

**WINCHESTER SCHOOL BOARD  
WINCHESTER SCHOOL LIBRARY  
AUGUST 18, 2016**

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

Administration Present: J. Lewis, E. Jackson, V. Carey

The meeting was called to order by Superintendent, J. Lewis at 6:36pm. who advised it was an organizational meeting.

**T. Croteau MOVED to nominate K. Bazan as School Board Chair; SECONDED by: S. Thompson, VOTED: 4-0, MOTION PASSED.**

K. Bazan advised the Board that he believes he is ready to be Board Chair. He feels serving as Vice-Chair prepared him. He cares for the students, community and the school.

J. Lewis turned the meeting over to K. Bazan.

**T. Croteau MOVED to nominate L. Picard as Vice-Chair; SECONDED by: S. Thompson, VOTED: 4-0, MOTION PASSED.**

L. Picard thinks succession is an important part as to how the Board runs.

**CITIZENS' COMMENTS:**

None.

**MINUTES:**

**L. Picard MOVED to approve the minutes of 7/21/16 with corrections attached; SECONDED by: S. Thompson, VOTED: 4-0, MOTION PASSED.**

**OLD BUSINESS:**

**Superintendent's Evaluation:**

L. Picard advised she is starting to put together a specific rough draft using the approved job descriptions. L. Picard will send the draft via e-mail to the Board and asked J. Lewis to review it as well. Once she gets it all cleaned up it will be ready to go. The goal is to have it complete by the end of August.

The Board agreed they will plan to handle it in non-public at the 9/1/16 meeting.

**KHS Committee:**

J. Lewis advised there is a common theme – more communication with Administration. He and Jen Weisenberger will go to Keene again this year. He would like a student rep. on the committee as well. Advised kids are failing; absentees are a problem. The next meeting will be at 4:30pm on September 6<sup>th</sup> and after that on September 27<sup>th</sup>, also at 4:30 pm.

S. Thompson advised the meeting went well; feels 4:30pm was a good start time.

K. Bazan advised it was part of J. Lewis' mailer that went out last week. He would also like to see a student on the Committee.

Sue Rice has volunteered to go on the bus to the Keene High School Orientation. She will talk with kids; let them know they deserve this.

K. Bazan – Need two to three more parents on the committee. Advised he would like to hear from E. Jackson at upcoming meetings.

J. Lewis advised he has asked Keene High School to come on 10/6 or 10/20 to give a presentation to the Board on the report from last year.

J. Lewis feels they are going in the right direction.

K. Bazan feels once they know if Dan Black and the SAU will be here, the Board should send specific questions beforehand so KHS will have the answers that night.

L. Picard asked if the Board will have the report in advance.

J. Lewis doesn't know the answer to that.

**Shatter Proof Safety Glass:**

J. Lewis advised due to the nature of the information, he feels they should go into non-public session under RSA91-A:3(i) to discuss later in the meeting.

**FINANCIAL REPORT – E. Jackson:**

The Board received E. Jackson's report.

**T. Croteau MOVED to approve the Accounts Payable Manifest for the 2016-2017 budget year in the amount of \$93,255.00; SECONDED by: L. Picard, VOTED: 4-0, MOTION PASSED.**

The Payroll Manifest will need signatures next week. Two Board members will need to come in and sign it. E. Jackson will see if it can be ready on Monday.

\*Electrical is done for steamer/tilting kettle – will ship on August 29<sup>th</sup>. We will take the old one to Scrap-It.

\*Met with other Business Administrators and met with the Admin team. She will bring something for a Food Service Lunch Charge Policy to the second meeting in September, for review. Advised she is trying to figure out the DOL part.

\*Audit – All drafts are done; waiting for the partner to review the auditor's work. He is up to 2014-2015 and last year has been started.

K. Bazan feels the audits should be on the webpage.

E. Jackson advised she had previously reviewed the findings with the Board.

\*Facilities – E. Jackson advised the custodians are working extremely hard. She wants to recognize their hard work. Gym Floor – Don Chamberlain and Mike have worked really on the gym floor. It has been sanded, painted and polyurethaned.

T. Croteau thinks they should change the wall color in the gym; it looks blah.

\*Electrical – The electrician put in new outlets in the Pre-School, GFI's in the bathroom and is changing out outlets on the other side. They will do the entire Elementary school; all classrooms will have tamper proof outlets. The 220 line has been moved. They have added another outlet in the Kitchen, GFI's to workspaces and disconnected the existing steamer and titling kettle. The cost is \$1,800 for all the work. Then they will do the work in the stairwells; putting in motion detectors. They will have a switch so they can be turned off.

\*Landscaping – Removed dirt on back paving area and filled holes. Rebuilt timbers out there and filled with rock, weeded other bed for free.

The second project is the glass hallway; took out four more truckloads of dirt and rock, planted grass with straw and on the other side, too.

Third project – Big, huge garden beds; one is done; will work on other side. Has done other work too. The landscaper should be done Monday. The electrician will be here next week

E. Jackson advised other than a couple of purchases, it should be the end of the prior year's bills.

After E. Jackson's vacation, she will have the year-end numbers for the Board.

E. Jackson has been meeting with other SAU's. Discussed selling advertising space to corporations; Keene and Monadnock both do it. Keene pays for half of their field costs by renting out their fields. She feels it is something to think about.

T. Croteau advised the banners in the school need to be cleaned.

E. Jackson asked the Board to check out the gym floor. She thanked all the custodians and D. Chamberlain for getting the work done.

**ASSISTANT PRINCIPAL'S REPORT – V. Carey:**

As the Principal was not at the meeting, V. Carey reviewed that she and Mike Duprey met to set the agenda for the first workshop day. They will be reporting on things learned and they are excited about sharing information from the Summit.

Mike Duprey continues to meet with the staff. They can ask questions of him. He asks what they need from him; what are his long term goals.

L. Picard advised she would like to be at the presentation on The Summit.

V. Carey has been meeting with families interested in Pre-School. Advised they will start the year with the number they have now, leaving space for students who are identified.

V. Carey reviewed Technology. J. Stanway is working on transitioning to voice-over IP phones. Unfortunately, some of the support people didn't show up and some people were not ready to take on the job.

J. Stanway met with Symquest; making sure no errors occur going forward.

Server – J. Stanway found additional quotes plus a hard drive. Symquest asked for specifications of the server.

V. Carey presented a quote for J. Stanway from GovConnection. John and Erik have also reviewed it and advised this is the server type necessary to do what we need to do.

V. Carey distributed quote information and reviewed it with the Board.

V. Carey advised Symquest is fine with this. Symquest provided what they hoped would be a strategic plan for Technology. They felt these particular specs would fit what we need better than what J. Stanway looked at before.

V. Carey advised the new server will eliminate the number of servers we have, going to one. There will be less physical issues. Backup will be on the Cloud. They are also proposing segregation traffic from the teaching staff and other users.

V. Carey will continue to bring questions to the Board as they receive information from Symquest. They have the capability to rebuild things, but need to look at a multi-year plan for older equipment.

E. Jackson thinks there will be huge capital improvements needed to the buildings. Her recommendation is to use the money from the Technology Line.

**T. Croteau to go with GovConnection for a cost of \$8,302.88 for the server; SECONDED by: L. Picard, VOTED: 4-0, MOTION PASSED.**

T. Croteau asked about home visits for Pre-School.

V. Carey advised they are offering them, but they are not required except for some agency referrals.

V. Carey advised there will be 42 in Pre-School. Kindergarten screening is Monday and Tuesday and Kindergarten Camp is Wednesday and Thursday.

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

\*Principal Meet and Greet was held August 23<sup>rd</sup>.

\*Barrett Christina is scheduled to be here on Monday; J. Lewis will confirm.

\*Received two applications for the Board seat.

E. Jackson met with the bus company. The contract was signed until 2017.

E. Jackson has put out Special Ed transportation.

\*Met with the Winchester Welfare office promoting the Alt Ed program. He has left them information.

K. Bazan advised the program needs a lot of focus this coming year. If no one uses it, why have it?

\*KSC Improving Teacher Quality – Will be signing on with them through a Grant. There are certain presentation they will do there and invite our teachers to and things we will do here and we will invite them.

V. Carey advised we are on their website. We are listed as a partner and they invite us to Job and Major Fairs.

\*Individual Staff Photos – Will be done on August 30<sup>th</sup> beginning at 10:30 am. J. Lewis feels it would be good to have the Board here and if they don't have an I they should get one.

E. Jackson advised everyone gets a new one.

K. Bazan advised that E. Jackson talked about electrical work being done on the third floor. He asked if we need a Sub Committee or report at Board meetings. He asked that it be put on the agenda under New Business. The Board will tour the third floor at the beginning of the next Board meeting.

E. Jackson feels roofing and masonry is a priority for the Thayer building.

J. Lewis advised the facility is worse than he thought.

E. Jackson feels the priority has to be the structure of the building, roof and masonry. Then the inside of the building needs to be done.

T. Croteau advised there is a hole in the wall in the Elementary School kitchen.

E. Jackson advised it will be taken care of.

T. Croteau - And get rid of the bees. Feels they should have someone go around the school and look for bees.

#### **COMMITTEE REPORTS**

##### **Budget Committee:**

K. Bazan is concerned with the Town Hall not having Administration. He is concerned that the Budget Committee won't meet soon.

T. Croteau advised they do have a committee in place.

K. Bazan advised he will probably stop by the Town Hall.

T. Croteau – Need to start, especially with the upcoming Capital plans.

##### **Facilities/Joint Loss:**

They will meet in September.

**Negotiations:**

Met last week; it was the first real meeting to get things going. They will meet next Thursday to continue.

**NHSBA:**

When Barrett Christina is here, will ask him to get all Board members on his e-mail list; not everyone is.

E. Jackson met with area Business Administrators. They advised that it is good that Winchester utilizes the NHSBA and Barrett Christina and that they are open to getting information. Feels we are one up on that.

J. Lewis advised if the Board is interested in upcoming seminars members can enroll and the WSD will reimburse them.

**Sick Bank:**

K. Bazan will be the Board rep.

**Professional Development:**

There is one vacant position. V. Carey advised they won't meet again until October.

**Energy Conservation:**

The Board agreed to change the name of the Energy Conservation Committee to Facilities/Energy Conservation. A new member will need to be chosen.

'Hot Topics' will be held on a Saturday in October. J. Lewis feels it would be good for the Board. Members should consider going.

**Technology :**

The Board discussed restructuring the Technology Committee to work towards a Strategic Planning.

T. Croteau will need to look at the committees when they have a new School Board member.

**CITIZENS' COMMENTS:**

Jeremy Miller read a letter to the Board advising that he was resigning from the Winchester School District effective August 30<sup>th</sup>. Advised he has been at the Winchester School 12 years and will continue to support the community and students at Winchester School in the Center Church.

He thanked the Board for working together and working with Drug Free Coalition. Explained they are in the middle of the search process for ACCESS. Jane Cardinale is hoping that next week they can name someone as Executive Director. Explained they have been working on a solid plan as far as transportation. They are also working on Food Service, On-Line Registration, etc. He hopes to bring more volunteers into the school.

The Board thanked J. Miller.

**L. Picard MOVED to go into non-public under RSA91-A:3(i) at 8:28pm; SECONDED by: S. Thompson, VOTED: S. Thompson – yes, T. Croteau – yes, K. Bazan – yes, L. Picard - yes, MOTION PASSED.**

**L. Picard MOVED to leave non-public session at 8:45pm; SECONDED by: S. Thompson, VOTED: S. Thompson – yes, T. Croteau – yes, K. Bazan – yes, L. Picard - yes, MOTION PASSED.**

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

**L. Picard MOVED to leave non-public session at 8:57 pm; SECONDED by: T. Croteau, VOTED: S. Thompson – yes, T. Croteau – yes, K. Bazan – yes, L. Picard - yes, MOTION PASSED.**

K. Bazan advised in non-public session the Board discuss security and approved and unsealed non-public minutes from this year and last.

**L. Picard MOVED to seal the Minutes regarding a contract until the next meeting; SECONDED by: S. Thompson, VOTED: 4-0, MOTION PASSED.**

T. Croteau wanted to discuss the third floor. Asked if there was any chance it could get done this year.

E. Jackson advised definitely the roof and masonry; has made calls.

E. Jackson explained the Thayer part of the roof is slate; she saw pieces out there that have fallen.

K. Bazan advised slate pretty much lasts forever.

T. Croteau advised it is nice to see kids not needing to bring supplies for the first day of school. He thanked the school for taking care of supplies and E. Jackson for getting a great discount.

E. Jackson advised they went to Wal-Mart and Staples for supplies.

T. Croteau wanted to be sure they didn't skimp on quality.

E. Jackson advised they didn't; they bought Crayola, Ticonderoga, etc.

The Board thanked E. Jackson for doing that.

E. Jackson thanked Diane Willis for putting all the supplies together.

**T. Croteau MOVED to adjourn the meeting at 9:06pm; SECONDED by: L. Picard, VOTED: 4-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary