

**WINCHESTER SCHOOL BOARD MEETING  
WINCHESTER SCHOOL LIBRARY  
AUGUST 22, 2013**

Board Members Present: T. Croteau, B. McGrath, R. Horton, J. Cardinale, E. Jackson

Administration Present: J. Lewis, L. Schmidt, P. Bigelow

The meeting was called to order by Chair, T. Croteau at 6:30 pm.

**CITIZENS' COMMENTS:**

Mel Harrison distributed a report to the Board regarding Grants and reviewed. The State Department is down employees this Summer. It has been hard getting in contact with them. Five Grants are close to being closed out. All Grants are now on-line. Need to spend down each month within two months of them being paid, to get them wrapped up.

They are hoping with school opening that the DOE will be able to respond and things can get done. New Grants are starting Monday. Still have Grants that need to be reported.

L. Schmidt advised she can only enter one month at a time. Her prior contact has left and she has been having a problem getting a new contact. There has been a lot of lag time.

Mel Harrison advised they are making progress.

The Board appreciates the update.

P. Bigelow advised the staff appreciates M. Harrison finding money for staff development.

J. Franklin advised she has the classroom near the new playground. She saw R. Horton and J. Cardinale and others out there working. It was hot and she appreciates it and thanks them.

**MINUTES:**

**R. Horton MOVED to approve the Minutes of 7/18/13 amending the first Motion to pre-buy oil from Sandri at \$3,274 on page 4; SECONDED by: B. McGrath, VOTED: 4-0-1 (E. Jackson – abstained), MOTION PASSED.**

**R. Horton MOVED to approve the Non-Public Minutes of 8/15/13 as printed; SECONDED by: J. Cardinale, VOTED: 3-0-2 (B. McGrath, E. Jackson - abstained), MOTION PASSED.**

**MANIFEST:**

The Board reviewed the Manifest and asked questions.

B. McGrath sent an e-mail to L. Schmidt with questions on the Manifest this morning. L. Schmidt replied via e-mail.

P. Bigelow commended D. Chamberlain – he moved the SAU on his own time.

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

The Board received J. Lewis' report.

- \*The playground should be up this weekend; will be adding a camera in that area. J. Lewis gave a huge thank you to J. Cardinale and R. Horton for their help.
- \*SAU has moved; the area is more conducive to meeting with people. He discussed with the Board the possibility of adding a door in the hallway. This will keep unwanted individuals from passing by students. The Board discussed possible options and requested an estimate and a plan.
- \*Will be meeting with KHS August 19<sup>th</sup>. Need more communication regarding student academic performance.
- \*Discussed student who is one half credit short. Parent wants the Board to allow her to go back to KHS to finish rather than to take VLAC that was offered by Winchester. J. Lewis read a letter from the student's Mother.
  - E. Jackson advised once someone threatens legal action, communication should be cut off.
  - The Board feels they offered VLAC and that satisfies their obligation.
  - R. Horton feels it is close to being out of their hands; is now lawyer material.
- \*J. Lewis advised they are using a combination of talents within the school to address the need for a Health subject. J. Lewis reviewed with the Board. Information has been submitted to the State for approval, but they are short-handed so he has not heard back.
- \*Para-professionals have not approved the additional 10 minutes to the school day. They are meeting on the 27<sup>th</sup>. J. Lewis advised they can adjust things if needed. Can be flexible; paras would need to make up five days at the end of the year if they do not agree to the additional 10 minutes per day.
- \*On August 27<sup>th</sup>, the school will be honoring Dee Salonen for 40 years of service at a lunch which will begin between 11:30 and 12:00. Board members are invited and can get their ID pictures taken that day. Pictures will start at 8:00 am. and the photographer will finish up just before lunch.
- \*J. Lewis distributed information on the No child Left Behind waiver and reviewed with the Board.
- \*Hinsdale wants to meet with Winchester's Withdrawal Committee. Board members will attend. J. Lewis will set up a time.
- \*A Pre-negotiations meeting was held with Board Member Reps. and J. Lewis and L. Schmidt. J. Lewis feels they should meet again; wants input of the full Board. J. Lewis asked if maybe they could hold a non-public session for negotiations on September 5<sup>th</sup>.
- \*J. Lewis encouraged all Board members to use the WNHSD website in order to keep their personal e-mails private. P. Bigelow will get E. Jackson's e-mail working.

## **PRINCIPAL'S REPORT – P. Bigelow:**

The Board received P. Bigelow's report, current classroom count and calendar for the month of September.

- \*P. Bigelow thanked the Board for an extra primary position; they now have four Kindergarten classes. Students are being added to Kindergarten every day and staff has had to be reassigned at the last minute. The Kindergarten teachers and team ended their vacation early to get things in place. P. Bigelow thanked them.

\*Doctor originally thought one of the Kindergarten teachers had Meningitis. A letter was sent home to parents to make them aware. The doctor later advised it was not Meningitis and has given the teacher a note allowing them to return to school.

\*Will interview soon for ISS/Teacher Assistant position.

\*Have an excellent candidate for the Speech position.

\*There are just a few maintenance items left. Custodians are on vacation now; wouldn't take vacation before. Things look great. Open house will be held on Tuesday.

B. McGrath asked about the State class size requirements.

P. Bigelow advised the maximum per class from K-3 is 25 and Grades 4-8 is 30.

T. Croteau was given a letter from the Auditors who will be preparing the 2012 audit. He reviewed with the Board and signed it.

### **CITIZENS COMMENTS:**

None.

E. Jackson asked if the school would be doing anything for Pumpkin Festival.

J. Lewis advised yes and the Pickle Festival; that is the plan.

J. Lewis anticipating huge success with the playground. They are thinking of adding a track.

Joan Franklin advised last year there were first graders who will qualify for the Del Mar Marathon; feels adding a track would be wonderful.

R. Horton feels it would be a nice, safe place to walk/run.

B. Moser advised they might be able to get local contractors involved.

P. Bigelow advised Ken Gardner checked to see if the trees near the school are border trees of the house next door; they are not. Can be taken down; it is an option.

T. Croteau asked to have D. Chamberlain look into the cost.

J. Cardinale feels there should be something on the webpage where the staff can send requests, feedback, etc. to the Board. The Board discussed ideas/suggestions.

P. Bigelow will look into it. She doesn't want to get into something where they should have gone through protocol.

B. McGrath doesn't feel e-mail system is the proper system for work orders. Feels they need a work order system on the computer.

J. Cardinale agrees; spoke to it. Feels it would be more efficient.

B. McGrath advised it gives accountability.

P. Bigelow advised the staff can't stop and fill out a work order if, for example a locker is stuck a child vomits, etc.

The Board advised they are looking at repairs, not daily tasks. Items can be prioritized on the system.

E. Jackson feels it would be a way to see if the same thing is breaking four times.

P. Bigelow advised all e-mails are sent to D. Chamberlain with a copy to her. She sits down with D. Chamberlain and goes through the status of the requests.

P. Bigelow advised W. Vaughn prefers an e-mail system.

R. Horton advised they need facts in order to fund requests and know the needs of the school.

J. Lewis will check with Keene as to how they do it and contact B. McGrath.

Joan Franklin feels it is a good idea; would legitimize requests and get things done. Doesn't feel it all has to go through the office.

P. Bigelow advised she likes to see the requests; wants to be copied.

Sue Rice advised the requestor can check the status of their requests.

**R. Horton MOVED to go into non-public session under RSA 91-A:3c at 7:51pm; SECONDED by: J. Cardinale, E. Jackson – yes, B. McGrath – yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.**

**R. Horton MOVED to leave non-public session under RSA 91-A:3c at 8:06pm; SECONDED by: J. Cardinale, E. Jackson – yes, B. McGrath – yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.**

T. Croteau advised when in non-public session the Board discussed adding a date line to the Manifest so they will know when members signed it.

R. Horton advised it is a legal issue; needs a date.

**R. Horton MOVED to adjourn the meeting at 8:09 pm.; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary