

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
OCTOBER 16, 2014**

Board Members Present: J. Cardinale, K. Bazan, T. Croteau, E. Jackson

Board Members Absent: R. Horton

The meeting was called to order at 6:40 pm. by Vice-Chair, T. Croteau for a budget work session.

J. Lewis advised the Board and Administration were there to talk about the budget. Explained there was some unexpectedness in that originally there was a regularly scheduled Board meeting with Keene. The meeting with Keene was changed because R. Horton could not be here. J. Lewis advised the Chair takes direction from the Board.

J. Lewis advised there needs to be a chain of command, but it should filter through the Board.

E. Jackson understands R. Horton wants to be here; he is on the Committee, but now the meeting has changed from a Board meeting to a Board work session. Feels it is not fair to L. Schmidt. She planned for a Board meeting; she did not have budget information ready. It needs to be a Board decision. Feels they need to be cognizant of others' schedules.

J. Cardinale thinks since R. Horton wanted to change the meeting he should have sent the Board an e-mail.

J. Lewis feels the Board gets along well and he doesn't want to jeopardize that.

E. Jackson and J. Cardinale feel the decision was made, but then changed and not communicated.

Advised the Chair runs the meetings, but the Board makes decisions. They will discuss it again when there is a full board.

R. Horton approached J. Lewis about Gilsum School closing and possible services with SAU94.

MANIFEST:

The Board reviewed the manifest and asked questions.

Have purchased management software; should be able to work together for printing. That's the next step; will be working toward printing from the desktop.

L. Schmidt advised due to the due date of the TD Bank credit card bill, it was important to get the Manifest signed today. TD Bank is one company that allows you to pay over the phone.

L. Schmidt would like to pay through ACH payments.

J. Cardinale – Did we ever look more into a sign for the playground?

J. Lewis advised they have. They will get a deal at the Department of Corrections. They advised

J. Lewis to send what we want on the sign.

J. Cardinale – Could get sponsors to display their signs on a backdrop.

T. Croteau MOVED to approve the Payables Manifest in the amount of \$204,534.86; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

Julian Stanway will be attending Power School University. There will possibly be one other person going.

E. Jackson feels Charter Trust fees are too high. She feels we need to go back to them and ask what we are getting for that. Could put it in another type of account and wouldn't have to pay these high fees and we might get a better interest rate.

T. Croteau MOVED to approve the Payroll Manifest in the amount of \$421.35; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

E. Jackson MOVED to have the minutes reflect the previously approved Payroll Manifest in the amount of \$396.71; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

J. Lewis advised Jim Tetreault has agreed to be the secondary signatory to the Treasurer. He would want Board action on it.

J. Lewis will discuss it with Brian Moser to determine if he is acceptable with Jim Tetreault as Deputy Treasurer. If Brian Moser says no, J. Lewis will ask who he wants and come back to the Board.

The Deputy Treasurer is currently not a signer on the account.

T. Croteau feels they should see if Brian Moser still wants Hubie Crowell to do it.

J. Lewis met with Jim Loeb who is familiar with Cheshire Transportation. He agreed that he would contact companies, ask questions, read their contracts, etc. as well as negotiate a contract. They will pay him \$65.00 per hour for five to ten hours. It may get to the point where we can take over.

E. Jackson would like to see him work with someone like L. Schmidt so she can learn how to do it.

L. Schmidt advised he will also advise if it is in our best interest to buy our own bus, etc.

T. Croteau – need to know what the complete package with benefits, etc. would cost to hire our own drivers, get our own bus, etc.

J. Lewis would like Board support. Thinks 10 hours is a good start.

After discussion, **T. Croteau MOVED that J. Lewis contract with Jim Loeb for bussing information at a rate of \$65.00 per hour; SECONDED by: J. Cardinale, VOTED: 3-1-0, MOTION PASSED. K. Bazan abstained.**

T. Croteau asked if the Board can have the information by the first part of November.

J. Lewis – yes.

Pre-School – J. Lewis sent e-mails to all area superintendents asking how they handle Pre-School. Advised some have never charged for Pre-School; some charge a minimal amount, etc.

J. Cardinale – How much do we bring in from Pre-School?

E. Jackson advised \$15,000 is budgeted for revenue; would need 10 kids to make that.

L. Spencer advised they don't have 10 kids who are up-to-date with tuition.

J. Cardinale advised his concern is that we would need a third teacher if it does fill up.

J. Lewis – If they take everyone that is on the waiting list would need more staff.

J. Cardinale – Maybe we could do a lottery to maximize staff for this year.

J. Lewis – People are behind, they can't pay.

J. Cardinale is in favor of doing Pre-School with the staff they have now and doing a lottery.

L. Spencer advised they do offer transportation for Pre-School.

J. Cardinale asked if they might need another bus.

J. Lewis – Maybe.

E. Jackson and J. Cardinal feel they should fill the classes.

J. Lewis is pleased to hear the Board is behind this.

K. Bazan doesn't think this would take away from The Learning Center either.

After discussion, **J. Cardinale MOVED to do a lottery to fill the Pre-School morning and afternoon classes to capacity as Administration sees fit and stop charging tuition effective 10/1/14 and refund people who have already paid; SECONDED by: K. Bazan, VOTED: 4-0, MOTION PASSED.**

E. Jackson advised it will be free, but need parent involvement, good attendance, etc.

L. Spencer advised in the information she wrote up, it specified 90% attendance would be required.

E. Jackson thinks that should be in the sign-up sheet.

T. Croteau thinks 90% is a good number to use.

J. Lewis advised he would like a Reading Specialist; could split the position part-time Reading Specialist and part-time Art Teacher. For part-time plus benefits would be \$31,300. They would hire a part-time Art teacher for \$21,000; would save \$10,000.

J. Lewis will be adding that to the budget. He will also be adding a Case Manager.

J. Cardinale MOVED to go to \$80.00 per day for subs beginning November 3, 2014; SECONDED by: E. Jackson, VOTED: 4-0, MOTION PASSED.

Sue Rice advised they learned today that as of next Friday they will be short 10 paras. Have made up a schedule to optimize the paras we have. The children in small groups need consistency. Feels the staff will be in a bad spot, juggling things around. If you don't know how the kids have been taught, it is hard to work with them. If we use paras as subs, then teachers are own their own. It is not an optimum situation pulling all these other people in and then they can't do their jobs.

Sue Rice – Certainly have to get para pay up. They have been told in the past that voters won't pass it.

T. Croteau – What if paras got rid of the union and the contract wouldn't have to pass? If they didn't have a contract, we could set your pay.

Sue Rice – Have to make sure voters know we are not fulfilling obligations to the students. It is a State issue. It is no one's fault. Feels the Board has a thankless job; no matter what, not everyone's happy.

Sue Rice advised there is a ventilation issue in the bathroom. It stunk in the 6th grade hallway.

J. Cardinale advised it is against code if we don't have a window in the bathroom. We need a fan.

Thinks all the bathrooms should have fans.

The Board asked to have Don Chamberlain look into fans and get bids.

E. Jackson thinks they should have sensor lights, too.

J. Cardinale and sensor fans.

Sue Rice advised the sixth grade has two different height chairs; hard for staff and kids. There are also broken chairs.

The Board feels that should be handled now.

L. Schmidt advised they don't have the cushion in the budget to absorb the cost.

J. Lewis advised they are broken need to fix them.

L. Schmidt agrees.

T. Croteau – Need to look at a lot of furniture that has not been replaced in a long time.

J. Lewis – Someone was looking to donate metal folding chairs.

Sue Rice – Some chairs are missing feet.

E. Jackson advised they need to do a work order. D. Chamberlain can't fix things if he doesn't know about them.

J. Lewis asked Sue Rice if she or the teacher would send a work order in.

Sue Rice – Not just one room/teacher.

J. Lewis – Need to start somewhere.

J. Cardinale – Feels they should let the staff know they don't need to worry that we don't have the money in the budget. Send the request up to Administration and they will see if we have the money.

L. Spencer advised she sees requests, but has not seen any for chairs.

Sue Rice advised they have been doing MAP testing in the computer room. Power strips are on the floor that can be kicked, internet cables tangled, a leg is broken off a table.

J. Cardinale – These are things that need to go in separate requests.

Sue Rice has mentioned these things to a couple of people and nothing happened.

E. Jackson advised there is a chain of command so you don't feel frustrated

Sue Rice – Who has responsibility for the computer room?

Julian Stanway is in charge of all electronic issues.

J. Lewis asked that she please send a request and he and L. Spencer will get a copy, too.

Sue Rice feels she is sticking her nose in the teacher's classroom.

J. Lewis – If you see an issue, you need to send a request.

T. Croteau asked if the school population is the same.

L. Spencer thinks it is up two students.

Next Thursday will be a regular Board meeting.

J. Lewis will try to get Liz Bouchard, Food Services Director, for the next Board meeting.

J. Lewis received policies back. The Policy Committee will be formed and will look at the policies and then the policies will go to the Board as a second reading.

J. Cardinale MOVED to adjourn the meeting at 8:25 pm; SECONDED by: E. Jackson, VOTED: 4-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary