

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
MARCH 3, 2016**

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

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

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

CITIZENS COMMENTS:

None.

MINUTES:

J. Cardinale MOVED to approve the January 14, 2016 Budget Work Session Minutes amending Steve Crussili to Steve Fucille; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

K. Bazan MOVED to approve the January 18, 2016 Budget Work Session Minutes amending Steve Crusilli to Steve Fucille throughout; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

K. Bazan MOVED to approve the January 21, 2016 Board Minutes as printed; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

K. Bazan MOVED to approve the February 4, 2016 Board Meeting Minutes as printed; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

GUEST SPEAKER – NANCY DZIEDZIC:

N. Dziedzic came to the Board to discuss Food Service. She advised that she went to look at a six burner stove at the Rustic Table Restaurant. She doesn't think it would be feasible for us; they cook to order. There are a lot of pots on their stove; she doesn't have a lot of pots. She wouldn't want to lose her big pot. She explained the USDA felt she should look at a tilt skillet. Have that on this side, have never used it. Feels need to replace the steamer which connects to the big pot and the non-working griddle. Feels they should look at a piece of equipment compatible to what they have along with a steamer and big kettle.

R. Horton asked about the stove hood.

E. Jackson advised never got a quote; contacted other companies and still contacting companies. Feels first need to know what's going to go underneath it.

R. Horton - Even if we don't replace equipment need the hood replaced. Need to be sure equipment will work with long-term plan of renovating the kitchen.

E. Jackson advised there is \$100,000 in the Food Service account.

R. Horton – If that's what Nancy Dziedzic feels they need, that's what we should get.

N. Dziedzic doesn't think they need a griddle.

R. Horton is afraid they are not keeping the vision of better food.

Nancy Dziedzic advised she can't buy fresh food to be used that day. That means they would have to buy and cook fresh rather than frozen.

R. Horton feels the conversation is different than in the past. Hearing kids are not happy with the food. Want to bring meals from home. Feels that is disappointing.

Nancy Dziedzic feels are not many on the other side who bring their lunch. She is still cooking the same food; same menu as when Iva was here. Basically it is the same menu as in the past; same menu as Keene.

Nancy Dziedzic advised she makes fresh pizza every other week.

J. Cardinale advised if we want to serve the best meal of the kids' day, how many people do you need?

Nancy Dzedzic advised need three or four people next door; have two now. One would be designated for the salad bar.

E. Jackson advised they have received three applications in six weeks for the open position. The problem is the salary scale.

R. Horton feels if they can't hire; the reality is will need to contract out.

E. Jackson advised they have less people and serving twice as many meals.

J. Lewis will put the open position in the newsletter.

J. Cardinale – What if we increased the hours to full time?

J. Lewis – It is a negotiated item.

E. Jackson asked where they would add the hours.

J. Cardinale – There is always prep that can be done. If you add two hours per day for each person, would that help?

R. Horton – Have you been able to visit other schools?

N. Dzedzic advised no, but she had the KHS menu with her.

J. Cardinale – What would we have to do about adding two hours to the day?

R. Horton – That would be negotiations; discussion needs to be in non-public.

K. Bazan asked Nancy Dzedzic to let the Board know exactly what Food Service needs for equipment and ideally what they need for personnel on both sides.

N. Dzedzic advised she will do that.

K. Bazan knows there are certain foods she needs to purchase and rules they need to abide by.

The Board likes the idea of the salad bar on this side. Feel it is beneficial to the whole school.

Nancy Dzedzic advised they have a tiny salad bar on the elementary side; kids love it. Maybe they could use a bigger one on the elementary side, but not as big as the middle school side.

The Board asked what has been fixed and what needs to be fixed in the kitchens?

Nancy Dzedzic – Heat, hot water, sinks have been fixed. Light needs to be replaced.

Dishwasher needs a set screw replaced. The biggest thing is the steamer.

R. Horton – Have surplus, need to get those things fixed.

R. Horton – Can the steamer make the rest of the year?

Nancy Dzedzic – Yes, only 65 days left of school.

J. Lewis advised need tables.

R. Horton – There needs to be a master plan for all.

J. Cardinale – Need to do the kitchen work before we get the tables.

Steve Thompson advised the staffing issue concerns him. Feels it is amazing that they can do what they do, if they are that short-staffed.

R. Horton advised they will do what Nancy Dzedzic needs to do to staff the Food Program.

E. Jackson – Need to recruit, not just take applications.

R. Horton asked about a job fair.

E. Jackson – The school should go to job fairs.

J. Lewis – Anytime we get people in the building it is an opportunity.

R. Horton – How about an apprenticeship?

Nancy Dzedzic – Would need to see if it is legal to have kids in.

Val Carey advised it is legal as long as we do it along with the DOL and it is approved by them and done as an internship. As long as it is part of the school program and students earn credits.

R. Horton advised there are food programs in all high schools.

R. Horton advised N. Dzedzic to keep up the good work; not easy being short staffed. The Board supports better food. Feels they have come a long way. Don't want to veer off the plan of fresh, good food.

Nancy Dzedzic advised she buys fresh fruit and veggies as part of the Fresh Fruit and Vegetable Program.

E. Jackson thinks \$22,000 is allotted.

Nancy Dzedzic – We are reimbursed.

The Board discussed computers.

Sue Rice advised the one on this side was not working today.

Nancy Dzedzic advised it was too busy today; will be using it tomorrow.

R. Horton – Is there another way that's faster than kids putting in their numbers?

N. Dzedzic – It is a lot faster, but over here some kids will give the wrong number and that slows thing down.

E. Jackson advised it is the same system they use at KHS. Kids need to get used to inputting numbers.

Sue Rice – When they put numbers in, in the past there was no line.

Nancy Dzedzic – In the past the system always went down and slowed things down.

That's when we went to pen and paper.

R. Horton feels they need to look at other schools. What do they do?

E. Jackson advised they have a person for just cashiering.

N. Dzedzic – Not sure what to do about time issue; getting kids fed in a timely manner.

J. Cardinale feels kids should go right to the cafeteria for breakfast instead of the classrooms. Then they would be the responsibility of the kitchen staff.

Nancy Dzedzic advised they feed a lot of kids.

T. Croteau feels it is an issue that needs to be looked at.

R. Horton feels that is another example of, if something is not working, need to break it down and start over.

OLD BUSINESS:

J. Cardinale asked about ACCESS and access to a kitchen.

E. Jackson met with J. Lewis and Jeremy Miller; discussed using the Life Skills room to cook food for the ACCESS program. The MOU had to be redrafted to include that.

E. Jackson advised the room would need some renovations; reviewed plan with the Board.

E. Jackson asked the Board what they want to do about the cost.

J. Cardinale feels ACCESS should pay some of the cost, but they need the room for Life Skills, too.

E. Jackson is working on getting figures.

E. Jackson – Nancy Dzedzic received a complaint from the State regarding ACCESS preparing food.

R. Horton – Don't want to turn this into a negative. ACCESS is good for our kids; need to fix the problem.

E. Jackson – Jeremy Miller is not supposed to be preparing food at the school. He is supposed to bring it in in coolers.

E. Jackson spoke with Don Chamberlain. The plan is to have the contractors here during Spring break and done by April 30th.

R. Horton asked when they would expect to have something to the Board.

T. Croteau asked E. Jackson to bring quotes by the first meeting in April so they can vote on it.

FINANCIAL – E. JACKSON:

After questions by the Board, **K. Bazan MOVED to approve the Accounts Payable Manifest in the amount of \$112,515.49; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

K. Bazan added to the notes, the signing of the February 10, 2016 Payroll Manifest in the amount of \$221,626.01.

K. Bazan added to the notes, the signing of the February 26, 2016 Payroll Manifest in the amount of \$216,942.17.

K. Bazan added to the notes, the signing of the February 26, 2016 Payroll Manifest in the amount of \$172.24.

E. Jackson brought answers to the Board's questions from the last meeting and reviewed:

*Showers – E. Jackson and J. Lewis explained EEI Construction/Granite State Plumbing came in to look at the project. J. Lewis will be calling engineers to come in.

E. Jackson advised waiting to hear back from the contractor and will also call Hillson Contractors.

R. Horton will get the phone number for E. Jackson.

E. Jackson advised she needs specifications so they can put it out-to-bid.

R. Horton advised they need an engineer in here.

R. Horton would encourage a plan for bathroom repairs, i.e., retiling, fixing/replacing broken fixtures, stalls repaired or replaced, etc.

J. Cardinale advised the bathrooms need to be looked at everyday so we can repair them as we go.

R. Horton asked about bathroom exhaust fans.

J. Lewis advised they all have them.

***Brick cleaning** – Plan to have a mason come in and clean the area in the library. They are coming to work on the rest of the outside of the building; can look at the wall at the same time.

R Horton – And the sidewalk.

***Technology** – Will send a reminder to the staff regarding proper channels to report things that need to be repaired/replaced. E. Jackson advised the Smart Board that was not working as mentioned at the last meeting, wasn't reported through the proper channels. E. Jackson did receive an e-mail the next day. She explained it is more of a procedural issue. Advised Julian Stanway went through the list of Smart Boards; two are probably going to go. He will fix them. Four classrooms and Music don't have Smart Boards; have never had them.

Sue Rice suggested maybe using a 3x5 card with a number to call.

R. Horton understands may need a quick reference.

E. Jackson – That's fine, but still need paper trail.

E. Jackson advised they are working with SymQuest.

J. Lewis – There are other companies. Does the Board want to look at those?

The Board advised they want to sign with SymQuest.

R. Horton advised e-mail was down again.

E. Jackson advised it didn't go down it was taken down for Maintenance.

The Board advised they want to be notified when that happens.

E. Jackson advised they can do that.

S. Thompson advised when they move to 365 it should alleviate that.

Val Carey advised Julian Stanway did not know days ahead when he would be doing this.

He was trying to accommodate everyone.

***Bussing** – E. Jackson has a copy of a proposal; it is a work-in-progress. Thinks they need to have First Student come in. Need to know what they have for routes and busses each year.

***Health Trust** – Assigned new rep. The School Board needs to appoint a person to adopt and authorize a plan.

K. Bazan MOVED to have the Superintendent be the person to adopt and authorize the Health Trust contract; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

ASSISTANT PRINCIPAL'S REPORT – BETH STEVENSON:

*Monday was a workshop day; very busy. Staff was very engaged.

*Read-Across-America is this week. There are lots of activities and guest readers, Dr. Seuss' birthday, etc. It ends tomorrow. Matt Nanci from the Sentinel was here.

*Presenter was here for K-8 Career/College Night. There was not a great turnout. There was a lot of great information. The presenter had an idea of giving extra credit for kids who take part.

R. Horton advised there was a lot of great information that needs to be shared with staff. Colleges look at rigorous course work. Need to be reaching higher than foundation-level classes.

Beth Stevenson - Can't wait until high school.

Beth Stevenson advised the presenter is willing to come back.

*MCVP is coming in at the next staff meeting to offer workshops to teachers.

*Staff updates – Kindergarten had a successful open house. Twenty kids visited Pre-school and Kindergarten. Amanda Norberg has set up different displays in Kindergarten and the First Grade area. Jolene Miner has advised seventh grade projects will be in the hallway to view.

*ISS – Distributed information to the Board.

J. Lewis advised they are in a very small school. Need to be careful; thinks it more prudent to go into non-public session to review.

B. Stevenson reviewed the rest of the information. Feels they need to do more positive affirmations for kids.

Advised overall ISS numbers are down, almost in half since the beginning of the year.

**J. Cardinale MOVED to amend the Accounts Payable Manifest from \$112,515.49 to \$112,515.29;
SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.**

SUPERINTENDENT'S REPORT – J. LEWIS:

*Working out details/logistics of an additional Pre-School class. New Pre-school teacher begins Monday, March 14th. Open house is Friday the 11th. Have done clean-up; have gotten supplies/equipment for new teacher. This is a great step.

*Monadnock Regional System of Care Planning Grant Meeting. It is a project to assist families in Winchester. What do families in Winchester need? It is a big deal. Dennis Calcutt, Project Manager will be at the Board Meeting on April 7th to discuss.

*The way vacation falls there will be back-to-back Board meetings on April 7th and April 14th
R. Horton – Need to be ready, April 15th is coming; need to notify regarding recommendations.

*Dr. Carl Ladd will be here on March 14th as a guest speaker to discuss high school options. The Board will discuss in non-public session.

*Five children came in on the workshop day; parents said they didn't know about it. J. Lewis feels the next step is to text or put it on Facebook. They could add audio to the webpage.

*Will be giving out t-shirts for fact computation progress. They need to be earned.

*Going to move cameras to phones. Current cameras are not working well. J. Lewis would like to move the screen to the cafeteria.

*Grand opening for the Science Lab is Wednesday, March 9th.

*Crystal Wilder won 5,000 Box Tops for Education and gave them to the Winchester School.

*We are going to need new phones; seeking options.

E. Jackson advised the cost will be about \$25,000; have budgeted for this.

*Johnson Controls had to come out. The panel is from 2005, they don't make those parts anymore. We don't have a maintenance agreement. The company suggested upgrading the panel. The cost is about \$12,000, just on this side of the building; then they can work on it remotely. They came in yesterday so we don't have a proposal yet.

*R. Horton feels there is a serious issue regarding updates and renovations in the facility. Doesn't think they can save for it, need to get a bond.

R. Horton feels the Board needs to be prepared for next year to go to taxpayers for a warrant article to renovate the existing school.

T. Croteau feels weatherization improvements would help, too.

E. Jackson advised Johnson Controls could do that type of audit, too.

R. Horton thinks looking at close to a \$2,000,000 bond. Need to do whatever needs to be done.

J. Cardinal thinks it would be more like \$3,000,000 if adding the third floor, etc.

E. Jackson – Maybe there needs to be a strategic plan.

R. Horton – There definitely needs to be a strategic plan.

R. Horton – May need to form a committee.

E. Jackson advised the Wellness Committee should have two School Board members on it.

J. Cardinal MOVED to put a part-time Language teacher in for next year; SECONDED by: K. Bazan, after discussion, VOTED: 5-0, MOTION PASSED.

J. Cardinal MOVED to approve an after-school stipend position for Band or Chorus for this Spring and fixing instruments, looking at two seasons, like Cheer; SECONDED by: S. Thompson, after discussion, VOTED: 5-0, MOTION PASSED.

K. Bazan asked if offerings have gone out for Spring sports.

J. Lewis advised have sent out notifications in the newsletter, etc.

R. Horton has done research looking at other schools and how they work with Principal/Assistant Principal. Would like to research and be ready at the next meeting with Assistant Principal/Curriculum Coordinator position. He has information he will forward to J. Lewis.

R. Horton – Curriculum Coordinator, part of the position is Grant funded. Can we move it or would we lose it?

E. Jackson – Would lose \$12,000.

R. Horton thinks that is a good conversation to have.

After discussion, the Board agreed to change the third meeting of March to Tuesday, March 15, 2016.

J. Lewis advised Dare Graduation was excellent; two students gave a great presentation.

R. Horton advised this is the last meeting of this session. He thanked Jason Cardinale and Steve Thompson for their work and time and wished them good luck at the polls.

COMMITTEE REPS:

Selectboard:

E. Jackson advised the Selectboard didn't receive the information she sent them, will send again.

Professional Development:

There will be a meeting in two weeks.

Energy Conservation:

J. Lewis advised the sensor appears the on when no one is there.

J. Cardinale advised them to keep an eye on it.

CITIZENS' COMMENTS:

Sue Rice suggested if Nancy Dzedzic is having trouble hiring, maybe they could try something new and different than putting it in the newspaper. To know what's going on now, they need to go to the office and look at the screen. She suggested maybe putting the screen out in the lobby with all the news, days off, hirings, etc. She suggested a sign outside that scrolls, for everyone to see.

J. Lewis advised ultimately that's what they want, a state-of-the-art sign. That is a long term goal.

Sue Rice - Maybe a bulletin board in the lobby with things of interest on it would work.

E. Jackson - Could also include posting as all-staff.

J. Lewis advised we do that.

R. Horton thinks Sue Rice means for everyone. We could do a slide-show. Maybe it could be a project for the computer class.

J. Cardinal – School or SAU Facebook page.

Nancy Dziedzic – As of the 14th will give the Preschool lunch; will be about 24 kids.

Sue Rice asked how many signed up for the Pre-school class.

Val Carey thinks there are seven and six more had signed up. Marie Braley is calling others; haven't heard back from everyone.

Lindseigh Picard feels if they will be offering Music as just an after-school program, maybe they should do Chorus; kids can't just pick up an instrument and start playing. Before, kids started playing in the fourth grade.

R. Horton advised they will let the Music teacher see what he can come up with.

Lindseigh Picard – It doesn't sound like an after-school program would lend itself to Band; maybe voices would work better.

Lindseigh Picard asked about the Admin structure.

R. Horton advised there will be a full-time Superintendent, a full-time Principal - which has been posted and an Assistant Principal/Assistant Curriculum Coordinator. Explained in other districts, that works very well. It would be the Board's decision. Advised for many years he hasn't thought the Curriculum Coordinator is a full-time position. Advised they are committed, as a Board, to put those positions in place for at least a year.

J. Cardinale MOVED to go into non-public session at 9:50 pm. under RSA91:A-3(d); SECONDED by: K. Bazan, K. Bazan – yes, R. Horton – yes, J. Cardinale – yes, T. Croteau – yes, S. Thompson – yes, MOTION PASSED.

J. Cardinale MOVED to leave non-public session at 10:03 pm; SECONDED by: S. Thompson; K. Bazan – yes, R. Horton – yes, J. Cardinale – yes, T. Croteau – yes, S. Thompson – yes, MOTION PASSED.

J. Cardinale MOVED to go into non-public session at 10:03 pm. under RSA91:A-3(c); SECONDED by: S. Thompson; K. Bazan – yes, R. Horton – yes, J. Cardinale – yes, T. Croteau – yes, S. Thompson – yes, MOTION PASSED.

J. Cardinale MOVED to leave non-public session at 10:25 pm.; SECONDED by: K. Bazan, K. Bazan – yes, R. Horton – yes, J. Cardinale – yes, T. Croteau – yes, S. Thompson – yes, MOTION PASSED.

R. Horton advised while in the first non-public session the Board discussed Negotiations and in the second non-public session the Board discussed Personnel.

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

J. Cardinale MOVED to adjourn the meeting at 10:28 pm; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary

