

R. Horton advised the Board will revisit it.

J. Lewis advised they should have information at the next meeting.

*E. Jackson called the bus company about the bill; reimbursement will be in the last bill. She asked for a list of existing routes so it can go out to bid. Typically it is too early, but she can use the existing routes; it won't include everything.

K. Bazan asked if ACCESS lost USDA funding.

E. Jackson – Not USDA, but the State had a problem because they did not have a designated sink.

J. Lewis advised the Church prepares the food and sends it here.

K. Bazan doesn't want anyone to get sick.

J. Cardinale asked about using the Life Skills kitchen.

E. Jackson – Jeremy Miller is looking for a memorandum signed by the School. We haven't signed it yet.
R. Horton – Thinks ACCESS should use the Life Skills room and they could pay for things the room needs.
K. Bazan advised the room should be cleaned.
J. Cardinale – Asked if a motion needs to be made.
J. Lewis – No.
J. Cardinale – That tells me it will get done.
J. Lewis – Yes.

J. Cardinale MOVED to post for the Principal position ASAP; SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.

E. Jackson brought a copy of the up-to-date budget. She will bring this same format each month.
R. Horton advised they are halfway through the year and we have five and a half million dollars.
J. Lewis advised it is very possible we will have a couple of out-of-district placements soon.
E. Jackson thinks conservatively they are close to returning \$400,000, but not guaranteed. Revenues are about \$30,000 less than what was anticipated. Advised she has budgeted that.
J. Lewis – Need to continue to search for additional revenues.
R. Horton advised always at the same time this year he gets very frustrated. They are asking Administration to work with the Board to send a message through J. Lewis that they are looking forward to getting back on track and working together with the staff.

Lindseigh Picard asked about the Keene contract.

R. Horton advised any discussion regarding a contract needs to be in non-public as it is negotiations.

Pelkey asked when will discussions and information be available to the public?

R. Horton at a public hearing.

Nicole Pelkey - Will that be before decisions are made by the Board.

R. Horton – Yes.

J. Cardinale advised it has been made public that the Board is looking at other schools.

Nicole Pelkey advised she would appreciate receiving information as soon as possible.

Hannah Gagnon feels it would be helpful if information that is going to be discussed at an upcoming Board meeting is on the agenda so people know before the meeting.

R. Horton advised the agenda is very standard.

Hannah Gagnon feels for example, if Music was going to be on the agenda, she would be here.

R. Horton understands there are lots of subjects that come up. He recommends that people come; more than only if what they want to hear about is on the agenda.

J. Lewis advised there are some things the Board wants follow-up on that will be discussed at the next meeting.

R. Horton advised they will take the suggestion under advisement.

SUPERINTENDENT'S REPORT – J. LEWIS:

* J. Lewis advised there is a situation now that isn't working out with Alt Ed. He wanted the Board to be prepared that a parent might come to them. Advised numbers are increasing; need to adjust current use of the program.

J. Cardinale – Could we use for Alt Ed for the Accelerated program?

J. Lewis advised he wants to include that.

J. Lewis advised the program wasn't intended for problem students in this building.

*Stop Sign seems to be working, but there are still concerns. Plan to add large white stripe across the road as well as additional precautions.

*Discussed delay/cancellations due to weather. Have had to cancel school twice this month; haven't heard much about it. Advised he does try to make the decision the night before as much as he can.

R. Horton advised he had an issue with the bus company picking kids up and then turning around and going back.

*Additional Preschool teacher selection is Friday; target date to begin is March 7th.

*Computation t-shirts are being printed.

R. Horton advised if the signs for no dogs on school property will not go into the ground, ask D. Chamberlain to drill holes.

*J. Lewis advised he won his first court case prosecuting a Keene student.

COMMITTEE REPS:

Professional Development:

They are going over the survey results; are halfway through. They will get through the other half at the next meeting. Val Carey should have a report at the next meeting.

Technology:

They have gotten some more chrome books.

Energy Conservation:

J. Lewis advised the sensor switch works fine; he likes it.

R. Horton can the Committee look at a plan for those?

J. Cardinale thinks they should do 10-12 rooms; they are easy enough to switch out.

R. Horton reported on the Student Council. They held a dance and 35-37 students attended; it was held right after a home game in the elementary cafeteria. It was very contained, very controlled. The kids were great and really enjoyed it. The Student Council has raised \$850.00 so far.

J. Cardinale asked about the younger grades.

R. Horton advised the Student Council has been a Middle School group. They have gone to classrooms and helped out and volunteered for Read-Across-America. The PTA has done events for the younger kids. Thinks the Student Council would be happy to do an event for the younger kids.

R. Horton advised Sarah Louder and the Student Council are putting on a Meet the Candidates Night on 2/29 for the School and the Town. The Grange is providing the food.

CITIZENS' COMMENTS:

Nicole Pelkey advised with regard to acceleration, she thinks teachers have done a good job identifying students and adding a few bits and pieces for them. Feels it is easier to do in the younger grades.

Lindseigh Picard would agree with that.

J. Cardinale understands teachers need to teach to the masses, but feels they should help provide a little more to other students.

R. Horton advised this is a conversation they have had for many years.

Sue Rice feels they should run an intervention program all the way through the grades.

R. Horton thinks it should be in the younger grades.

Hannah Gagnon regarding 5th Grade Smarter Balance tests; both are good teachers who make use of technology and classes are very small. Advised years ago she had 25 students; couldn't do what they do now with that many in a class.

J. Cardinale – Want to see 18-20 kids in class; hoping to get to that. Very difficult having kids in different levels.

Lindseigh Picard asked if there is any way to potentially add a bus list, delays, etc. to Blackbaud.

J. Lewis – That is a big issue and a bigger issue is problems on the bus.

Lindseigh Picard advised her student was delayed in getting home; it happened before and there was an accident.

J. Cardinale advised they don't hear about issues once the bus leaves until the next day.

J. Cardinale feels parents need to step up and make kids behave.

Lindseigh Picard reiterated Ms. Gagnon's feelings on small class size.

Lindseigh Picard advised she would advocate for a large search committee for the principal's search. Feels it worked well before.

Lindseigh Picard has heard many people who were surprised Music was not done the same as it has been.

J. Cardinale feels if they don't do Band and Chorus in the Middle School grades, kids won't get in in high school.

R. Horton advised his concern is how much time do we have in a day? Thinks kids should go all year because they need it. Why can't it be after school?

Lindseigh Picard advised she has no problem as to when it is.

E. Jackson advised her son missed class for Band.

Sue Rice advised discipline doesn't just involve ISS; could put them in Focus I and Focus II. Need to look at the whole picture, not just ISS stuff.

Sue Rice asked about a Para working with a child who doesn't have an IEP. Feels need to be careful with that.

J. Cardinale MOVED to go into non-public session at 9:56 pm; under RSA91-A:3(c) SECONDED by: K. Bazan, 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 10:17pm; SECONDED by: R. Horton, 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 session the Board discussed a personnel issue.

K. Bazan MOVED to seal the minutes of the non-public session until there is a resolution; SECONDED by: J. Cardinal, VOTED: 5-0, MOTION PASSED.

K. Bazan advised he has a conflict on March 17th and would like to switch that Board meeting.

After discussion, the Board agreed to hold the second meeting of the month on March 14th.

J. Cardinale MOVED to adjourn the meeting at 10:22 pm; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary