

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
AUGUST 9, 2016**

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

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

The meeting was called to order by Chair, R. Horton at 6:31pm.

CITIZENS' COMMENTS:

None.

MINUTES:

K. Bazan MOVED to approve the public minutes of 6/27/16 with changes; on Page 20, second paragraph, changing J. Lewis to E. Jackson and in the fourth paragraph amending the spelling of *sensor* lights. Under Citizens' Comments amending Amanda Norberg to Amanda Nordberg and near the bottom of the page, Chris Thompson advised that the Middle School ranks 144 out of 190. After discussion, the Board added [*in the opinion of Chris Thompson*] the Middle School ranks 144 out of 190; SECONDED by: L. Picard, VOTED: 5-0, MOTION PASSED.

K. Bazan MOVED to approve the public minutes of 7/7/16, SECONDED by: S. Thompson, VOTED: 4-0-1 (T. Croteau – abstained).

OLD BUSINESS:

Superintendent's Evaluation:

L. Picard distributed the Superintendent Evaluation and Goal Setting, Superintendent Evaluation Components and Forms and Superintendent Evaluation Tool to the Board for review. She doesn't think there are more than 15 duties needed, but wants to be sure it covers both the Superintendent and Principal duties. L. Picard wants to be sure the Board agrees on key points that the Superintendent will be reviewed on. Need to discuss, so the Board agrees with the numbers. Feels one person's five could be another person's eight.

After review and discussion, the Board agreed to implement the Superintendent Evaluation Tool form.

L. Picard would also like to include a self-evaluation.

J. Lewis would appreciate that.

L. Picard – Then once J. Lewis completed it, they would all have the opportunity to complete the evaluation.

Second Reading: Policy JBAB – Transgender and Gender Non-Conforming Students:

Sue Rice asked if the policy is for staff and students.

J. Lewis advised it says students. He will check to see if there is a policy covering staff.

Sue Rice advised she attended a seminar. They are willing to come in and do training with the policy.

J. Lewis advised Barrett Christina will be here next week. He could go over it then.

L. Picard advised they need to see if there is something in place and whether this should be a blanket policy.

The Board feels students and staff should have separate policies.

The Board agreed to table discussion until they meet with Barrett Christina.

J. Lewis advised students have an Acceptable Use Policy.

R. Horton advised this policy should cover everything.

Fourth Reading Policy EHAA – Computer Security, E-Mail and Internet Communications Policy:

V. Carey feels thumb drives and other devices, should be checked each time they are brought to school.

R. Horton feels they should eliminate thumb drives or it will be a nightmare.

V. Carey advised the staff is not all trained on Office 365.

The Board feels the Cloud is the way to go.

R. Horton advised IT and the Business Office is responsible for the Equipment Waiver.

K. Bazan MOVED to approve Policy EHAA; SECONDED by: L. Picard, VOTED: 5-0, MOTION PASSED.

R. Horton advised it is a work-in-progress; will need to be looked at.

Process to Unseal Minutes:

J. Lewis advised they need to review the procedure for unsealing minutes. Feels the timeline should be no more than one year.

The Board advised they would like the minutes to be brought automatically to them at the one year mark.

J. Lewis advised they can unseal only a portion of the minutes, as needed.

R. Horton advised at every meeting, the sealed minutes from one year ago will be brought in. It may be necessary to add some, but as a standard operating procedure will be one year ago.

R. Horton advised at the next meeting J. Lewis will bring sealed minutes from one year ago and an additional three to five sealed minutes.

L. Picard wanted to confirm that any that come up that have a specific date, will automatically come to the Board to be unsealed.

Update on Website:

J. Lewis gave a Smart Board presentation. Feels they need to contract with a company that builds websites and apps. They want parents to be able to use it. Advised the company Apptegy, will give us the biggest return; they impressed them the most. Advised he has spoken to people all over the country.

J. Lewis shared a video recording with the group from the Apptegy representative. They will build a brand new website. It will look great and be great on a mobile app. It doesn't require duplicate work. Explained that ThrillShare Mobile allows principals and staff to make updates on their mobile phones, post school cancellations, post pictures to Facebook, etc.

J. Lewis is impressed with the service we are getting from Casey and the Apptegy Company.

V. Carey advised it allows teachers to share information, pictures, etc. with classroom parents because they will only go to that group of people.

Steve Thompson advised his apprehension is due to the large numbers.

J. Lewis advised the cost is \$9,000 plus \$400.00 for each school, we would only have one. Due to the size of the school, they will cut the cost by one-third and cut \$300.00 down to \$250.00 and 20 cents to 15 cents per throw.

J. Lewis advised Casey quoted \$3,990 per year.

E. Jackson advised the cost for Blackboard Connect is \$2,550 for just the website plus \$1,500 to add policies to the website.

J. Lewis advised they do the design as well.

E. Jackson – Operating costs are a little cheaper than what we are paying now.

V. Carey advised they will also transfer information from the current website so J. Stanway doesn't have to redo it.

R. Horton – Will they be able to interface with Power School?

J. Lewis – Yes.

J. Lewis advised he spoke to the company to see what they could do about the cost if we commit to three years.

Advised there would be a one-time mobile development fee and a total cost of \$15,000 for three years, up front.

V. Carey advised they will do on-site video training and troubleshooting.

J. Lewis feels this is a look at the future.

Sue Rice doesn't have cell service, so she wants the website available.

E. Jackson advised they have the dollars to do this.

J. Lewis advised they can start tonight. The company advised it would take 49-62 days to get everything up and running.

T. Croteau MOVED to approve the application and website update with Apptegy; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.

Review Organizational Chart:

The Board received a new organizational chart, reviewed and asked questions. The Board was in agreement with it.

J. Lewis will post it in the office and will share with staff on the first day of school.

NEW BUSINESS:

J. Lewis advised the Committee did not meet today as the meeting was not posted. They will reschedule. They are looking to increase the number of members on the Committee to seven. Advised Jim Logan is in agreement

The Committee will include all grades. Want Alt Ed to play a more active role. Need more of a partnership between Winchester School District and Keene High School.

J. Lewis will send information about the Committee in the newsletter and through social media.

J. Lewis realizes sub-committee meetings need to be posted and minutes taken.

R. Horton feels it is important communication at the middle school level between our middle school and Keene's middle school.

J. Lewis advised he has discussed that with Keene.

J. Lewis advised they will be setting more specific goals when the Committee is more settled. Looking for three to four more people, then the group will come together.

After discussion, Committee members agreed that the Sub-Committee will meet on August 16th at 5:00 pm in the library.

K. Bazan advised they can hold the meeting at 5:00pm this time and 4:00 pm next time.

K. Bazan MOVED to approve the Accounts Payable Manifest of 8/10/16 for the 2015-2016 budget year in the amount of \$22,738.77; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

R. Horton feels we will need to write another bond to fix things in the building before seven years when the current bond is paid.

E. Jackson explained they could wrap the bonds together. Advised they did refinance the current bond.

K. Bazan MOVED to approve the Accounts Payable Manifest of 8/10/16 for the 2016-2017 budget year in the amount of \$166,938.32; SECONDED by: S. Thompson, VOTED: 5-0, MOTION PASSED.

K. Bazan MOVED to approve the Payroll Manifest of 8/12/16 in the amount of \$121,715.69; SECONDED by: L. Picard, VOTED: 5-0, MOTION PASSED.

The Payroll manifest of 7/29/16 in the amount of \$112,721.13 was previously approved by the Board.

The Accounts Payable Manifest of 8/2/16 in the amount of \$197,932.00, was previously approved by the Board.

FINANCIAL REPORT – E. Jackson:

The Board received E. Jackson's report.

*Working diligently to get ready for PBX installation which begins on August 15th. One hiccup is the paging system. The PBX System will be up and running before school starts.

*Began a 90 day contract with Symquest – 8/1/16 – 10/31/16 which does not automatically renew. E. Jackson wants to see how the relationship goes.

*Received quotes for an HP Server and a separate hard drive.

*The new cafeteria tables were delivered early, for that reason E. Jackson negotiated an additional \$1,000 savings.

*Stove Hood – Fire Chief, Barry Kellom advised we do not need an Ansul System; will send a letter confirming that.

*At the next meeting E. Jackson would like to work on a Food Service Lunch Charge Policy and a Return Check Policy. She will send the Board sample policies via e-mail. She would like to have policies in place before school starts.

*Will have an audit update for the next meeting.

*Working on clean-up for year-end. She will have numbers to the Board after the end of August.

E. Jackson asked the Board if they need a policy for disposing of owned equipment.

E. Jackson advised the landscaper and electrician are here this week. There is lot's going on. She advised progress is slow on the third floor, but going. Will be putting in new switch plates, 220 lines, a couple of other things and then the third floor work will start. The mower is working great.

K. Bazan asked that they hold off on having someone come in from the transportation company to meet with the Board. He wants the contract to go out-to-bid in September. He wants E. Jackson to let them know of their displeasure with the way Winchester is being billed, etc.

E. Jackson advised she still has a bill to pay. She will bring it for the next meeting.

J. Lewis thinks the bus company should come into discuss.

The Board feels E. Jackson can discuss it without coming to the Board.

PRINCIPAL REPORT – Mike Duprey:

M. Duprey has been meeting with staff and faculty; has had a couple dozen meetings so far. They run 15 minutes to one hour. There are questions about his philosophy, work style, etc.

M. Duprey explained he was part of a group of 10 that went to UNH last week. Advised it was a valuable experience for him. Most valuable was the team time. He felt it was extremely valuable to collaborate with colleagues.

M. Duprey advised he met with J. Lewis, V. Carey and E. Jackson this afternoon for three hours. Left here today and felt really good about how he has been welcomed and treated as a contributing member of the group. Thinks the team will do really well together.

L. Picard asked for some highlights of the training at UNH this year.

M. Duprey explained there were a number of strands; could sign up for STEM strand. Some strands also included were:
Family and Community
Engagement
Early Child Hood
Data Literacy
Education in an adverse society

ASSISTANT PRINCIPAL'S REPORT:

V. Carey advised the theme of the conference this year was Transformation through Personalization.

Some things that came up were:

- *Advisory system – had started work on that at the end of the school year. It allows students to have a personal advocate. Advisory came up several times.
- *Standard-based report cards
- *The team of 10 was there; there was a lot of sharing around STEM coming back.

L. Picard will you do a brief staff meeting?

V. Carey advised the day before the all-staff workshop day they will meet and come up with what to bring to share with the staff.

V. Carey explained that Advisory will start the school day.

R. Horton feels that is a very successful way to reach out to kids.

V. Carey advised they have excellent skills from the staff to share and bring to the middle school students.

Mike Duprey advised at the Summit there were a number of vendors in the Registration area. He was very interested in new technology and the new STEM program called STEMPilot.

R. Horton advised flying uses a huge amount of Mathematics, navigation, weather, etc. They are reaching kids at different levels.

SUPERINTENDENT REPORT – J. Lewis:

The Board received J. Lewis' report.

*Transportation will be provided to Keene High School for Freshmen Orientation on August 24th.

R. Horton asked J. Lewis to do a reverse 911 reminder or a reminder through voice/text/e-mail or Facebook.

*Ordered two additional AED's; only one came in – will order child pads for both.

*The Board received a handout with regard to the portion of RSA requirements on Interstate Compact. J. Lewis advised they have indicated to Attorney Fenton that we are interested in pursuing.

R. Horton advised NH might be interested in us, Massachusetts may not.

*Mike Duprey's Meet and Greet will be held on August 23rd from 5:00 to 7:00 pm. The Keene Sentinel will be here. It will be on the webpage and Facebook.

*Open House will be August 30th from 6:00 pm. to 7:00 pm. It would be great to have the Board there.

*Need to have 3M safety film put on windows. A gentleman is coming in on Thursday about noon and will go around the building. The Board is welcome.

COMMITTEE REPORTS:

Negotiations:

They will be meeting Thursday.

NHSBA:

Erik will be coming in.

CITIZENS' COMMENTS:

Sue Rice advised it is pretty exciting to see the app, phone system and Office 365. There will need to be a lot of training, but it is great to see it.

T. Croteau MOVED to go into non-public session under RSA91-A:3(a) at 8:49 pm; SECONDED by: S. Thompson, T. Croteau -yes, K. Bazan – yes, R. Horton – yes, L. Picard – yes, S. Thompson – yes, MOTION PASSED.

K. Bazan MOVED to leave non-public session at 8:51 pm; SECONDED by: L. Picard, T. Croteau – yes, K. Bazan – yes, R. Horton – yes, L. Picard – yes, S. Thompson – yes, MOTION PASSED.

S. Thompson MOVED to go into non-public session under RSA91-A:3(b) at 8:51 pm; SECONDED by: L. Picard, T. Croteau-yes, K. Bazan – yes, R. Horton – yes, L. Picard – yes, S. Thompson – yes, MOTION PASSED.

T. Croteau MOVED to leave non-public session at 8:55 pm; SECONDED by: S. Thompson, T. Croteau – yes, K. Bazan – yes, R. Horton – yes, L. Picard – yes, S. Thompson – yes, MOTION PASSED.

R. Horton advised while in non-public session under RSA91-A:3(a) the Board discussed lane changes for two teachers.

R. Horton advised while in non-public session under RSA91-A:3(b) the Board unsealed and approved three separate non-public minutes.

R. Horton gave a letter to K. Bazan to read to the group, advising R. Horton was resigning from the Winchester School Board.

K. Bazan MOVED to accept the resignation of Rick Horton with regret; SECONDED by: T. Croteau, VOTED: 4-0, MOTION PASSED.

K. Bazan advised they need to get in touch with the community as soon as possible. All inquiries will be directed to J. Lewis. Need a full Board by the start of school, if possible. It will need to go on Facebook sites, everywhere it can. Want to have someone on by the second meeting in September.

S. Thompson MOVED to seal the non-public minutes under RSA 91-A:3(a) until individuals are notified; SECONDED by: L. Picard, VOTED: 4-0, MOTION PASSED.

K. Bazan MOVED to adjourn the meeting at 9:00 pm; SECONDED by: S. Thompson, VOTED: 4-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary