

**WINCHESTER SCHOOL BOARD  
WINCHESTER SCHOOL LIBRARY  
SEPTEMBER 15, 2016**

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

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

The meeting was called to order by Chair, K. Bazan at 6:33pm.

**CITIZENS' COMMENTS:**

None.

**MINUTES:**

**L. Picard MOVED to approve the 8/9/16 Board Minutes with a correction as noted; under Superintendent's Evaluation remove the wording *from the NHSBA*; SECONDED by: S. Thompson, VOTED: 4-0, MOTION PASSED.**

**L. Picard MOVED to approve the 8/18/16 Board Minutes as written; SECONDED by: T. Croteau, VOTED: 4-0, MOTION PASSED.**

**OLD BUSINESS:**

**Roof Update:**

E. Jackson advised they are waiting for quotes. A contractor is scheduled to come in on Monday.

**Employee Request – Non-Public:**

J. Lewis explained this is a continuation from the last meeting and will be held in non-public session.

**L. Picard MOVED to go into non-public session under RSA91-A:3(c) at 6:38 pm.; SECONDED by: S. Thompson, VOTED: T. Croteau – yes, K. Bazan – yes, S. Thompson – yes, L. Picard – yes, MOTION PASSED.**

**L. Picard MOVED to come out of non-public session at 7:00 pm; SECONDED by: T. Croteau, VOTED: S. Thompson, K. Bazan – yes, T. Croteau – yes, L. Picard – yes, MOTION PASSED.**

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

**S. Thompson MOVED to seal the non-public minutes; SECONDED by: L. Picard, VOTED: 4-0, MOTION PASSED.**

**NEW BUSINESS:**

**School Board Candidates:**

Four candidates for the open School Board position came before the Board. They had previously submitted letters advising their interest in the position. K. Bazan advised the Board was interested in the reasons why they wanted to be on the Winchester School Board, what they can bring to the School, their philosophies and what they think the school can do.

J. Lewis asked that each candidate take about 10 minutes for their presentation.

Heather Griffus explained she works at UNFI, has lived in Winchester for three years and has three school-aged children. Schooling has been hard for her children, especially one, with making new friends, etc. when they came here. She explained between herself, the teacher and J. Lewis as principal, they came up with a policy; now doing well. The main reason she wants to be on the School Board is she wants to be a great role model for her children. Her kids love it when their parents are part of things. Both she and her husband coach sports. She has a deep passion for children. She understands that kids grow and learn differently. It is hard not to have an option for kids not learning as fast or learning quicker than others. Feels they should have something in place allowing kids to go at their own pace. Need to enforce a bullying policy. Feels there are not enough policies. Kids need the best education they can get. Need to push them and be sure no child is left behind. She wants everyone to feel comfortable coming to school and growing.

K. Bazan asked what can you bring to the Board.

Heather Griffus advised she has a passion for diversity and collaboration. Need people that are different; can bring everyone's ideas together. She will fight for each child; fight to get policies in place and let it be known that Winchester won't put up with bullying.

L. Picard asked when the seat comes up in March, would you be running again?

Heather Griffus explained she never thought about being a School Board member; she was approached by J. Lewis. She looked at information on-line and decided that's what she wanted to do. Definitely wants to make a safe school. She wants her kids to be proud that their Mom is doing this.

Pam Bigelow was a teacher in Winchester for 30 years. She had two children going through the school system and she was happy she could do her part to make sure the school was the best it could be. Advised she was finally able to convince the School Board to start an elementary Music Program. Even though her children would no longer be at the school, "our" children came through those doors every day. She retired two years ago, but wants to do her part in making the school the best it can be. Explained she wants to work for staff, community and to be fiscally responsible. She is ready to take on the challenge.

Pam Bigelow explained she brings a very recent history with the school, participating in Board meetings, budgets, etc. Feels she might have insight as to where we've been.

K. Bazan thanked P. Bigelow for her service to the School and the Community.

K. Bazan - How do you put aside the history and be an independent voice? You would now be J. Lewis' boss.

Pam Bigelow explained it is not much different than when she became principal. She knows there is a line. Wants to do what is best for the community.

L. Picard asked if this is something P. Bigelow is dabbling in or is she looking to fill a permanent seat?

P. Bigelow advised the thought has been there, but she would need to see how things go by March.

K. Bazan – What do you see for the school in five to ten years?

P. Bigelow advised lots of changes are coming down in curriculum. She would like to see better communication with the staff, community and the Board. Advised she looked for Board goals and a strategic plan on-line, but couldn't find it anywhere.

Gary Carle has lived in Town all his life with the exception of two years that he lived in Westmoreland. Feels Westmoreland was far ahead of Winchester. That's why he is here. Doesn't think the school should be all about testing. He loves kids; coaches sports. Advised his daughter was a victim of bullying and became a bully. Knows how to make business work; owned his own business. He wants kids to be proud to be in Winchester. For the last couple of years his kids have been happy to come here and they love Keene High School. Feels he is a softy when it comes to kids, but needs to run a hard line, too.

L. Picard asked if Gary Carle would be looking to stay on the Board in March.

Gary Carle advised when he jumps into something he jumps in with both feet. Advised he most definitely would run again.

K. Bazan asked Gary Carle where he sees the school in five to ten years.

Gary Carle feels the school is going forward. Not everyone tests well. Bullying is the issue. Kids need more aides.

Kids learn at different levels. Feels they should ask every teacher the best way to teach kids and go forward. He doesn't think we are at the same level with other schools, but are getting there.

Val Cole explained when she heard there was an opening on the School Board that she felt an obligation to put in her name. She felt it might be hard to find someone, especially in budget season, but sees now there is a good group to choose from.

Explained she has had six children go through the school system; she was a teacher in Winchester for 30 years and a School Board member for six. She has become familiar with manifests, budgets, negotiations, etc. She served as Assistant School Board Chair and served on most sub-committees. She was very involved in developing curriculum and teaching techniques in workshops across the country. She helped develop an advisory system. Feels philosophy is always what will motivate each child. She dreams of an IEP for every student.

Advised concerns she would like the Board to address include runaway Special Ed costs. The Board needs to vehemently pursue inclusion in voting and better communication between the Board and Winchester staff, parents and Keene High School, that is non-confrontational.

Val Cole advised she has been there and done that in a variety of capacities. She is here to help.

K. Bazan advised Val Cole is on the Keene High School Committee.

K. Bazan advised she is a substitute teacher for the Keene School District. Keene will be here on 10/6/16.

Asked her how she will be objective.

V. Cole advised she was on the Board when we first went to Keene High School. She thinks she can keep separate lines.

She is not involved administratively. Feels she could be a liaison. She doesn't foresee difficulty with maintaining distance.

L. Picard asked Val Cole if she would run again for School Board. She already has a lot of service on the Board.  
V. Cole feels it is easier to go on the Board then to campaign. She will see how it goes. Thinks she can provide a different perspective, a different viewpoint.

**L. Picard MOVED to go into non-public session under RSA91-A:3(b) at 7:38pm; SECONDED by; S. Thompson, VOTED: T. Croteau – yes, S. Thompson – yes, K. Bazan – yes, L. Picard – yes, MOTION PASSED.**

**L. Picard MOVED to come out of non-public session under RSA91-A:3(b) at 7:40pm; SECONDED by; S. Thompson, VOTED: T. Croteau – yes, S. Thompson – yes, K. Bazan – yes, L. Picard – yes, MOTION PASSED.**

**L. Picard MOVED to go into non-public session under RSA91-A:3(c) at 7:40pm; SECONDED by; S. Thompson, VOTED: T. Croteau – yes, S. Thompson – yes, K. Bazan – yes, L. Picard – yes, MOTION PASSED.**

**L. Picard MOVED to come out of non-public session under RSA91-A:3(c) at 8:22pm; SECONDED by: T. Croteau, VOTED: T. Croteau – yes, S. Thompson – yes, K. Bazan – yes, L. Picard – yes, MOTION PASSED.**

K. Bazan advised that while in non-public session the Board realized they went in under the wrong letter, so they came out of RSA91-A:3(b) and went back in under RSA91-A:3(c).

K. Bazan advised that the Board discussed a lot about the candidates. Each brought something valuable to the Board. The Board discussed and agreed that Heather Griffus will be the next Board member.

K. Bazan advised Heather Griffus that she can sit with the Board and participate in tonight's meeting, but cannot vote until she is sworn in by Jim Tetreault.

K. Bazan thanked all the candidates for taking the time to approach the Board and come to discuss the position tonight. The Board is happy with the response they received.

L. Picard hopes that those interested will remain interested. Still have opportunities for community involvement, sub-committees, etc.

**L. Picard MOVED to take a five minute break at 8:27 pm; SECONDED by: S. Thompson, VOTED: 4-0, MOTION PASSED.**

The meeting reconvened at 8:31pm.

**Policy DN – Equipment and Supplies Sales – First Reading:**

The Board reviewed the Equipment and Supplies Sales Policy. E. Jackson explained the purpose is to set a process to see if items have a sale value and set pricing. This is a current WNHSD policy.

J. Lewis was unsure what updates/changes were made to the original policy.

The Board asked that he check and bring the policy back with information.

**FINANCIAL REPORT:**

After review and questions, **T. Croteau MOVED to approve the Accounts Payable Manifest in the amount of \$74,716.93; SECONDED by: L. Picard, VOTED: 4-0, MOTION PASSED.**

K. Bazan advised to put into the notes the previously approved Payroll Manifests of 9/9/16 in the amount of \$196,391.09, \$300.06 and \$2,082.87.

**Kitchen Equipment:**

E. Jackson advised the kitchen has been two weeks without the tilting kettle and everyone in the kitchen has done a great job. E. Jackson was told it should be completed by tomorrow. The electrician will be here after and it should be working by Monday.

K. Bazan thanked Nancy Dziedzic and her staff for all their hard work.

K. Bazan asked if it is time to put snow plowing out-to-bid.

J. Lewis feels it doesn't hurt to check to see what is out there.

K. Bazan feels transportation should also go out-to-bid. The goal should be by the end of October, for next year.

**Facilities:**

\*Propane tank is complete; line has been buried.

\*DOL requires that railings be put on the Thayer steps. The contractor was here today; reviewed and will give us a quote next week.

### **Audit Visit September 13<sup>th</sup>:**

Auditors worked all day.

E. Jackson advised she has received a 10 page report on finding; need to write our report.

E. Jackson advised they still have 57 accounts to do; all different grants. She has been working on it. It is a lot of work. It will allow her to get an accurate figure for the DOE25.

### **Budget Meeting:**

The Town is looking for a School Budget Committee rep. Their first meeting is the same day as our Board meeting; October 6<sup>th</sup> at 700 pm. at the Town Hall.

### **Future Meeting:**

E. Jackson is working on policies to bring to the Board.

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

\*437 students at this time.

\*Fall sports are underway – One Boys and one Girls Soccer team and a Cross Country team.

\*Busy getting into as many PLC meetings and child concern meetings as he can with Val Carey to observe and see how it is going. Feels he needs to give kudos to Val Carey for her presentation and strengths. He is finding that they are making a great team.

\*Thirteen Eighth graders are off at the American Heritage tour; will be back in classes next week.

\*Natures Classroom will be held in October in Maine. Mike Duprey will attend at least two to three days.

J. Lewis advised several fundraisers are being held for Nature's Classroom.

L. Picard is concerned that the fourth grade count keeps going up.

Val Carey – Every time we cut back to two classrooms and typically it is fourth grade, over the Summer every family that moves in seems to have a fourth grader.

K. Bazan feels the Board is definitely interested in keeping apprised of how it is going. Feels 25 students is a very high number.

L. Picard agrees.

V. Carey advised it is a lot in the room; large bodies, equipment, desks, etc.

L. Picard advised there is only two teachers and paras. She is concerned kids aren't getting all the support they need.

Bambi Truesdell wanted the Board to know that her Grandson attended the American Heritage Tour and was chosen to lay the wreath on the tomb of the Unknown Soldier.

The Board and Administration were very proud.

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

\*Working with teachers on standards-based grading. She will come up with parent information sessions. On the 23<sup>rd</sup> during the workshop day there will be a question and answer period and then some time to work together on rubrics.

\*Working on PLC's setting procedures and goals. Advised there was a lot of great discussion.

\*Wanted the Board to know they are looking for para- professionals.

L. Picard – Standard based report cards. Recent legislation is taking turns toward State-wide standards based grading. Proud of Winchester for seeing the opportunity and working hard for it. Feels we are ahead of the game.

V. Carey thanked L. Picard. Advised it is a tremendous amount of work for the staff. It had made sense to move toward it.

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

The Board received J. Lewis' report.

\*Communication is key at KHS. They have discovered two students who were not attending KHS. They are planning the visit of each grade with their Guidance Counselor. He will be meeting on the 29<sup>th</sup> with SAU 29. He needs finalized questions from the Board. J. Lewis distributed some possible questions to the Board.

K. Bazan discussed in KHS Committee that it is valuable to send J. Lewis with questions. He asked J. Lewis to send the Board the 2014 report. K. Bazan does not want to get into a situation where we don't get answers. The Keene Committee is coming up with questions as well.

\*Symquest will install the new server. They are charging a lot. It will need to be done after hours.

J. Lewis feels money will be better spent on a Tech Director than going with Symquest. He is not completely impressed with them. Feels would be throwing good money after bad.

J. Lewis advised he is looking to put money in the budget for that next year.

\*Suggested a Building Administrator report as a combination of information from Mike Duprey and Val Carey. He thinks it would be more proficient to the Board Agenda. He feels it is not the best use of time to have both the Principal and Assistant Principal at each meeting. Val Carey and Mike Duprey are a great team; feels they should rotate the schedule for

the Board meetings. If they need both of them here he will bring them in.  
The Board agreed.

L. Picard advised she and J. Lewis went to the Select Board meeting. Talked about the school year; there portion was quick.

J. Lewis advised the following was discussed:

- \*New youth officer.
- \*Looking for a grant for the remainder of the windows.
- \*Kudos to Dale Gray for fixing the drain.
- \*They wanted to know about the landscaping

K. Bazan feels if the Town can salt and sand that would be wonderful.

- \*Have a new ACCESS Director.
- \*Audit is done.
- \*Chose a new Board member tonight.
- \*Need a new lice checker. J. Lewis has a call into Village Hair Salon.  
K. Bazan advised the lice check is part of our policy and needs to get done.  
J. Lewis advised there are other options of people to come in.

Pickle Festival – Barbara Depew advised the PTA and the Teachers Association are having booths with Popcorn, Maple Cotton Candy, Pickle hats and bike helmets to raffle off. It will showcase a great town. Feels it is an exciting time. The Board can get involved at the booths. Barbara Depew advised normally the PTA has five officers at the meeting. This year there were lose to 25 people on the first night. It is a wonderful problem to have. There is definitely excitement in the air.

K. Bazan joined them. They are looking forward to a new exciting year. Need someone who would like to be on the Finance committee. Need to do their audit.

\*Preschool numbers are high. Transportation could become an impediment to the program. Need another medium bus to insure best attendance. First student can provide one for more than \$200.00 a day. Some kids are on busses with 67 kids on them. That is not a good practice. Winchester has a need for a wheelchair bus for three young children. J. Lewis feels Winchester should consider purchasing our own. First Student will charge more than \$300.00 a day for a small bus.

J. Lewis advised the bus will satisfy pre-school transportation and Wedgewood residents as lots of the kids are from there. There are 26 students from Wedgewood and 16 students in pre-school.

V. Carey advised some kids are on the bus for an hour.

Heather Griffus feels kids can be nervous about taking the bus. She transports a friend's kindergartner for that reason.

L. Picard asked if are were any suggestions as to where the money would come from.

J. Lewis and E. Jackson need to look at it.

E. Jackson thinks perhaps a feeder bus could pick up at Wedgewood; need to look into it.

K. Bazan advised 65 kids on the bus are too many; need to keep working on and find a solution.

K. Bazan explained the Board has dabbled at going into the transportation business. Is this putting our toe in the water?

J. Lewis explained maintenance and a driver would be two significant issues to be addressed.

K. Bazan asked if ACCESS is interested in helping us.

J. Lewis advised they haven't approached ACCESS.

L. Picard would like to keep control.

T. Croteau – Need to look into the cost.

J. Lewis advised there would need to be maintenance done, etc.

L. Picard feels they need to be able to sustain it long-term.

L. Picard would like to see a more specific plan for both and feels it would be very helpful to have a timeline as to when we need an answer.

K. Bazan asked about Student Council.

J. Lewis doesn't think it has materialized yet.

K. Bazan feels it is a good program. Doesn't know why it wouldn't be a program here.

T. Croteau – Have cord wood they can raffle.

E. Jackson advised there was one member at the last meeting. It was decided that this year's Student Council will decide what to do with the money that was left.

K. Bazan asked about Moby Max; do we still use it.

J. Lewis advised no; we don't pay for it.

K. Bazan advised the public that J. Lewis' evaluation was done Tuesday Night. He met or exceeded 17 out of 18 points.

L. Picard advised it was 16.

K. Bazan thanked L. Picard for her work on the evaluation form. Feels they still have work to do.

**COMMITTEE REPORTS:**

K. Bazan advised Sue Rice did an outstanding write-up of the orientation for freshman; thanked her. Encourage the Board to read it.  
K. Bazan advised KHS will be here on October 6<sup>th</sup>.

**Negotiations:**

K. Bazan attended the last meeting. He thinks the next one is in October. They have scheduled all meetings through December.

**NHSBA:**

Budget training will be in October in Concord. L. Picard hopes to attend.

L. Picard advised there is new School Board training – Heather Griffus can attend. Thinks it is in May.  
J. Lewis thinks Barrett Christina would come in to do training.

J. Lewis advised E. Jackson has coordinated motion detector lights in the stairways.

Sue Rice asked if ACCESS still had the white bus.

K. Bazan – Yes.

Sue Rice asked about the bookmobile.

E. Jackson explained the Executor Director hopes to have it at the Pickle Festival.

Sue Rice asked about the chill zone in the Focus II room. Where are we with that?

J. Lewis advised looking at and getting some dividers in; it will happen. There are some other priorities.

L. Picard asked that it be added to Old Business.

Bambi – Two van drivers, Linda and Brenda, are hairdressers. They may volunteer to do head checks.

Sue Rice – Still short paras and Kitchen staff. If we can't fill positions, how can we fill a bus driver position for our own bus?

L. Picard – What about dual roles?

J. Lewis – Not part of the contract.

Bambi Truesdell – Can private systems own busses?

E. Jackson advised it goes out to bid; open to anyone with proper insurance, etc. that have everything in place.

L. Picard advised the school is looking to put transportation out-to-bid.

Cindy Ryder asked what the School has done about the Wellness Committee.

J. Lewis advised it hasn't started.

V. Carey – It is a committee people will sign up for. Advised she will post scheduled meetings.

**L. Picard MOVED to go into non-public session under RSA91-A:3(c) at 8:41 pm; SECONDED by: S. Thompson, T. Croteau – yes, K. Bazan – yes, S. Thompson – yes, L. Picard – yes, MOTION PASSED.**

Cindy Ryder asked why they couldn't put the non-public sessions at the end of the meeting.

K. Bazan advised 90% of the time they do.

**L. Picard MOVED to come out of non-public session at 9:16 pm; SECONDED by: T. Croteau – yes, K. Bazan – yes, S. Thompson – yes, T. Croteau – yes, L. Picard – yes, MOTION PASSED.**

K. Bazan advised while in non-public session the Board accepted a retirement, discussed a staff contract and a legal matter.

**T. Croteau MOVED to seal the minutes regarding the legal matter in non-public session indefinitely; SECONDED by: L. Picard, VOTED: 4-0, MOTION PASSED.**

**L. Picard MOVED to adjourn the meeting at 9:18pm; SECONDED by: T. Croteau, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary

