

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
MAY 5, 2016**

Board Members Present: K. Bazan, T. Croteau, R. Horton, L. Picard, S. Thompson

Administration Present: J. Lewis, E. Jackson

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

CITIZENS' COMMENTS:

None.

K. Bazan MOVED to approve the Minutes of the 3/31/16 Board meeting as amended; on Page 1, amending Carlos to Karlos and on Page 4 amending \$25,000 to 25,000 gallons; SECONDED by: L. Picard, VOTED: 5-0, MOTION PASSED.

GUEST SPEAKER:

J. Lewis introduced PTA President, Kristen Landry and future President Barb Depew. The Winchester PTA has been recognized in the State. Kristen Landry reviewed some of the things the PTA does, including the Teacher Appreciation Luncheon, family dances, support pizza parties, help with party supplies, the Abacus award dinner, fingerprinting, school trips, scholarships, etc. Explained their main job is to be advocates for children; they are part of the State and National PTA. They also help with the Anti-bullying program, Title I projects, Early Childhood program and they provided t-shirts for mastering of addition/subtraction facts; kids love the t-shirts.

J. Lewis showed the shirt to the Board. Advised they couldn't have done it without the PTA.

Barbara Dupew advised she is a teacher here, too. She has been to the PTA workshops and conventions and is on the PTA Board. One of the workshops was how the PTA can work closer with the School Board. She thoroughly thinks the School and PTA do a good job in promoting the WIN in Winchester. Feels the students and staff and the executive Board are awesome.

R. Horton asked how the Board can help.

Kristen Landry thought maybe a Board member could come to a meeting. The PTA could use some help with projects.

Kristen Landry advised the dues are \$7.00 per year; there will be a discount for members as a couple, next year.

R. Horton asked how much the dues are for a group.

Kristen Landry advised it is not in the bi-laws so they would need to check on that. She explained \$3.00-\$4.00 of the membership price goes to the National PTA and the rest stays here.

Kristen Landry advised she could check with the State regarding organization prices.

Kristen Landry advised the PTA could use help getting calendar prizes.

J. Lewis advised the PTA does the Abacus Award Spaghetti Dinner for students with perfect attendance. They can always use help. This year it will be on June 7th at 5:00 pm. The staff does the serving. It allows kids to take their family to dinner by doing something like getting perfect attendance.

Barbara Dupew advised the Fall PTA kick-off will be with open house and a theme for the year to promote the school.

Kristen Landry advised they are looking into doing a color run.

Kristen Landry advised the staff Christmas Dinner was done by PTA members who were not staff. It was nice to see community members involved.

The biggest project right now is the calendar raffle; the PTA just raised \$2,000.

OLD BUSINESS:

Public Forum – J. Lewis explained the idea is to get as many people here as possible. It will be in the town-wide newsletter. It will begin in two separate rooms; the public can get information for an hour on Pioneer and Keene High School. There will be handouts on programs of studies, etc. The crowd will then come to the library and offer feedback.

K. Bazan asked what the SAU should have available to offer people.

J. Lewis advised whatever it is it must be absolutely even for both schools.

T. Croteau – Course offerings.

- J. Lewis feels the schools should bring most of it.
- K. Bazan feels they should start with a history of what has happened when the high school closed, decisions made by the Board and contracts entered into.
- R. Horton feels there should be explanation as to what each school does and how they are similar/different, from a business standpoint. How did we get here and a timeline? It is important to understand the mechanics and logistics of it; transportation, school calendar, etc. Also, tuition rates, how they are different between the schools and where we started/ where we are now.
- R. Horton MCAS test – Could we/would we want to opt out?
- K. Bazan feels it is important to have information available from the SAU regarding tuition rates, etc. We can get them from Pioneer, too.
- K. Bazan –How will information be presented?
- L. Picard advised it was brought up that we should keep it less presentation-like and more informational.
- R. Horton advised he would hate to see it come into a debate. Need to present what we have and make decisions moving forward.
- K. Bazan – Study Committee information should be available.
- R. Horton – Need information on having our own school; haven't completed the task for that.
- J. Lewis feels they may not be ready to present that information.
- K. Bazan – Feels the Board should have had forums five to ten years ago.
- L. Picard will be using the forum as an opportunity to hear from the Community.
- E. Jackson – This is a new Board so we didn't look at it before. From a business perspective, should shop around.
- R. Horton advised they have talked before about not offering just this or nothing. Have choices to fit student/families' needs.
- K. Bazan – Need to hear from the Committee and then have discussion.
- L. Picard – Need to let the Committee know we are hearing information from the two schools. It is not that we are making a decision, but hearing from the public.
- E. Jackson advised the Committee had decided by a Motion, to notify Keene that we were moving on to look at something different. It was then brought back to the Board.
- E. Jackson advised they didn't consider Thayer because they didn't have the necessary information.
- L. Picard asked if the minutes would be available to show the intent. Feels information could be available to show the thought process; to show that it was considered by the Board and the SAU.
- R. Horton – Should bring renovation plans and figures.
- R. Horton – Need cost of a bond and guidelines on square footage per student.
- S. Thompson – Need to layout numbers that we have, for the public.
- R. Horton feels we need an approximate number for the tax rate.
- L. Picard advised numbers would need to be available for all three options.
- After discussion, the Board agreed to present the cost for each option.
- L. Picard feels it needs to be just information so people can formulate their opinions.
- K. Bazan – People need to take away the facts.
- R. Horton advised they will need information on the Career Center.
- J. Lewis advised he is playing phone-tag with Keene.
- T. Croteau – Any information on a change in adequacy aid if kids go out-of-state?
- J. Lewis – If we build our own school, don't expect any adequacy aid.
- K. Bazan – Forum information is going out to the public in many ways.
- Val Carey – Have we projected actual Special Ed costs to Pioneer? What would the services cost? It could be very different things between Pioneer and KHS.
- R. Horton – Pioneer had talked about different levels of Special Ed, whether a student would need a 1-1 aid, etc. He didn't think all services were add-ons.
- R. Horton – Will make sure they have that information.
- E. Jackson advised she does not have tuition figures from Pioneer.
- R. Horton thought she had them.
- J. Lewis will check.
- K. Bazan advised they will check with Kiwanis and ask if we can put information on their sign about the meeting.

E. Jackson reviewed with the Board regarding the information they want available at the forum including bussing distance and timeline and the current contract with Keene.

E. Jackson advised the Committee will work on it and bring information back to the Board at the next meeting.

NEW BUSINESS:

Principal Search – J. Lewis advised they had a third round of interviews today; two candidates met with staff.

J. Lewis will send out the Same Page handout to see if the Board has more questions. He will send them to the candidates and request a response by Monday or Tuesday. They hope to have a good idea of where we want to be by a week from today.

FINANCIAL REPORT: E. Jackson:

T. Croteau MOVED to approve the Accounts Payable Manifest in the amount of \$125,777.11; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.

K. Bazan MOVED to approve the Payroll Manifest of 5/6/16 in the amount of \$197,048.15; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

K. Bazan put in the notes, the approval of the Payroll Manifest of 4/22/16 in the amount of \$217,805.49.

*Primex – E. Jackson explained that the attorney advised that the Board needed to approve the resolution with specific wording. **T. Croteau MOVED to approve the following resolution: To hereby accept the offer of Primex for Workers' Compensation, Unemployment Compensation and Property Liability coverage; SECONDED by: K. Bazan, MOTION PASSED.**

E. Jackson advised we are using Primex for job postings now.

*Department of Labor Safety Inspection on April 1st – we have not received the report on findings yet. Per the DOL, eye wash stations are needed in the Science Lab. They should be here tomorrow.

*Received one quote for electrical on the third floor from Tom Wyman for \$2,650; includes recapping and taking down old lights and disposing of them on the third floor. They could shut the power off up there, but need the stairways lit. The electrician advised the work can be done when we want it to be. E. Jackson advised it would make sense to get everything out of there first.

Jeremy Miller thought ACCESS had until the end of the school year. They need to find a new storage space.

K. Bazan advised the Board is thinking earlier; like in a couple of weeks.

The Board agreed.

S. Thompson – We don't have much of a choice.

J. Lewis – Can try to sell doors, etc.

Jeremy Miller – Two weeks? Okay, will talk with J. Lewis and E. Jackson.

Jeremy Miller asked if essential items could go back up there.

R. Horton advised it will not be used for storage.

Jeremy Miller asked if it will be inhabited.

R. Horton – That's the plan.

*E. Jackson is waiting to hear back regarding quotes on kitchen equipment. She doesn't know what to do next.

T. Croteau suggested calling Melanson's.

R. Horton has a contact name for a sheet metal person he will give to E. Jackson.

*E. Jackson advised ACCESS/Life room has been completed.

*All of the water fountains are working.

*The storm drains have been completed. The Highway Department did a fantastic job.

*The plan is that the Building and Grounds position will begin on or before July 1st. Jobs have been posted on Ed Jobs, Primex and our website. They are waiting for other postings to be ready for the newspaper ad.

*Staff has a budget for supplies.

T. Croteau feels if teachers need something special they should get it.

E. Jackson advised we can get a 50-60% discount with School Specialty if we order early.

J. Lewis advised they have better control with supplies than they ever have.

Val Carey advised in the past, teachers ordered what they wanted per grade level, but if they didn't use some glue, for example it may dry up, all paper didn't get used, etc. So they looked at what could be bought in bulk that everyone would use. The \$10.00 allotted per teacher could be used for something not all students use and we can't get in bulk. Advised it works better than they thought it would.

E. Jackson will look at the supply list to see what is being used, etc.

- *E. Jackson has been talking with another copier company. They want us to buy one to replace the sixth grade machine. Overages have gone down quite a bit this year. We are headed in the right direction. They didn't anticipate the color usage, though. The Elementary is higher than the SAU.
- *E. Jackson advised she received quote for \$12,000 for a new NAE Control Panel from Johnson Controls. Explained she is not presenting to go forward tonight. Wanted to give information to the Board; will look for further information. They are not locked into anything.

The Board asked if it would be compatible with the current system or would we need a new panel?

E. Jackson will check on that.

- *Audit – Looks like in a month the auditors should have everything done. Then they will work on the preliminary 2016 audit.
- Grants – Do not have physical documentation to go with the deposits. That is one of the biggest things. Need to finish up the grants for the year.
- *Town check – For audit purposes, with a letter signed by the Superintendent, the Town will get two checks in June, not in May. The Board advised J. Lewis to sign the letter to the Town.

K. Bazan thought the Board was going to meet with the new members of Trustee of Trust Funds. E. Jackson advised Mim Johnson is the only new member.

- *E. Jackson advised they have hired an Accounts Payable person, Brooke Sharra. She will be working 20 hours per week. E. Jackson is confident she can handle everything in that timeframe.

ASSISTANT PRINCIPAL'S REPORT:

- *J. Lewis advised that B. Stevenson is working diligently to get Regular Summer School going.
- *Missy Caldwell will be here on May 16th and 18th for National Prevention Week.
- *Updated Bullying Policy.

SUPERINTENDENT REPORT – J. Lewis:

- *Have made visits to other schools, has found math computation issue everywhere. We have been pushing fact mastery.
- *After-school Chorus for the month of May for grades K-4 will be held on Tuesdays and Thursdays 3:15 to 4:15 pm. Mim Johnson will be leading it; there were 35 kids today. It is a big hit!
- *Peer observations are underway; teachers watching teachers, going into classrooms. They are learning from each other.
- *Joint Loss Committee Plans – Drop everything and walk, add picnic tables, new table for microwave, possible moving of the copiers.
- *School Spring recruiting website- J. Lewis reviewed with the Board. Advised it is almost like a dating service. It is a more concise area of where to get people and to look for candidates; same flat rate.
 - E. Jackson advised there are 855,000 people nation-wide that they have resumes on their site.
 - R. Horton – the contract automatically renews in one year? Does that have to happen?
 - E. Jackson thought that was taken out of the contract.
 - R. Horton advised he would be in favor contingent on that.
- *J. Lewis was happy to report that there are no lice issues in the building.
- *Superintendent CBI – J. Lewis' evaluation is coming up. The Board advised they need the new form.
 - J. Lewis – Will get a couple of different versions.
- *The Board received a copy of the meeting calendar.
 - R. Horton feels they should stay with the schedule as it is through the Summer, instead of going to one day in the months of July and August.
- *J. Lewis advised someone wants to put a gun shop in near the school on Parker Street. He received a call and e-mail from concerned parent. Advised he intends to push back on this.
- *J. Lewis – Looking feverishly at a sign out-front; would be an electronic sign right outside.
 - L. Picard – Like Keene Middle School?
 - J. Lewis – Better.
 - J. Lewis reviewed with the Board. Advised it is monument style. J. Lewis showed pictures on the Smart Board. Feels we need to get as state-of-the-art as we can; programmable, digital. Advised we can sell advertising. It would be 8'x5'. Need to rethink how to bring money into the school. Have money saved up for the sign from the playground, box tops for education, etc.
- K. Bazan likes the idea, but Keene Middle School is on a main road. How do we protect it?
 - J. Lewis advised we would have a camera on it.
 - R. Horton - Would it be turned off at certain hours for the neighbors?
 - J. Lewis advised we would have entire control.

J. Lewis advised we have about half of the money now. The cost is \$16,352.00.

The Board asked about the brick and electrical work.

J. Lewis advised he doesn't have that yet.

R. Horton advised he wants to see the whole package of information.

T. Croteau thinks the Board will agree, but what is the push-button and turn-on price?

Assistant Principal Job Description:

J. Lewis advised they have heard from everyone regarding approval, except L. Picard. She will check her e-mail chain.

E. Jackson advised through e-mail, the Building and Grounds position job description was approved prior to posting of the job.

S. Thompson and L. Picard attended the School Board training and gave highlights of topics discussed:

1) Board solidarity

2) Roles and responsibilities of Board/Superintendent and Board/Administration

3) Efficiency in meetings, which runs into the Right-to-Know. If a Board member gets information outside the meeting, they should bring it to the Board meeting so the Board is aware of the information and it is added to the minutes.

The Board/Superintendent should bounce information received, off each other.

S. Thompson advised it is important for the Board to keep things at a 30,000 ft. view.

K. Bazan asked to review the Recycling Policy.

E. Jackson advised the school currently recycles, not aluminum, not cans; except soda cans. One of the teachers is taking it on as part of a program; kids will be involved.

K. Bazan feels it could be a whole school project and each week a different grade could handle things

L. Picard – Keene State College does it; maybe we could reach out to them. Maybe we could partner with them.

K. Bazan asked for a policy on staff using school letterhead.

J. Lewis will rotate the policies back into the agenda.

L. Picard feels there should be no more than two at a meeting.

K. Bazan – Do we have a Garden Committee?

Jeremy Miller – Yes; Jane Cardinale and Lisa Louder presented it to the State. We are one of the few states that does. Feels it would be a benefit to ask Jane Cardinale and Lisa Louder to come to a meeting.

K. Bazan raised beds would be more on the maintenance side?

E. Jackson – Yes.

S. Thompson – At the training they talked about policies. Are these actually Board-level policies?

J. Lewis advised one of the biggest responsibilities of the Board is policies.

*Check and Charge Policy.

T. Croteau asked that to be put on the top of the list for the next meeting.

T. Croteau – Requesting money from the Trustee of Trust funds for scholarships. Keith Paquette - \$250.00 need prior to 5/23. In January there will be three others.

T. Croteau MOVED to sign the letter to Charter Trust for Winchester Night Student Scholarships on 5/23/16; SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.

R. Horton – Monday, June 13th is 8th Grade Graduation. He would like to make that a mandatory event for the Board.

COMMITTEE REPORTS:

Technology:

Laptops are in. They are already being used for testing. Need to get a charging station. The cost is \$250.00

Val Carey advised laptops are a nice size; cart is really nice.

Bambi Truesdell asked T. Croteau if he was alluding that teachers shouldn't send out letters for supplies.

T. Croteau advised he is saying he feels the school should supply some of those items.

B. Truesdell agrees; thinks they need to let teachers know that.

T. Croteau - If they need it, order it.

R. Horton – Let them know they can order it.

Barbara Dupew asked if there was any update on the Curriculum position. She would like to see it offered to Val Carey. Does not want to see it posted.

R. Horton advised the position is being posted; the description was approved.

Jeremy Miller advised he would be happy to connect with L. Picard before the CAST meeting.

K. Bazan saw a cool idea today. Senior kids that are graduating are invited back to walk the halls in their caps and gowns. Thinks that should be considered.

J. Lewis – Absolutely, it should be considered; or they could do it in the gym.

K. Bazan MOVED to go into non-public session at 8:56 pm. under RSA91-A:3(c); SECONDED by: S. Thompson; K. Bazan – yes, R. Horton – yes, T. Croteau – yes, S. Thompson – yes, L. Picard – yes, MOTION PASSED.

T. Croteau MOVED to come out of non-public session at 9:14 pm; SECONDED by: S. Thompson – yes, K. Bazan – yes, R. Horton – yes, T. Croteau – yes, S. Thompson – yes, L. Picard – yes, MOTION PASSED.

R. Horton advised while in non-public session the Board discussed a couple of personnel issues.

K. Bazan MOVED to seal the first part of the non-public minutes until 5/25/16; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

K. Bazan MOVED to seal the second part of the non-public minutes indefinitely; SECONDED by: L. Picard, VOTED: 5-0, MOTION PASSED.

T. Croteau MOVED to adjourn the meeting at 9:17pm; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary