

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
OCTOBER 9, 2014**

Board Members Present: J. Cardinale, K. Bazan, R. Horton

E. Jackson arrived at 6:37 pm.

T. Croteau arrived at 7:19 pm.

The meeting was called to order at 6:34 pm. by Chair, R. Horton for a budget work session.

L. Schmidt distributed information to the Board showing variances and reviewed.
Advised she will make sure Keene tuition is encumbered.

R. Horton feels there should be a full Board at the meeting with Keene.

E. Jackson and J. Cardinale don't want to wait until November. That is when the tuition rates come out.

E. Jackson advised she had asked L. Schmidt for a more detailed report.

L. Schmidt thought this is what she was looking for; does have additional specific information that she can give the Board. Advised for the next meeting she will have a quarterly report as well as a more detailed report.

L. Schmidt advised she is being very adamant that purchase orders are to be signed by the Department Head and approved by her.

L. Schmidt advised the elevator was not in the Capital Reserve per the Board's request. Should it be?

After discussion, L. Schmidt advised she will move that line.

L. Schmidt will also prepare revenues for the next budget work session.

E. Jackson asked how much was returned to the Town last year?

J. Lewis thinks it was \$117,000.

E. Jackson asked where the majority was coming from.

L. Schmidt advised in both unanticipated revenues and expenditures.

L. Schmidt advised according to the MS-24, it was \$187,000.

E. Jackson advised the tax rate will be set late this year.

E. Jackson – The Budget Committee is excited about the December 2nd date for the budget to be ready; they want to stick to that.

R. Horton feels they should have the budget done by 11/20; could add another work session if needed.

He wants it in the Budget Committee's hands prior to the meeting.

L. Schmidt advised she will use the same format; will add five years of items that were lower than budgeted as well as overages, as requested.

Health Insurance – Health Trust will have maximum guaranteed rates in two weeks. Harvard Pilgrim won't have numbers until mid/late December.

E. Jackson advised the Town gets their numbers earlier. They were wondering why we don't.

E. Jackson – Maybe we need a history of what was budgeted in the past and what the increase was.

J. Cardinale – And what was the maximum.

L. Schmidt will look for that.

L. Schmidt advised there is a substantial savings going to Harvard Pilgrim. She is only shopping for insurance for the WTA membership and retirees. Should she shop it all out?
R. Horton – Maybe they could put it on a two-year schedule to shop around.
E. Jackson – Every odd year.
L. Schmidt once they are fully gone from Health Trust can't go back for two years.

L. Schmidt – Do we want to separate the Technology line for everything except Library/Media?
J. Cardinale feels if it is a Technology item, Julian Stanway's signature should be on that paperwork.
R. Horton feels they need to limit moving things around in the budget.

L. Schmidt asked if the Board would like Julian Stanway to come to a budget work session.
The Board advised they would.

E. Jackson advised it might be helpful to have an organizational chart.
J. Lewis advised absolutely; will include it.

J. Cardinale feels they need a class that includes info on health, drugs, sex, etc. for kids.
T. Croteau asked J. Lewis to find out what the cost of a Health/Life Skills teacher would be.
E. Jackson – asked if maybe it could be one teacher doing both subjects, part-time.
R. Horton asked if there was time in the daily schedule.
J. Lewis is not sure there is. It is something they could play with; it would be tight. Could eliminate recess for the older grades.
The Board suggested doing it as an elective.
J. Lewis liked that idea.
E. Jackson thinks computer skills could be taught in Life Skills.

J. Lewis distributed a list of additional budget suggestions and reviewed with the Board. J. Lewis discussed the first four items in what he feels is order of priority. Advised if they could have these items, would have a pretty solid school.

- 1) Additional Case Manager – Would like a full-time position to reduce the current workload. The priority is to focus on young kids, focus on Special Ed.
- 2) Part-Time Art Teacher – The current Art teacher is certified as a Reading Specialist. J. Lewis would like to split the position into a part-time Art teacher/part time Reading Specialist and hire a part-time Art teacher.
- 3) Summer School (Regular Ed) – would like to hire one teacher and one para for Summer School.
- 4) Chinese Teacher – Would like to hire a full time teacher; could be an elective. Probably would need to go to one Math Class instead of two to add Chinese. Also, would request books and supplies for this position.

Additionally, the list included:

*League-level sports equipment – Need softball, baseball, basketball and soccer, both boys and girls teams, in order to play at the league level. The Board discussed working with the ELM to get students here to be on teams. Need to promote sports as best we can and if it doesn't work, it doesn't work.
T. Croteau feels they need to check to see what interest there is and stagger the schedule.
E. Jackson feels the best thing to do is ask the kids.
J. Lewis feels they need to do Track. They did do a Grant for Cross-Country uniforms.

*Sports Medical Person – J. Lewis feels they need a designated person at games in case CPR, the AED etc., is needed. It doesn't need to be a nurse.
J. Cardinale thinks they should train a couple of people.
T. Croteau thinks they could ask the ambulance people.

Chaney Stephens who was at the meeting, advised the ambulance can't get personnel. Feels the main people with the team, the coach, etc. should be trained.

J. Cardinale feels it should be the coach or assistants.

J. Lewis thinks the coaches needs to be handling the other students, too.

T. Croteau asked if J. Lewis has heard from MSA about transportation.

J. Lewis advised he left a message but has not heard back.

R. Horton feels they need to work hard to check options for transportation. Feels the bus company has put them in a bad situation.

J. Lewis explained they booked the bus for a game, but the bus company called and cancelled.

We ended up sharing a bus with Hinsdale.

R. Horton feels they need to look at a bus for after school activities, sports and maybe field trips.

Chaney Stevens asked if they contacted different companies.

L. Schmidt advised she sent out RFP's, but only heard back from First Student.

R. Horton and E. Jackson think they need to do a late bus Monday through Thursday rather than just two days per week.

Will address electric and oil at the next work session.

J. Lewis advised they have done research on substitutes. Advised we have been over-budget since the 11/12 budget. We have spent \$5,700 so far this year and there are 144 days to go. His projection is a cost of \$31,975 and we have budgeted \$30,000. If we raise the pay for subs the projection would be \$34,125 through the end of the year.

E. Jackson feels they will be more over-budget because will be paying \$5.00 more a day for subs and then will be using more because we will have them here.

J. Cardinale advised he is in favor of \$75.00; that's what's out there.

T. Croteau thinks they should go to \$80.00. That is what Hinsdale pays.

J. Cardinale advised he would support that.

J. Lewis is considering a permanent sub. Explained sometimes subs give us limitations; want to lock some people in for certain days and grades.

J. Cardinale would like to see each classroom have a Certified Classroom Teachers Aide.

E. Jackson advised she mentioned that at a previous meeting.

J. Cardinale advised it is unlikely that both the teacher and the aide would be out at the same time.

J. Cardinale MOVED to adjourn the meeting at 8:00pm.; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary