

## Winchester School Board Meeting July 21, 2016

Board Members Present: R. Horton, K. Bazan, L. Picard, S. Thompson, T. Croteau.  
Administration Present: J. Lewis, E. Jackson, M. Duprey, V. Carey

The meeting was called to order by K. Bazan at 6:35pm.

**T. Croteau made a motion to approve a second reading of June 16, 2016 minutes.  
L. Picard seconded. 4-0-0 (R. Horton absent) Motion passed.**

### OLD BUSINESS:

Superintendent evaluation:

L. Picard advised that the evaluation process should be used as a tool for getting better. The important pieces that should be included are going toward a specific goal, putting a value to the goal, and adding a comment section.

K. Bazan said that what was used last year was cumbersome and it did not apply to our goals. He added that we didn't get much out of the evaluation. We did have a section to add our comments on at the end.

L. Picard said that the 13 bullet points on the suggested form is good but we need to align our goals. It should be much less of a rubric or corporate evaluation. She says the second sample evaluation was better because it gives the task you are reviewed on, a value of how it was done, and comments. We should be using the job description in the tasks.

K. Bazan mentioned that we should take into account the old and new job descriptions and would like to see the nonpublic minutes from last years' evaluation. There should also be a time table setup for evaluation and he hopes it will be done by the start of school. The goal was then established by K. Bazan to be completed by August 18.

L. Picard will have a template done by August 4th.

The discussion was tabled until R. Horton was present.

The absence of R. Horton led to moving on to the financial report.

### FINANCIAL REPORT:

K. Bazan read the Accounts Payable Manifest for 2015-2016 as \$77,303.71, the payroll for 7/15/16 as 100,123.69 and also the payroll for 7/15/16 as \$2047.78

E. Jackson gave quotes on a new server. The old quote was for \$9,000 plus \$4,000 for labor. The first choice for a new server is from HP at \$2,518 with no labor cost because Julian can install it.

Thompson advised that the old server quote we had was so much because it was much bigger, much more space, than we need.

E. Jackson gave the quote of the second choice which is Newegg for \$826.00. There was uneasiness among board members about why that cost is so low.

E. Jackson said it is just the hardware quote without labor included.

S. Thompson asked about how much of the building and installation Julian can do and why it said on the specs sheet that there was no hard drive included for the HP server. Julian would have to be consulted about that.

K. Bazan would like the new server installed by the start of the school year.

E. Jackson gave a quote for Office 365 from the Transcend Corporation. It is for 150 use licenses at \$13.20 per unit leading to \$1980.00 total. We could use Simquest but the original cost for Simquest was much more.

E. Jackson advised to make a decision on the tilted kettle and pressure steamer for the kitchen. There was a hold up on the metal for the hood.

T. Croteau advised that Hampshire Fire Protection is contacted.

K. Bazan was concerned about only having a one-year warranty on the equipment. E. Jackson advised buying an extended warranty.

E. Jackson reported that the companies were just online quotes and do not include plumbing, electrical, or labor costs.

T. Croteau is also concerned about the limited warranty.

L. Picard advised that most times the warranty doesn't cover the major or most common problems anyway.

**T. Croteau moved to purchase a tilting kettle and pressure steamer for \$38,606 from Kittredge equipment. Seconded by S. Thompson. 4-0-1 (R. Horton absent) Motion Passed.**

Picard advised seeing the invoices with the date ranges. Need a written summary of all the work done.

E. Jackson reported that there is a \$1800 bill that has not been itemized yet.

L. Picard asked if there was a reason we do not bill monthly. There is no reason but we would prefer monthly bills.

E. Jackson reported that the total bill was \$16372.99.

E. Jackson advised that the energy committee meet.

T. Croteau recalled that there was something that needed to be done to weatherize the building. It was something to do with the insulation and doorways.

S. Thompson added that it had something to do with when the ceiling tiles are moved to the side in the Thayer building and the sky/roof is visible.

E. Jackson reported that nothing has been paid to that yet.

L. Picard would like to know when a bill for that is received.

E. Jackson reported that we have 5 buses and 2 at midday for special education in a contract to and from Keene High for 180 days a year. Each bus route change and cost is in the contract.

K. Bazan asked if it is correct amount on the contract? He will not approve it until it says the correct amount on the bill.

E. Jackson reported another costs for 2 field trip buses to Northfield Mountains when we only used one. The other was a miscommunication within the bus company.

**L. Picard moved to approve the Accounts Payable Manifest for \$37,713.31. T. Croteau seconded. 4-0-1 (R. Horton absent)**

K. Bazan requested to omit \$39,590.40 for First Student until the correct amount is on the contract.

**L. Picard moved to approve the Accounts Payable Manifest for \$71,257.11. Seconded by S. Thompson. 4-0-1 (R. Horton absent) Motion Passed.**

**K. Bazan moved to take a 10-minute recess. Seconded by T. Croteau. 4-0-1 (R. Horton absent) Motion Passed.**

7:28 back in session

OLD BUSINESS:

K. Bazan summarized the discussion about the superintendent evaluation. There are different forms than last year and a timetable was set up. L. Picard will modify it and have it by Aug 4. Will need the non-public minutes of last year's evaluation by then.

Third reading of the DKA-payroll procedure.

**R. Horton moved to accept DKA-payroll procedure. Seconded by L. Picard. Voted 5-0. Motion passed.**

EHAA Computer/internet security

R. Horton advised to include waiver for personal equipment on the network in the computer/internet security policy. J. Lewis says that any equipment already has to go through the IT guy.

S. Thompson advised that “discs” in policy is vague and it should be changed to Personal Storage Device.

L. Picard and S. Thompson asked for clarification of the kinds of storage devices.

J. Lewis advised that everything should be approved by IT. He says that Julian automatically gets a message when unauthorized websites are used.

Sue Rice asked what protocol is for classroom storage devices.

R. Horton advised everything to go through email so that it can be sorted through the firewall. L. Picard agreed.

K. Bazan advised a new, straightforward policy and that after we get Microsoft Office 360, we won't need Personal Storage Devices.

Valerie Carey advised that making that change takes time and that it will be a learning curve. She says that staff is advised not to open links that are in emails.

K. Bazan advised to talk to Julian about the policy and to make sure the information gets to the staff.

R. Horton advised that the policy should not inhibit people or their work and that the network needs to be safe but it can't slow down the work process.

J. Lewis advised more technical training.

K. Bazan advised that the new policy be ready by the start of school.

L. Picard advised that the current #10 in the policy be put last.

J. Lewis advised that discharge be changed to dismissal.

#### NEW BUSINESS:

J. Lewis advised looking into a transgender and gender nonconforming student policy. Many schools are completely modifying restroom set ups. It is recommended and highly suggested by the NHSBA.

R. Horton asked if there is anyone who can talk to the board for more information.

L. Picard advised a few groups that are in Keene.

R. Horton asked why we need a policy.

K. Bazan advised that there are already policies happening in Washington DC for students.

V. Carey shared that there have been local lawsuits regarding sports teams, locker rooms, etc.

L. Picard advised staff training and information as well.

#### KEENE HIGH COMMITTEE

J. Lewis advised that the committee will move forward and set new times and dates to meet.

K. Bazan advised to redefine what Keene High Committee is doing and to have more communication with the Keene School Board. J. Lewis advised that the committee needs to get together to fine tune communication with Keene.

L. Picard says that we need the Keene School Board's active participation.

K. Bazan advises to establish communication with Keene before we meet as a committee. They don't have a subcommittee like ours and maybe we could ask them to set up a sub group to meet with ours.

L. Picard advised community members be a part of the committee as well. K. Bazan agrees that the community should have the opportunity to be involved.

L. Picard and J. Lewis advised that it be advertised in the newsletter. L. Picard says that the board should establish a goal and then put it out to the community.

K. Bazan advised that communication be set up with Mr. Logan or Mr. Mulley. J. Lewis says he will call tomorrow.

L. Picard advised that the goal be established at the initiation meeting.

K. Bazan reports that the 2015-2016 report from Keene High School has not been received but he has concerns about the 2014-2015 report. The average GPA for all of Keene High is 2.83 and for Winchester are at 2.43. He is unsure as to whether or not that is weighted. Weighted GPA means that AP courses are included. Out of the AP courses taken at Keene High in 2014-2015, three courses were taken by Winchester students and a total of 256 AP courses were taken by Keene High students. K. Bazan wants to know when the 2015-2016 report will be ready and if they can get numbers for discipline problems.

L. Picard asked how those numbers compare to other sending schools.

K. Bazan says there is no way of getting them and if we had this information last year's we could have done something about it but now it is just one year that was wasted at Keene High School.

E. Jackson asked if dropout report was included. K. Bazan said it was not.

### Board Training Dates

J. Lewis asked what dates were best to have the trainer.

L. Picard asked all the trainings will happen in one day.

J. Lewis wants to add in transgender training as well.

K. Bazan advised August 22.

R. Horton advised two separate training days. Start with one and if they are not ready after one, they can add another.

E. Jackson gave an update that the server does not ship with a hard drive and that would be another \$60. The bus contract does have 180 days.

T. Croteau advised that they talk more about 180 days for high school and 175 for elementary.

#### PRINCIPAL REPORT

Mike Duprey thanks for the warm welcome. He has started scheduling thirty minute meetings with staff as a meet and greet, seeking advice and concerns from staff and taking notes on how to approach things. Very pleased to hear so much about the faculty "family."

K. Bazan advised a "Meet Mike Night" in August.

M. Duprey requested an enrollment estimate.

V. Carey announced that it was 424 students as of now but Pre-K and Kindergarten are preliminary.

J. Lewis says that screening is 22 and 23 and there will be a better estimate on the 24th.

L. Picard advised that the meet and greet is different than open house.

#### ASSISTANT PRINCIPAL REPORT

V. Carey reported that there have been huge gains in the preschool program this past year. They are part of a preschool leadership program that is being advised by Tammy Vidam. They added new members to the team and talked about strengths and weaknesses. They Made a summary of their priorities which include the collaboration with other preschools such as the Learning center and Head Start. They already added a second preschool classroom that is a Least Restrictive Environment which places children with disabilities in a typical educational environment that is closest to what is needed. Special Education students in the classroom have to be at 50%. If there are 6 typical students, there needs to be 6 special education students. When the program is full, they can give recommendations to local preschools. If the students just have a speech problem, it is best to keep them in a typical classroom. Amy Hill went to visit other programs this year. She saw collaboration with kindergarten teachers. V. Carey reports that collaboration is already happening by scheduling planning times of preschool teachers and kindergarten teachers at the same time. Outreach is also helping early enrollment. Any special education student is helped by our case manager and preschool teacher.

K. Bazan asked when we will fill up.

V. Carey reported that there is already a waiting list. E. Jackson, Jen Heise, and Marie Braley have already discussed placing students once it is full. They are waiting on Marie to finish making family phone calls. With the special education classroom, they need to check the numbers for ratio. If they can't find enough space, they will send students to the Winchester Learning Center or Head Start but we will have to pay the tuition.

K. Bazan is excited that the preschool has grown.

J. Lewis says it is because we didn't wait too long to make a decision to add another classroom.

## SUPERINTENDENT REPORT

J. Lewis reports that

-Mike Duprey is filling a gap very nicely.

-if there is anything that needs to go into the newsletter, it should be submitted to him by next week.

V. Carey reminded him to put bike helmet policy in it.

J. Lewis asked what our Keene High students need. There are already teachers going to and from Keene High to gain information.

J. Lewis advised an interstate agreement between NH and MA. there is already one with VT and ME but not MA. The attorney of Massachusetts has approved the idea. J. Lewis will keep the board involved. Will need to go to the NH Board of Education. This is not immediate but should be looked at for down the road. It would have a cost attached but it will also put Winchester on the map in a positive way.

S. Thompson advised to think about the cost to effect ratio.

L. Picard requests to see a plan with dates and goals.

J. Lewis appreciates the board's blessing to give this gift to the future of the school.

K. Bazan advised that it is a long process but he encourages and supports it. It should go on the agenda for the next meeting.

J. Lewis reports that Alternative Education is going okay. We are making sure everything is happening the way it should. We want to encourage more adults because we want people to be educated and give them opportunities.

R. Horton advised to reach out to VLACS and have them come preset. They have dual credit courses that align with continuing education.

J. Lewis will ask Steve Kosakowski to come speak.

J. Lewis advised to go through the organizational chart for the chain of command.

R. Horton advised that the curriculum coordinator be moved to the side so there is a line to the superintendent and a line to the principal. There needs to be more connection between the curriculum coordinator and both the principal and the vice principal. In the past, curriculum coordinator position was spent organizing/managing the paraprofessionals.

T. Croteau advised that there be a specific person to report to.

L. Picard advised that Mike, Jim, and Val set the parameters on who reports to who.

T. Croteau advised that the staff needs to know the whole process.

V. Carey stated that the process will be established for worship day.

R. Horton advised that they use the organizational chart to show this.

T. Croteau advised that the school board goes at the bottom and the support staff at the top but J. Lewis disagreed because he is one of the higher-ups and they need to keep to a common language. "Top down decision." Most places have the CEOs at the top. T. Croteau advised that either way is fine as long as staff knows protocol.

J. Lewis advised a foul language policy. Hillsborough has one. There should be one for the staff too.

R. Horton asked why there needed to be a policy for it.

J. Lewis says that it takes the emotion out of it.

L. Picard advised that if we have a policy, someone is going to have to enforce it.

J. Lewis said that if he got up and said certain words, it would be inappropriate. He never met an intelligent person who swears a lot.

S. Thompson advised that he understands the policy but if expectations are set, there would be no use for a policy.

M. Duprey advised to give him a year without a policy to set expectations.

R. Horton advised that if we can't get a policy on bike helmets, a foul language policy will be even more difficult.

J. Lewis showed a video from Homeland Security that was shown to him during a visit from Homeland Security. The video was for a film that can be put over the glass windows and doors to make them more difficult to break in the event of a break in. This would not stop someone who was trying to get in but it would slow them down considerably. A shooter will take the path of least resistance. As for the glass hallway, the doors on both sides should be locked at all times. J. Lewis took measurements for the form windows and doors and is waiting for a quote. J. Lewis advised that we get this done.

Unsealed minutes were handed out.

J. Lewis said that on 4/14/16 we discussed maintenance position,

**R. Horton moved to unseal non-public minutes of 4/14/16. Seconded by S. Thompson. 5-0 motion passed.**

Minutes were not in order. Will add to next meeting agenda.

S. Thompson pointed out that many of these minutes have been closed for a while.

J. Lewis said that they need to be unsealed. There are minutes from over a year ago that are sealed for case information.

E. Jackson added more information about sealed minutes, the process, after they are typed up, and need to be sealed, unsealed, sent to J. Lewis, who prints them and hands them out.

L. Picard advised to add that to old business.



## COMMITTEE REPORTS

### Negotiations

T. Croteau reports that they had their first meeting for the teacher's union to set ground rules and dates. The first meeting will be on August 11.

### Select Board Rep

K. Bazan asked when J. Lewis was going to the Select board.

J. Lewis said there is a school board meeting before that and that can be decided later.

## CITIZENS COMMENTS

Sue Rice asked for clarification the pronunciation of Mike Duprey's name and asked if we have a music teacher yet.

J. Lewis said not yet but an answer will be coming soon.

Amy Hill said that she was very impressed by how the board does minutes, and how Mike has been greeting the summer school kids in the morning and afternoon. She asked for clarification on the Right-to-Know laws. If it is in the minutes, is it known? The Keene High GPA overview can be known to the public?

K. Bazan advised that only the total average GPAs can be shared. The individual GPAs of the students is private.

Amy Hill asked if attorney financial information can be made public. The numbers that were said earlier were January to June but the fiscal year is July.

E. Jackson advised that it was the total for the bills. The rest will be in the minutes but the specific invoices will not be.

Amy Hill asked if the manifest would also be public.

T. Croteau replied that yes, it is the manifest for this meeting.

E. Jackson advised that if a request to know is filled out, you can see the manifest.

Amy Hill voiced her concern about a letter from Keene on January 21st that there was a comment about meetings that are hostile and disrespectful. How will the board work to ensure that the meetings do not become hostile? There were also points at the high school forum that were brought up by Mr. Logan that he would not bring his staff into an unsafe or hostile environment.

L. Picard advised that Amy share some ideas on how to do that at the next meeting.

Amy Hill asked when we are expected to get the 2015-2016 Keene High School student report.

J. Lewis stated that he asked for an electronic copy a week and a half ago. They are usually ready in June.

A staff member said there was a problem on a Facebook group with bullying and there is someone who is planning on taking legal action against the school.

J. Lewis advised that we should “let them.” There is more to the story than Facebook says.

M. Duprey advised that he has already started talking to that parent.

**J. Lewis moved to go non-public under RSA-91-A:3(B). Seconded by R. Horton. 5-0 Motion passed.**

**K. Bazan moved to come out of non-public. Seconded by L. Picard. 4-0-1 (R. Horton absent) Motion passed.**

**K. Bazan moved to seal the minutes for RSA-91-A:3(B). Seconded by L. Picard. 4-0-1 (R. Horton absent) Motion Passed.**

**T. Croteau moved to seal minutes for RSA-91-A:3 (C and J). Seconded by L. Picard. 4-0-1 (R. Horton absent)**

J. Lewis would like to acknowledge Beth Stephenson and her work with the school this year.

**K. Bazan moved to adjourn the meeting at 9:45pm. Seconded by T. Croteau. 4-0-1 (R. Horton absent) Motion Passed.**

