

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

Present: K. Bazan, L. Picard, S. Thompson, H. Griffus – T. Croteau arrived at 6:57 pm.

Administration Present: J. Lewis, E. Jackson, M. Duprey

The meeting was called to order by Chair, K. Bazan at 6:36pm.

**CITIZENS' COMMENTS:**

Mike, as a member of the ACCESS Board, came to request a key card for the Executive Director of ACCESS for before and after school.

J. Lewis advised the previous Executive Director had a key; not a card. Advised Mike is absolutely right, she should have a key card. Explained there are two policies; one says school personnel and one says personnel. Going to cards; had discussed with a couple of Board members. He will discuss it with the full Board later.

K. Bazan feels there is no reason why Beth Baldwin shouldn't have a card soon. Even before the request, they had discussed who has keys. Will discuss and take care of it.

After discussion, Beth Baldwin, Executive Director of ACCESS and the School Board agreed a key card will be issued for 6:00 am. to 6:30 pm.

J. Lewis advised the card will be ready Monday.

Barbara Depew advised the PTA had an amazing family Halloween dance. The attendance was triple what it has been in the past with not as many issues. The next PTA meeting will be held on November 14<sup>th</sup> at 6:00 pm. in the library.

**K. Bazan MOVED to approve the 9/29/16 Budget Meeting with corrections, on Page 4 amend Jamroch to *Jamrod* and ice damns to *dams*; SECONDED by: L Picard, VOTED: 3-1 (S. Thompson – abstained), MOTION PASSED.**

**K. Bazan MOVED to approve the 10/6/16 School Board Meeting with corrections, on Page 7 under AREA, amend sentence to Robb Malay has had a conversation with J. Lewis about the AREA and change Bob Malay to Robb Malay throughout; SECONDED by: H. Griffus, VOTED: 4-0, MOTION PASSED.**

**GUEST SPEAKER:**

Beth Baldwin is the new Executive director for ACCESS. She was previously with the Boys and Girls Clubs of America and was a Special Ed teacher. She has been with ACCESS in Winchester for 86 days. In October there were up to 106 students signing up. New kids start weekly; ACCESS is being very well used.

\*Beth Baldwin explained that ACCESS is serving dinner at 5:00 pm. Monday through Friday for anyone in the Community who has children under 18, whether they are in the ACCESS program or not. Explained because Winchester is an at-risk town, there is no charge. Parents who come with students could eat, too. Feels family time is important time.

\*Will be starting Intramural Basketball for Grades 4 – 8 in December.

\*Will be starting a program at Granite Gorge for skiing and snowboarding on Wednesday afternoons.

Beth Baldwin is happy to be part of the Winchester School District and ACCESS. Feels it is very rewarding; have a great staff and Board. J. Lewis has been great.

J. Lewis advised the ACCESS Board is here tonight for support. Thinks that sends a message.

Intramural basketball is open to all students, grades 4-8. It will go out in the newsletter. Parents will need to complete the registration form for that and the ski team so they can count them for the meal program. Numbers are submitted to the State.

Beth Baldwin advised a leader in training program has been put in place for seventh and eighth graders. There are five students right now. It is basically like Jr. Staff; working out very well. The kids take it very seriously and enjoy it. They are a big help, especially for the dinner piece.

The Board thanked Beth Baldwin for coming to the meeting.

## **OLD BUSINESS:**

### **Update on Phone System:**

J. Lewis advised the problem with the intercom is that the new system and the old system don't work together. J. Stanway advised they can't be merged. He is going to try to raise the volume. Did not know this would be a problem.

M. Duprey thinks staff could use a reminder on the phone codes, lockdown, etc.

T. Croteau feels that is something they should work on.

M. Duprey thinks it is tricky though; need to keep it from the students.

T. Croteau – Need training.

### **Third Reading Policy GBEAA and JRB:**

**L. Picard MOVED to approve and add the third reading of Policy GBEBE and JRB; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.**

K. Bazan asked J. Lewis to let the staff know about the change to the policy.

J. Lewis will let M. Braley know and she can send it electronically.

### **Policy GBEBE:**

Spoke to Barrett Christina. This policy is optional; don't have to have it or could form a subcommittee and tailor it to the Winchester School District.

K. Bazan feels the subcommittee should meet and tailor the policy to Winchester.

L. Picard asked about the timeline.

J. Lewis – Understands the time constraint and will send a PDF.

## **NEW BUSINESS:**

First Student assured J. Lewis that a potential strike would not happen in this area. Our contract has a non-strike clause until 2020 or 2021.

J. Lewis heard about the potential strike from the Keene Sentinel. He did not receive information from First Student.

J. Lewis feels there is nothing to worry about.

## **FINANCIAL REPORT – E. Jackson:**

\*Railings on Thayer steps were installed today; meet DOL guidelines. We got a great discount.

\*A lot of work has been completed on the Thayer roof; still some left to do. E. Jackson thanked the Board for moving so quickly on this so they could get it done before Winter. The gutter work will be done with this project.

\*The electrician removed all of the lights for \$200.00.

\*Called Pinney Plumbing for eyewash stations, they are booking three weeks out. We will probably need another DOL extension.

\*Book closet curtains need to come down. It could be a potential budget item for fire retardant curtains.

\*Can now finish DOE 25; should have it done Monday or Tuesday. Thinks we are looking at a surplus of at least \$500,000.  
K. Bazan advised the Board needs to sign it because the Town wants to set the tax rate and send the tax bills out ASAP.

T. Croteau asked E. Jackson if she can see what other items add up to as far as a surplus.

T. Croteau and L. Picard want to be able to explain how we handle the money and what we do with it. Need to explain it is a one-time thing.

\*At the 11/20/16 meeting E. Jackson will bring three policies for review.

\*E. Jackson sent a letter to the attorney requesting pending liabilities over \$10,000. The attorney had questions. Need answers before we have the printed report. The auditor has taken information with him to begin the 2015-2016 audit. E. Jackson advised they still need to reconcile all bank accounts for last year. The audit will now cost a flat fee of \$14,500 since we are now up-to-date.

The Board asked if J. Lewis could take the report to the Selectmen's meeting.

J. Lewis – That would be good.

J. Lewis will confirm which Board member's turn it is to go.

Heather Griffus will go to the meeting.

\*E. Jackson explained they received two snow plow bids last week. No one is under contract now.

E. Jackson spoke to Dale Gray; he had a quote from SUR for the Town. He is trying to get the Town to approve using Lawrence Brothers.

T. Croteau – If the Town had to buy another piece of equipment, we could contribute to it.

E. Jackson explained it is hard for the Town to get here if there is a two hour delay for school. Not so much, if school is cancelled. They pretty much said they could salt and sand and that's it.

T. Croteau – SUR leases equipment. Could Dale Gray do that for the Winter? Not sure what the cost is.

After discussion, **T. Croteau MOVED to go with Artscape Landscape and Design for snow plowing for the 2016-2017 school year; SECONDED by: L. Picard, VOTED: 5-0, MOTION PASSED.**

T. Croteau had asked to look into locks for the heating system.

E. Jackson advised they need to look at what the agreement is with MFS.

**Building Administrator Report – M. Duprey:**

\*Mike Duprey explained V. Carey is working 12-15 hour days on the new report cards. He made her go home today. Power School has not been easy to work with, but she pulled it off. He brought a sample report card to the Board. Wednesday, November 16<sup>th</sup> there will be an information session at 6:00 pm. He hopes it will be better attended than the last one.

\*In the process of holding teacher conferences. Grades 5-8 student-led conferences will continue through next week.

\*Sports Banquet was held last week.

\*Having basketball tryouts soon. There is a lot of interest in Winter Sports. Coaches are all set.

\*Student Council speeches were today; really impressed with the speeches. Other grades showed interest and intent to the candidates. The students will be voting next week and they will announce the winner. M. Duprey is heading up the Student Council.

L. Picard – We could have 8-12 students?

M. Duprey – Yes.

T. Croteau was happy to get a scroll at the parent conference. Asked how honor role is figured with this grading system.

M. Duprey advised they are working on it.

\*Fire Drill was held yesterday. M. Duprey advised he wasn't pleased that it took 15 minutes. They are in the process of making adjustments. Accountability took too long. They are moving in a positive fashion to reduce that.

K. Bazan – What if they had to evacuate the premises? Have we done that?

J. Lewis – Not this year. He doesn't think they did it last year, either. They would go to the Church.

J. Lewis – Absolutely need to bring it back. Thinks they did it in the Springtime.

T. Croteau – Advised it is a pain in the Winter, but we don't know when something might happen.

J. Lewis is asking Kiwanis for blankets for kids who don't bring their jacket.

T. Croteau might be able to get him a good price. Asked J. Lewis to let him know when he is looking to do that.

**K. Bazan MOVED to approve the Accounts payable Manifest in the amount of \$55,998.91; SECONDED B: L. Picard, VOTED: 5-0, MOTION PASSED.**

**K. Bazan MOVED to approve the Payroll Manifest in the amount of \$217,453.99; SECONDED B: L. Picard, VOTED: 5-0, MOTION PASSED.**

**SUPERINTENDENT'S REPORT – J. Lewis:**

\*A School district in NH experienced a cyber attack. Our IT department is taking the necessary precautions – things are safer offsite. We have contacted our insurance company to ensure that we are covered in the event of a cyber attack. We are covered up to \$2,000,000.

\*Potential partnership with Convenient Care – can do physicals, concussion analysis, handle insect bites, etc. The nurse could take a picture of an injury here at the school and e-mail it to them.

\*Allenstown School is conducting testing for us on an out-of-district student. The cost is a fraction of what it would be to send someone up there.

\*At the upcoming Superintendent meeting on November 29<sup>th</sup> J. Lewis will discuss resource sharing to see what resources we can share with other districts.

\*Still looking to fill vacancies for paraprofessionals.

\*J. Lewis has had many court visits. Seems each time J. Lewis goes to court there are three or four Winchester kids there.

Feels there are concerns we need to address. He goes to court once a week or every other week. Typically it is for the high school.

**COMMITTEE REPORTS:**

**Budget Committee:**

Tuesday Night was the town budget meeting. Saturday morning, 11/19 they will hold a marathon meeting at 8:00am. Hope to be done by 1:00 pm. The next School Budget meeting will be held on 11/9 at 5:00 pm.

L. Picard would like to see the agenda with specific groupings/functions so they can post them. She would like to have it by Monday.

M. Duprey and V. Carey won't be able to be at the meeting.

**Joint Loss:**

A meeting will be held on 11/15/16 at 3:30 pm.

### **KHS Committee:**

The committee met this week on Tuesday. K. Bazan advised they talked a lot about communication with students at Keene. Want to take advantage of having email addresses. Would like to get feedback from the students as to what would help them prepare in middle school before going to Keene High School. The next meeting will be Wednesday so they can meet with students taking the late bus.

L. Picard advised they still have not received answers to questions from SAU29, specifically direction on the AREA.

Jim Logan had invited J. Lewis and K. Bazan to Keene, but he needed to change the meeting.

K. Bazan advised the committee continues to meet and schedule more meetings. Topic of discussion is to make our high school students the continued focus.

### **Negotiations:**

K. Bazan advised they have held one session since the last Board meeting; will update Board members tonight. Committee members want to address the current contract with support staff. We are continuing to have trouble filling positions; very frustrating. The issue of pay is the bottom line. The Board just signed the contract last year, but he thinks they need to give J. Lewis direction about making changes on the social security/salary schedule.

K. Bazan feels they should discuss Food Service as a Board. Feels it should be the same as Custodians. Last year everyone spent a lot of time going over contracts. It is frustrating coming up with numbers and now having to do it again. They have discussed it with the attorney.

J. Lewis feels the Board should discuss details in non-public session.

Sue Rice wanted the Board to know there is a sub working as a para and making more than paras make. They don't have a college education so they can't be hired as a para; not highly qualified.

K. Bazan was afraid this would happen. Not sure what to do.

Mel Harrison advised if someone works 20 days or more in one position, a para needs to be highly qualified.

E. Jackson advised they are not paid \$80.00. A substitute para is paid on Step One of a Para Contract.

Sue Rice asked if only substitute teachers are getting \$80.00?

E. Jackson – Yes that was changed this year.

E. Jackson feels the sub rate should be part of Negotiations.

Professional Development Day was held; M. Duprey was out sick. There was a lot of grade-level team time. They didn't have full faculty development, but did have a full faculty meeting on Wednesday and clarified where we are going with teacher evaluations. He heard Friday that it went well. There was much needed time for the staff.

Sue Rice advised that paras met here with the Attorney from NHEA regarding liability. There was a good turnout.

J. Lewis advised in the Manifest there was a renewal with Symquest for three months – November, December and January. It seems to be a better relationship than it was.

### **Energy Conservation/Facilities:**

There was a meeting today; really preliminary. E. Jackson sent EEI information for generic HVAC system and boiler in the Ford Building. E. Jackson advised they have a good relationship with the company that did the audit.

K. Bazan is concerned about the heating system on the elementary side. Does this need to be a warrant article?

E. Jackson advised the Board discussed this before. The building needs major renovations and there is no more building aid, but it is coming up 6/30/17. They will have \$13,000,000 for new projects and it will increase each year. We have put our name on the list for \$8.5 million; didn't say it was for a new building.

K. Bazan wants someone to come in and say the heating system will get us through the Winter.

T. Croteau – Should get a quote to replace the heating system and HVAC system. They would need a figure for the warrant article.

T. Croteau asked to have it put under Old Business. The Committee will meet to discuss.

E. Jackson advised three years ago they spent \$35,000 on HVAC. Don't have information from every year.

K. Bazan asked E. Jackson to call Lawrence Brothers.

E. Jackson advised last time she asked them for a quote she was told it is an hourly rate plus materials; doesn't know how long it would take.

T. Croteau asked E. Jackson to check with MacMillan and Amer Electric to see for a large boiler, who would they recommend?

L. Picard advised when KHS was here for their quarterly presentation they discussed trying to put together a template for the Elementary/Middle School side. L. Picard would like to discuss that at the next meeting under New Business. Could we evaluate those markers now that the quarter is done? How can we provide a report to that extent?

J. Lewis hasn't received the quarterly report from KHS, but will put that in his report when it is received.

T. Croteau – Don't forget about bussing.

L. Picard advised they need it for the budget.

J. Lewis – Did receive a call about a bus in New York.

T. Croteau advised there is a place in Westmoreland and Fall Mountain that have its own busses.

K. Bazan advised there is a big bus company in Wethersfield, CT.

E. Jackson – Transportation is brokered in Ct. There is a lot of Medicaid transportation. They will be opening an office in Concord.

E. Jackson – With all schools, bussing is an issue; we only get one bid.

**CITIZENS' COMMENTS:**

None.

**T. Croteau MOVED to go into non-public session under RSA91-A:3(c) at 8:39 pm; SECONDED by: S. Thompson, T. Croteau – yes, K. Bazan – yes, S. Thompson – yes, L. Picard – yes, H. Griffus – yes, MOTION PASSED.**

**T. Croteau MOVED to come out of non-public session at 9:54pm; SECONDED by: S. Thompson, K. Bazan – yes, S. Thompson – yes, T. Croteau – yes, L. Picard – yes, H. Griffus – yes, MOTION PASSED.**

K. Bazan advised while in non-public session the Board discussed a school program.

**L. Picard MOVED to seal the non-public minutes for one year no more, until 11/3/17; SECONDED by: L. Picard, VOTED: 5-0, MOTION PASSED.**

**T. Croteau MOVED to adjourn the meeting at 9:56pm; SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.**

The Board met to discuss negotiations.

Respectfully submitted,

Peggy Higgins  
School Board Secretary