

**WINCHESTER SCHOOL BOARD  
WINCHESTER SCHOOL LIBRARY  
SEPTEMBER 1, 2016**

Present: K. Bazan, L. Picard, S. Thompson

Absent: T. Croteau

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

The meeting was called to order by Chair, K. Bazan at 6:34pm.

**CITIZENS' COMMENTS:**

Barbara Depew thanked the Board for providing school supplies this year. She advised it is nice not to have to buy so much.

Barbara Depew invited the Board to the PTA meeting on September 12<sup>th</sup> at 7:00 pm.

**MINUTES:**

The minutes will be brought back for a second reading at the next Board meeting.

**OLD BUSINESS:**

**Superintendent's Evaluation:**

The Board received the draft of the Superintendent Evaluation in their packet. L. Picard advised all 18 pieces were incorporated from the Principal and Superintendent reviews and there is also a place for goals.

L. Picard and S. Thompson were not part of the prior Superintendent's review. K. Bazan advised if he comes up with something from the prior review, he will let the Board members know. The Board agreed that they would each come up with two to three specific goals for J. Lewis.

L. Picard suggested an additional meeting to discuss the Superintendent evaluation.

After discussion, K. Bazan advised they would do it in non-public at the 9/15/16 Board meeting. K. Bazan asked J. Lewis to be sure it was part of the agenda.

After discussion, the Board agreed that L. Picard could review J. Lewis' self-evaluation prior to the meeting on 9/15/16. K. Bazan and S. Thompson want to receive it at the 9/15/16 meeting and J. Lewis will ask T. Croteau when he wants it.

K. Bazan asked about mailboxes for the Board.

E. Jackson advised they are in J. Lewis' office; need to be mounted.

J. Lewis distributed the minutes from the meeting with Barrett Christina to the Board as a first reading. They will come back to the Board as a second reading at the 9/15/16 meeting.

J. Lewis advised Barrett Christina specifically said that Board meetings should not be three hours long. The maximum should be 2-1/2 hours. He feels that is manageable.

**School Board Candidates:**

J. Lewis advised tomorrow is the deadline to file for the School Board vacancy. A reminder will be included in J. Lewis' newsletter and will be part of the 9/15/16 agenda. There are currently three candidates; they will come to the meeting and be interviewed by the Board in public session. A decision will be made in non-public session.

K. Bazan thinks the Board has gotten the word out regarding an opening as best they could.

**S. Thompson MOVED to go into non-public session under RSA91-A:3(c) at 6:46pm; SECONDED by: L. Picard, VOTED: K. Bazan – yes, S. Thompson – yes, L. Picard – yes, MOTION PASSED.**

**S. Thompson MOVED to leave non-public session at 7:02pm; SECONDED by: L. Picard, VOTED: K. Bazan – yes, S. Thompson – yes, L. Picard – yes, MOTION PASSED.**

K. Bazan advised in non-public session the Board discussed an employee request.

**L. Picard MOVED to seal the non-public minutes until 9/15/16; SECONDED by: S. Thompson, VOTED: K. Bazan – yes, S. Thompson – yes, L. Picard – yes, MOTION PASSED.**

**FINANCIAL REPORT – E. Jackson:**

The Board received E. Jackson's report.

After review and questions, **S. Thompson MOVED to approve the Accounts Payable Manifest for 9/1/16 in the amount of \$127,937.54; SECONDED by: L. Picard, VOTED: 3-0, MOTION PASSED.**

K. Bazan asked about Nature's Classroom.

J. Lewis advised they are doing fundraisers for Nature's Classroom outside the Winchester area.

E. Jackson advised there is some money set aside for the trip.

\*The kitchen is still looking for help. They have two full time openings; they are posted.

There has been one position posted for two-and-a-half months. They have had four applicants. Two applicants were offered the position but wanted benefits and better pay, so both ultimately declined. Nancy Dziejczak has adjusted the menu as needed.

K. Bazan suggested posting the openings at the Town Hall. He asked E. Jackson to keep the Board apprised.

E. Jackson advised the kitchen staff is working hard to feed everyone.

\*The plumber and electrician are scheduled to put in the new steamer/tilting kettle. It should take less than half-an-hour.

E. Jackson advised the old one needs to be removed. She advised there is no policy for disposition of equipment. The company providing the new steamer/tilting kettle will take the old one away for free. E. Jackson was hoping to take it to Scrap-It. The Board advised scrap materials are currently getting a very low price.

E. Jackson will ask the company to take it.

\*Facilities – Electrical work was done; started in Pre-school and continued in the Elementary with tamper-proof outlets and GFI's in the kitchen as well as an additional outlet. They continued in the stairwells with motion detector lights. There is a by-pass, but it is set at the lowest setting.

\*Landscaping – The back of the Elementary and Fifth Grade wing and large planter beds have been done.

K. Bazan advised it looks 100 times better than it did.

\*E. Jackson advised as of now there is about \$500,000 to return to taxpayers. She was going to print the budget off for the Board tonight, but had copier issues.

The Board is unhappy there is such a large amount of money left.

E. Jackson advised the big things are students are moving out; couldn't anticipate that and some went to KHS. Related Services was down \$125,000; also saved \$60,000 in oil last year.

K. Bazan is concerned people at the Town Hall won't care about the reasons why the number is so big.

L. Picard asked if the money left from Special Ed could be moved to the Special Ed Trust Fund.

J. Lewis advised yes.

E. Jackson advised the school can have their own general fund to move money back and forth.

There would need to be a Warrant Article and the voters would need to approve it.

K. Bazan advised from the voters' side he would like to know what he is voting on, but he doesn't mind discussing it.

E. Jackson advised the Town has a general fund.

E. Jackson explained they also had additional revenues in the amount of \$150,000 from a past Grant. We won't have that again.

\*The Board received the 2012 draft audit as well as the 2013 and 2014 audits. E. Jackson sent the 2015 audit electronically as it was 37 pages long. Anyone who wants it, can get it. Most of the findings have been addressed.

E. Jackson is asking the Board to wait until 10/1/16 for the DOE 25 because the auditors are coming near the end of September. The 2015/2016 audit has been started.

The Board agreed to wait until 10/1/16 for the DOE 25.

When they have all the final reports, K. Bazan thinks it should be known around Town that they are available.

L. Picard asked about the 2016-2017.

E. Jackson advised the auditors plan to come in to start work on it on October 17<sup>th</sup>.

K. Bazan asked about the third floor. They are near budget season and he wants to be sure all their ducks are in a row. Need a Warrant Article. What are our plans? Need to be sure to do research. Need to know what we want and what we can do with the space and what to do to get it done. Want to be sure it is part of the next meeting.

E. Jackson advised she is already on it.

K. Bazan – Are people able to work in the space?

J. Lewis advised there is stuff up there, but they can move it around. We have a strategic plan of what is best for the third floor.

J. Lewis advised he is more comfortable with the third floor since the electrical has been done.

### **PRINCIPAL'S REPORT – Mike Duprey:**

\*Meet and greet had a decent turnout. Hopefully it was informative. Feels he is off to a good start with the community.

L. Picard advised she received very good feedback; people commented on his candor and warmth.

M. Duprey advised he is feeling good; used the first workshop day for staff to learn about him. Feels it will take him two to three months to learn about everything else. He is trying to be out and about as much as he can.

\*Lunch is going well.

K. Bazan asked how the busses are going.

M. Duprey advised there are things he needs to address. He will call to meet with drivers and the supervisor at First Student. Advised one bus arrived with 65 students on it.

K. Bazan – One bus, when the kids were out of school, had five kids on it.

K. Bazan advised busses were the school's big challenge last year.

M. Duprey advised this is one of the top things on his agenda. There is not a lot of turnover of bus drivers.

### **ASSISTANT PRINCIPAL'S REPORT – Val Carey:**

Mike Duprey and V. Carey are in the lunch room; handling both sides of the building. She thinks it is a positive change; getting a lot of feedback from kids. It gives them the opportunity to chat.

\*New teachers are off to a great start; Music, 7<sup>th</sup> and 8<sup>th</sup> Grade Math and Kindergarten, Grade 2 and Title 1 Tutor.

\*Middle School advisory is off to a good start. Seventh and eighth grade homerooms are broken into groups of eight or nine. It is a calmer, slower start to the day. It provides the opportunity for team and community building. They have gotten good feedback from kids.

\*Pre-School Open House is tonight for three and four year olds. Classes are as full as they can be right now. There are 10 students in the new rooms and eight in each Special Ed class. Some three year olds are not here yet. As we identify students they will be added.

V. Carey advised they need to check with Marie Braley as to how many students are on the waiting list. She will report on it next time.

K. Bazan feels as far as class counts, there are no surprises. Grade Four class sizes are in the mid-20s. He would like to hear how Grade Four is doing with that number of students. Class counts are definitely a concern.

J. Lewis advised it is a definite concern.

M. Duprey advised the concern is based solely on the numbers.

V. Carey advised there have been several move-ins to fourth grade.

K. Bazan wants to know if Keene High School has a report for us. He wants to be sure all the Board members have the 2014-2015 report.

J. Lewis advised the KHS Committee has a meeting coming up; could check with them then.

J. Lewis asked the Board to get questions to him to bring for his meeting with KHS. He asked that they e-mail them to him.

Freshmen Orientation – The Board thanked Sue Rice for going on the bus. It was very helpful; not all parents can attend.

Sue Rice advised it was great. She let them know they have a Committee and why she was riding the bus. On the way home one of the students advised what he was excited/concerned about; classes, woodworking, time to get to class. They discussed schedules; talked about counselors.

Sue Rice advised this is the first time KHS opened up the session for parents. Had instruction on how to get on to Power School, what is available and what isn't. There was a session with counselors. She was a resource for that information back on the bus.

K. Bazan asked if parents knew they were invited to open house.

Sue Rice advised she didn't know for sure. She would think so; doesn't think it would be any different than any other parents. Sue Rice advised in two weeks everyone will be intermeshed. Don't know where kids came from.

K. Bazan – Very happy with 24 students participating.

J. Lewis advised Sue Rice wrote up a report; will share at the KHS meeting on Tuesday.

K. Bazan asked if we have coaches for all sports teams.

Mike Duprey advised we do.

J. Lewis advised Brook Sharra is the Athletic director. She is very excited about Cross-Country; offers an individual sport for students. We have one Cross-Country and two Soccer teams.

K. Bazan asked if there is talk of bringing back Chorus.

V. Carey advised there is a new Music Director; offering Grades 5-8 Chorus throughout the day.

J. Lewis hasn't heard, but the new teacher is very strong in that regard.

K. Bazan thinks the program should return.

J. Lewis – New music teacher will bring back the talent show. Explained the issue was not students; it was the audience talking during performances.

J. Lewis advised it is better when split up the performances in two rooms.

L. Picard explained when the talent show was here, the stage lights were on, the audience was watching and there was no talking.

J. Lewis advised he is not giving up.

K. Bazan – It is not an ideal venue.

E. Jackson advised the stage needs work.

L. Picard feels setting the atmosphere and the tone for the show about to come, might be helpful.

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

The Board received J. Lewis' report.

\*Distributed Dover High School's Transgender Policy to the Board to review as an example.

\*SAU29 will be coming to the Board meeting either October 6<sup>th</sup> or 20<sup>th</sup>. J. Lewis will be going to KHS ahead of time and wants to bring questions from the Board. His meeting is September 29<sup>th</sup>.

\*Laurie Tigan is offering free writing assistance for parents for six weeks, free of charge. Classes will be held in the library for one hour on Tuesdays.

\*\*"Monadnock Region System of Care Implementation" Project Grant has been approved. The Grant is going to Monadnock in the amount of \$1,000,000 per year until 2020. The monies will be used to address family needs in Cheshire County with a focus on Winchester.

\*Beth Baldwin is the new Access Director. She will be the guest speaker at the next Board meeting.

### **COMMITTEE REPORTS:**

#### **Budget Committee:**

K. Bazan is concerned about the Budget Committee. He will contact Roberta Fraser and will have a report for the next meeting.

J. Lewis advised the next Selectmen's meeting is September 22<sup>nd</sup>; L. Picard is the Board rep.

K. Bazan would like the first Budget Committee meeting to be held the second week in October and would like to schedule all of the meetings at that first meeting.

V. Cole is interested in being on the KHS Committee; will try to be here on Tuesday.

J. Lewis hasn't received any other interest.

K. Bazan wants to establish a Recycling Policy.

#### **Negotiations:**

Met last Thursday; still just getting started. The next meeting is next Wednesday at 5:30 pm.

#### **NHSBA:**

L. Picard advised Barrett Christina came to meet with the Board; excellent conversation, all encompassing. Thinks there is an opportunity to do handle more specifics with him. They might be able to have a retreat, too.

#### **Professional Development:**

V. Carey will do committees and send information to the staff for Technology, too.

#### **Energy Conservation:**

E. Jackson has a quote from the electrician to do motion sensors in the bathrooms.

The Board agreed Energy Conservation and Facilities should be combined under Committee Reports.

K. Bazan would like the library set up in an L shape for the Board meeting in the back of the room so everyone can hear. He doesn't want microphones.

Sue Rice suggested moving the public so the Board is facing them and everyone can hear.

E. Jackson suggested leaving the tables as is and change the chairs so they can use the SmartBoard if they need to.

**CITIZENS' COMMENTS:**

V. Cole advised five students from Winchester were involved in the STEM Program. Sue Silk showed her a slide show. It was a five day program. Sue Silk was so thankful that she had a chance to explain the program to the girls. Val Cole advised it was amazing what they did. Feels if the School has a chance to do it again, they should. It was pretty amazing for fifth graders.

K. Bazan asked if they could do a presentation to the Board.

J. Lewis – Yes.

Walker Picard advised two sinks in the Boy's bathroom near the gym are not working.

E. Jackson will let Maintenance know.

Sue Rice asked about excess money from last year. Asked if there are any other lines affected besides students moving out? Anything else we can do other than return the money?

J. Lewis could use it for oil.

E. Jackson advised there are a lot of other lines. There is nothing we can do.

Sue Rice advised the Board has said we need a Health Teacher and have an issue with class size in Fourth Grade, but we can't use it?

E. Jackson advised you can't move money from one year to another. It is up to the Town to vote on the budget.

Sue Rice advised the energy company did an audit last Fall and asked about the locker room. What about those things? You used to talk about them.

K. Bazan advised the showers are part of the strategic plan. Need help from the Town side. They are still on the list, but not as important. It is definitely on the list, but moved down.

Sue Rice – The third floor is certainly a worthy cause.

E. Jackson – Maybe they would go together.

Sue Rice – E. Jackson did a great job explaining where the monies will come from. Can she do a blurb to explain it?

K. Bazan has every confidence in L. Picard to explain it to the Selectmen. The figure makes him nervous.

**S. Thompson MOVED to go into non-public under RSA91-A:3(b) at 8:20pm; SECONDED by: L. Picard, VOTED: S. Thompson – yes, K. Bazan – yes, L. Picard - yes, MOTION PASSED.**

**L. Picard MOVED to leave non-public session at 8:30pm; SECONDED by: S. Thompson, VOTED: S. Thompson – yes, K. Bazan – yes, L. Picard - yes, MOTION PASSED.**

K. Bazan advised while in non-public session the Board approved and unsealed minutes from two meetings in August.

E. Jackson advised the sinks near the gym are working. Maybe Walker's hands are a little small to start them.

Prim Ex – E. Jackson received information advising that we can be in the program that caps us for two years at a 10% cap for Workers' Comp. It needs the Chair's signature with a Board motion to participate.

E. Jackson advised we have a lot of Worker's Compensation expenses for students and staff.

L. Picard advised that is very usual.

**L. Picard MOVED to have the Board Chair sign and agree to the program Primex is offering with a 10% cap for each of the next two years; SECONDED by: S. Thompson, VOTED: 3-0, MOTION PASSED.**

**L. Picard MOVED to adjourn the meeting at 8:36pm; SECONDED by: S. Thompson, VOTED: 3-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary

