

**WINCHESTER SCHOOL BOARD  
WINCHESTER SCHOOL LIBRARY  
JUNE 16, 2016**

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

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

The meeting was called to order by Chair, R. Horton at 6:35pm.

**CITIZENS' COMMENTS:**

A parent commented on the semi-formal, said her daughter had a great time!

Amanda Norberg heard that the Board decided if Keene didn't change the exclusivity, we would end the contract?

R. Horton thinks she has seen the printed Motion. That is the intent. There will be no negotiation on the exclusivity.

Amanda Norberg asked why it would be a School Board vote and not a Town vote.

Tim Hill has serious concerns; doesn't think outrage is too hard a word for what he is feeling. Advised Pioneer is in turmoil now. He read an article from the Recorder which read in part that the Superintendent has faced sharp criticism on several fronts. Tim Hill advised that the Superintendent has said that due to cash flow issues it makes running things a challenge. Many staff have resigned this year. There have been many issues with the school and past administrators. He feels the Board is looking for a solution to a problem that isn't there and want to send our kids to Pioneer. Where will Winchester kids go if there is a problem? If the Board knew of a problem and didn't say anything, there is a bigger problem. Feels it is outrageous that they can vote on this without the entire Town.

Barbara Depew is hearing that leadership and structure in Pioneer is very lacking or gone. She is concerned that they are close to having problems with economics and having trouble with their students and what if they can't handle ours? She hates to see us leave another school.

Heather Pelkey read a statement to the Board:

*A group of concerned taxpayers and parents have questions due to your vote to end the contract with Keene if they refuse to remove the exclusivity clause. We hope you will take notes and answer them under Old Business at the next meeting and post them to the Facebook page.*

*\*If Keene says no and our contract ends, where will our kids go? Is Pioneer able to take all of us?*

*\*We've heard 10% of students are not happy. Are they students we've educated in Winchester?*

*\*If all students don't fit into one school box, will choice be offered to K-8 students?*

*\*Who will pay for transportation to other schools?*

*\*Which School Board members negotiated with Keene about the contract up until January, 2016? Where can we get minutes about what the decisions were?*

*\*What will be the process of choosing who can/can't (do) choice?*

Tim Hill advised Pioneer had to have a Special Warrant Article because there was a nearly \$700,000 shortfall that needed to be addressed.

A parent asked what is the plan if we do pull out of Keene? Would next year's eighth graders go and then be pulled out?

R. Horton advised there is a lot that needs to be handled in negotiations and is being discussed.

**MINUTES:**

The 5/19/16 Board minutes were not in the packet, so the Board agreed to table approval until next week.

**GUEST SPEAKER:**

Ted LeClair and Paula Leslie from First Student came to speak to the Board.

Ted LeClair is new to First Student. They represent a lot of locations; now Swanzey is one of them. He does the bidding and contracts; wanted to introduce himself and looks forward to working with Winchester.

E. Jackson advised the bill has been wrong for the last three years; it is \$15,000 over. Who does she talk with? She was told from Howie that the bill would be adjusted in the June bill, but it wasn't.

Paula Leslie will look into it and take care of it.

R. Horton asked if anything new is coming up.

Paula Leslie advised they try to get cameras on the busses to deal with behavior. Winchester could put monitors on the busses. It is a work-in-progress. Advised it is hard to keep drivers in Winchester. One long-time route driver just retired.

R. Horton advised if that is the bus he is thinking about, it is on-time now. It has been late in the past.

Paula Leslie advised that is good to hear it is on time. She asked the Board to let her know of improvements that need to be done. She advised traffic makes it difficult for busses at Keene High School.

L. Picard asked about training for the drivers.

Paula Leslie explained; advised there are training programs, weekly meeting/instruction, etc. Senior drivers help. She feels assigned seats help with behavior on the bus, too.

J. Lewis advised the three days before Labor Day would be good to go over bus procedures with kids.

The Board thanked Ted LeClair and Paula Leslie for being at the meeting.

Erik Murphy from SymQuest came to speak to the Board. Advised SymQuest is very established in the IT world. He explained he works with the Hillsborough and Keene School Districts.

Erik Murphy advised he did an assessment that covers a best practices checklist. He is here to review the recommendations and the forms for recommendation of a partnership, beyond Julian Stanway's skillset.

Erik Murphy advised the primary goal is to be supportive of administrative functions and learning. It is about having maximum reliable, securable and usable equipment. Outages are very challenging. One thing he was glad to hear is that Fairpoint will be putting in a new phone system and replacing the switches; everything is good when things are new and reliable. You want people you can trust and who have a vested interest in you. He strongly believes in public education.

Erik Murphy distributed the technical assessments.

K. Bazan asked is it me or is there a lot of red here?

Erik Murphy - Yes, advised that is not untypical for schools; it is not unusual for equipment to run past its prime.

E. Jackson advised that Erik Murphy had told her previously that we were better than other schools. Did that change?

Erik Murphy advised Julian Stanway was able to resolve some things right away and they crossed those things off the list. If you have a Tech budget, then you are ahead of the game. Just sitting down and talking about Technology puts you ahead of those who are not attentive.

Erik Murphy distributed a picture of how things look and reviewed with the Board. Advised Winchester is ahead by use of software in the Cloud.

R. Horton advised Erik Murphy had brought up the Cloud and that our servers are passed their life span. Should we be looking at moving the servers off-site?

Erik Murphy - It depends if you need any applications in the building.

J. Stanway advised Meals-Plus is in the Cloud. Imperio needs to be here.

Erik Murphy advised we will have certain systems in the building and may have servers that come in with certain equipment. Printer jobs go to the server first. Some services provide structure in the Cloud. You would always have one server in the building.

Erik Murphy advised R. Horton made an excellent point. He doesn't think data should be in the building, in case something catastrophic happened, it should be offsite. Erik Murphy explained they need to have a back-up in the building, but not on the same rack. It would be two pizza-box size servers all new and simplified. He distributed a proposal to the board.

Erik Murphy explained the benefit of using managed services is that committed response time is the goal - 30 minute response time. He doesn't think we have had that previously. He reviewed the financial breakdown and warranties. SymQuest makes the call, researches the warranty, reinstalls, etc. It is a collaboration; not a take it or leave it. Explained prices vary dependent upon what they would be doing. It is support for things that are critical and not a duplication of things J. Stanway could do it.

Erik Murphy advised it goes back to how do you want the teaching and learning environments to run? It goes along with this process for Annual Technology Planning.

R. Horton – Nuts and bolts is about \$24,000? He advised they have been very lucky to have Julian Stanway here for the day-to-day responsibilities, but the Network needs another skillset. Advised they need a partner that helps us evolve.

Erik Murphy advised Julian Stanway's can-do spirit will make it very possible to move forward. We knew what we were stepping into.

Erik Murphy – There is a need to retire equipment. The cost will be \$13,000 in labor and \$9,000 in physical costs. Explained his goal is to get to a final number. With hardware compressed to the lowest possible scale, the price could be reduced. Advised it is possible they could schedule some things before school starts.

L. Picard asked if the server project and product quote is a one-time cost.

Erik Murphy advised there is a preferred life cycle of four years. Pay a very minimal cost. The typical safety range is four to five years. Will make the warranty to fit the window of what is expected. Network gear could be seven years or more.

L. Picard – Is leasing a better option?

Erik Murphy explained if it is going to be a really big capital project you may want to lease. If there is time to plan, may add it to the budget.

L. Picard – So either way, depending on funding?

Erik Murphy – Yes.

R. Horton – What is the reality of this project happening at the same time as the phone system?

Erik Murphy advised the part that would be intersecting would be putting in the core switches; up to the fire wall and to the internet. That's the part we need to jump on. After that it is a local connection; they can overlap.

R. Horton thinks the server is well past its lifetime; feels they shouldn't wait.

E. Jackson – We can buy it ourselves right? Advised they just missed the E-Rate deadline.

Erik Murphy – In all cases you are able to shop the product list, but can't control the arrival date. He likes that they will all be scrappy and resourceful.

R. Horton feels it is important to support the service and be sure we are not compromising the product you are offering us.

Erik Murphy advised they are trying to give the best investment. He and E. Jackson are doing their due diligence.

Advised there would be a one-year Agreement with a 90 day opt-out Addendum.

R. Horton – After 12 months does it automatically renew?

Erik Murphy – Yes.

Erik Murphy has given the contract to E. Jackson.

Erik Murphy distributed information to the Board regarding migration to Office 365.

T. Croteau asked what Julian Stanway's opinion is.

Erik Murphy advised Julian Stanway made the proposal to him. He will have the same management capabilities he has today. Administration lies with Julian Stanway. He could put in a ticket and SymQuest would take care of the issue; can handle it. It is a one-time migration.

R. Horton asked if there is something they could use other than Office 365?

Erik Murphy offered a comparative to Google. Explained G-Mail is confusing; there is a navigational discomfort.

R. Horton advised G-Mail can be added to Outlook.

Erik Murphy – Yes; agrees. Advised at KHS all kids graduate with Google. It is a leadership decision.

Beth Stevenson asked what secondary schools are expecting kids to know.

Erik Murphy explained it is varied. Franklin Pierce is moving to Google. Landmark went to Google three to four years ago. He feels that is driven in part because Google took advantage of the academic part sooner. He still believes the workplace is much more Microsoft driven.

S. Thompson would like to see specifications.

The Board thanked Erik Murphy for coming.

There was discussion by the Board. Need to look at cost to migrate the newest server and can it handle this?

S. Thompson feels they need to see the specs.

R. Horton doesn't think we need a back-up server if we are in the Cloud.

T. Croteau feels they need a back-up server, housed in another building.  
E. Jackson – Need to prioritize what we will do; only have \$20,000 allocated. She thinks she needs to do more research.  
R. Horton – Funds could be used for the equipment only.  
E. Jackson advised J. Stanway is migrating to Office 365; needs help.  
T. Croteau thinks funds from the Building Fund could be used for that.

R. Horton advised they will leave it up to E. Jackson to handle.

T. Croteau thinks they should be done before school goes back in session.

R. Horton looks forward to receiving more information.

E. Jackson will present the whole fee schedule to the Board. She is concerned with the budget numbers.

S. Thompson advised he is glad to work with E. Jackson and J. Stanway.

R. Horton – Any discussion that can affect negotiations should not be discussed in public session.

### **NEW BUSINESS**

J. Lewis discussed a Trans-Gender policy; not many schools have one. He made copies of the Shaker Regional School District's policy and distributed to the Board for review.

L. Picard advised the NHSBA has sent out e-mail blasts regarding upcoming information and policies. She knows it is coming and they are working to develop it.

J. Lewis advised it is coming. The Board should be aware.

### **FINANCIAL REPORT – E. JACKSON:**

\*Waiting for the check to come from Charter Trust.

\*DOL inspection – Most eye wash stations have been installed; some need faucets updated.

\*Working on getting projectors installed for SmartBoards. Will be up and running by August.

\*Emergency Management Team from State was here; talked about Grants. There are not currently grants for construction.

R. Horton asked about door swipes, key cards and surveillance cameras.

S. Thompson advised it seems like a liability not to have key cards for everyone.

E. Jackson advised the doors are programmed for certain times for hourly employees.

R. Horton feels they need to look into this to get key cards.

E. Jackson will call other school districts using a key card system.

J. Lewis will put it under Old Business on the agenda.

\*The Community Center is designated as a shelter, but it wouldn't be used in case of an emergency. The School would.

\*Looking into getting a mower; need to know what kind. They will look at residential and commercial models.

J. Lewis would like to look local; wondered if they could lease one.

\*Reviewed Summer projects, including Fifth Grade wing.

E. Jackson thinks she has all the orders in for supplies until they get to the beginning of the year.

R. Horton asked if they should have the roof inspected.

E. Jackson – Absolutely; asked Primex about it. They suggested finding Baybutt's insurance company, as they were the company that did the work on the roof.

K. Bazan asked about the kitchen on the elementary side.

E. Jackson advised they have not had any quotes for the hood. They will purchase the equipment and put it in themselves. It is just replacement of existing equipment. They will be spending down the \$15,000 for the salad bar received from a grant.

R. Horton would encourage, over the Summer, creative planning for menus.

E. Jackson advised no one is here in the Summer.

\*ACCESS room is almost all cleaned out.

J. Lewis – Teachers should let the SAU know if they want to go up and get things. Some things belong to ACCESS.

E. Jackson advised people can't just go up and take stuff.

\*Lunch Program – Had money they need to spend. Received a quote for cafeteria tables; ten round tables each with eight connected stools. They will order 11 tables.

\*Student Council – Great Senior Formal; had lots of compliments. About 30 kids attended; one student from Chesterfield was there. The Student Council has \$740.00, not including stock from the school store. They will spend \$200.00 for lights for dances. With the remaining \$500.00 dollars it was decided to donate it to the school to have a mural painted in the Middle School Cafeteria.

R. Horton asked if anyone knows anyone who has hardwood, he thinks they should get a cord or two to raffle off.  
T. Croteau has a cord of wood he will donate.

**K. Bazan MOVED to approve the Accounts Payable Manifest in the amount of \$126,835.54; SECONDED by: L. Picard VOTED: 5-0, MOTION PASSED.**

**K. Bazan MOVED to approve the Payroll Manifest in the amount of \$192,081.74; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.**

**K. Bazan MOVED to approve the Payroll Manifest in the amount of \$23,290.77; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.**

**ASSISTANT PRINCIPAL'S REPORT – B. Stevenson:**

\*It has been a busy last couple of weeks; class fieldtrips, good field day. Eighth grade graduation was wonderful. All graduated – 38 kids. The Board was all there.

\*Kindergarten celebration was the next morning; it was very nice. They had a great turnout.

\*On half-day held lunch with staff.

B. Stevenson thanked everyone for a great year. She learned a lot and it was a great experience.

Erin Crawford is looking into Cross Country. She is definitely interested in offering it as an additional Fall Sport.

R. Horton thinks kids need some Summer training to prepare for sports.

Erin Crawford advised they need to find two mile trails or trails and bits of neighborhoods. They could have a jersey as their uniform, but feels it would be nice to have a complete Fall uniform.

R. Horton asked that on the agenda in the beginning of July the Board discuss what they need for Fall Sports.

Erin Crawford – Could have one Cross-Country team.

E. Jackson – May lose kids from other sports.

S. Thompson feels it is important that kids do what they want.

R. Horton advised they invested in a soccer team. Feels by introducing a lot of other stuff, they may not have enough players for teams.

E. Jackson advised that is what she was concerned with.

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

\*Teachers are doing Professional Development for the next few weeks.

\*The whole Board was at graduation. It was nice to see.

\*Have nine candidates for the Principal position and making progress with other positions. J. Lewis feels School Spring is a great system.

\*Asked the Board to please tell people to follow the chain of command for Facebook.

R. Horton advised the need to be well aware that there is to be no bashing of Administration, no airing dirty laundry, etc. It could be grounds for a write-up.

\*J. Lewis reviewed construction/alteration proposal with the Board and discussed. He would like to build a room in Focus 2. The cost would be between \$2,000 and \$2,500.

E. Jackson advised she is seeing this for the first time. She will work with J. Lewis to come up with a cost to present to the Board.

Sue Rice feels kids need to be monitored in the "chill zone". Explained in the Focus 1 room there is a curtain that divides the space, but it can be moved quickly. She has concerns about dividers.

**COMMITTEE REPORTS:**

**Facilities/Joint Loss:**

J. Lewis has taken feedback from staff; not enough bathrooms. He would like to turn Mrs. Stevenson's office into a staff room including a bathroom.

E. Jackson advised the Committee took a tour of the facility; only made it through one wing of the Elementary School; need electrical covers. They can send a reminder to the staff of things to consider when setting up their room.

J. Lewis advised all doorknobs should be the same, but that is very expensive.

E. Jackson and they should lock from the inside.

J. Lewis will bring it back to the next meeting.

E. Jackson – The Emergency Management Team feels there should be room numbers in the windows in case there was an emergency and emergency personnel would know where to go.

R. Horton received the 911 report and distributed it to the Board.

R. Horton asked Administration to work on mailboxes for the Board in the SAU.

**Legislative Action Committee:**

L. Picard will see what information on Transgender Policies they may have.

**NHSBA**

J. Lewis called the NHSBA about a full day's training. He hasn't heard back.

K. Bazan advised there was also a Pre-School celebration; it went very well. There were lots of parents there.

J. Lewis advised the group was so big they had to move out of the classroom to the cafeteria.

J. Lewis advised Pre-School was a big hit this year.

R. Horton advised the Eighth Grade received awards from teachers. He feels that should be shared with more parents.

B. Stevenson – Could have done it during graduation.

K. Bazan asked about Performance Reviews.

J. Lewis advised he is still doing them. Advised most staff have received them, then they need to discuss with J. Lewis.

K. Bazan asked for another Board meeting to discuss issues with the high school. After discussion, the Board agreed to meet on Monday, June 27<sup>th</sup> at 6:30 in the library.

T. Croteau went on the field trip with the Third and Fifth grades. Kids were very well behaved; better than other kids on the same trip.

Sue Rice talked about the server. She thinks in the energy audit, the boiler was mentioned; should it be on the list?

Sue Rice asked about lock-down/emergency drill – kids asked why they didn't have one this year.

Sue Rice – Doors have been left open after school.

Heather Pelkey advised the Board needs to be aware that the off-campus evacuation site is the Church. She heard it may close. Need to watch that.

Heather Pelkey loves the idea of push button locks. Now they need to keep the door locked all day.

Heather Pelkey advised the Sixth grade climbed Mount Monadnock; all but five of the students got to the top. They were back early.

Heather Pelkey advised when Pam Bigelow was in administration, they always got policy changes and new policies; would like to see that.

Heather Pelkey– Computers in classrooms are very old; feels there should be a separate Warrant Article on the ballot to overhaul the computers.

Heather Pelkey asked if there would be free lunch again this year.

E. Jackson – Yes; but if kids only take milk, they will need to pay for it.

Heather Pelkey advised she would like an update on Keene High School more than just that the Board will discuss it in non-public; some update would be great.

R. Horton advised there is nothing to update.

Sue Rice thought the Board had been meeting with Keene.

R. Horton – No, there has been some discussion in negotiations.

Amy Hill thanked K. Bazan for mentioning the Pre-School celebration. It was a huge success. Explained they had had Professional Learning Community meetings here with Head Start and the Learning Center. They have also had monthly meetings with the State. It was so nice to see how happy the kids were. Everyone put in a lot of work – staff, community, etc.

Amy Hill advised tar is dripping into her classroom; it happens regularly. There is over a three foot-string of tar on a cold day.

E. Jackson has talked to D. Chamberlain. Thinks the building will need a Warrant Article.

R. Horton – Somebody needs to go in and look at the room and fix it.

Heather Pelkey advised in Erin Crawford's classroom there was a bird.

E. Jackson – Need to follow the chain of command if there is an issue.

Erin Crawford advised she e-mailed D. Chamberlain.

E. Jackson - Need to e-mail Custodial.  
Erin Crawford advised the bird is still there.

Amy Hill – Keene and School Choice – Advised she is a fan of school choice, but her fear is at this point, they are going too hastily. Personally doesn't want to find herself, her children and all the children hastily moving into something and then they don't have anything. She feels like they don't have any say. You are a democratically elected group. You have the right to make the decision without a vote, but the community needs a dominant role in the decision. She feels they do need a place for a debate. If this isn't it; let's not hastily limit ourselves. Feels like you are threatening Keene. Her fear is we won't have any choice.

Sarah Lounder – If a group of parents want a choice, can we go to the KHS Board meeting and encourage it?  
J. Lewis advised they would have to ask to be heard.

R. Horton read a note from Brittany Pierce to the Board thanking them for all their work in an often thankless job.

**T. Croteau MOVED to go into non-public session under RSA91-A:3(b) at 9:40 pm; SECONDED by: K. Bazan, VOTED: L. Picard – yes, T. Croteau – yes, S. Thompson – yes, R. Horton – yes, K. Bazan – yes, MOTION PASSED.**

**L. Picard MOVED to leave non-public session at 9:50pm; SECONDED by: T. Croteau, VOTED: L. Picard – yes, T. Croteau – yes, S. Thompson – yes, R. Horton – yes, K. Bazan - yes, MOTION PASSED.**

R. Horton advised in non-public session the Board discussed the Library position.

**K. Bazan MOVED to seal the non-public session until personnel are notified; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.**

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

The Board went into a Negotiations Discussion.

Respectfully submitted,

Peggy Higgins  
School Board Secretary