

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
JULY 31, 2014**

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

Board Members Absent: K. Bazan

Administration Present: J. Lewis, L. Schmidt, L. Spencer

The meeting was called to order at 6:33 pm. by Chair, R. Horton.

CITIZENS COMMENTS:

None.

T. Croteau MOVED to approve the minutes of the July 17, 2014 Board meeting with the following corrections - on Page 5, second paragraph of Superintendent's report, add the actual motion: *B. Moser made the motion to ask the School Board to officially designate committee members and it was seconded by R. Horton. Discussion followed and concern was expressed as to whether or not the committee can include three Board Members without the committee meeting being deemed to be a Board meeting. J. Lewis will consult with the NHSB Attorney and the motion was amended to be contingent upon the response from legal counsel from NHSBA; Motion passed unanimously. Also on Page 5, under E. Jackson and L. Schmidt met with the Monadnock Economic Development Corp. There would be a tax credit; a tax exempt bond pays for the school. Winchester is one of 12 qualifying areas; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.*

J. Cardinale MOVED to approve the minutes of the 7/22/14 meeting; SECONDED by: T. Croteau, VOTED: 2-0-2 (R. Horton, E. Jackson – abstained) MOTION PASSED.

J. Lewis introduced Lisa Spencer, Winchester's new principal, to the Board.

J. Cardinale asked L. Schmidt if she looked into supply discounts with WB Mason.

L. Schmidt advised she tried to get information; hasn't purchased anything yet. The grade of paper the state uses is much different than we use. She did start to look through the website.

J. Lewis advised he spoke with both Associations today. They received the Memo of Understanding from the Winchester Support Staff Association that would change the contract from days to hours.

E. Jackson MOVED to have R. Horton as the Chair, sign the Memo of Understanding; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

Sue Rice wanted to clarify that this is not a new MOU, it is the second year. Last year was for 2013-2014 and this year is for 2014-2015.

FINANCIAL REPORT - L. Schmidt:

L. Schmidt advised she had requested a specific list of what the auditors are missing. She will try to get it Friday, if not will call them next week.

Title I Grant can't be closed out yet, but will get it up-to-date; Title II and IDA will get closed out. There is nothing to do on the Allocations Grants. Advised she will get the work done on the Grants.

Town check – Bond payment is due on the 8th; \$175,000 principal and \$29,932 interest. She checked with the town, they will be cutting the check the first full week of the month with a disclaimer as FEMA hasn't helped with the flooding.

J. Cardinale advised the DOT did donate trucks, etc. The big job was \$23,000.

The Board reviewed the Payables Manifest and asked questions.

E. Jackson - If a check is voided, do we need to vote on it again?

L. Schmidt thought the Treasurer wanted all checks to go along with a list of checks, if they are not reissued to the same vendor.

E. Jackson thinks she should check with Brian Moser. Maybe they could show the voided check and the new check which will show a wash.

L. Schmidt advised she and Connie attended a Webinar; perhaps the time clock they are looking at is more than they need. L. Schmidt explained she has had second thoughts. Advised she looked into it further; she is not comfortable recommending that product. None of this is in the budget for this year. She doesn't think she can justify the cost to integrate the system with our software. There have been changes in structuring how things are handled in the building. After learning the requirements from the NHDOL, she feels they could go back and use time sheets and then have more time to look into a new system and put the cost into the budget. They will revise the time sheets; there will be different levels of review before they go to their office. Advised they will have a strong record-keeping policy. Strong actions will occur if there are continued errors. Feels they are in a good place to do it now.

T. Croteau asked if there will be checks and balances.

J. Lewis advised yes, there will be new levels of control.

R. Horton advised this is a 180% change.

L. Schmidt advised she would like the opportunity to do it herself with Val Wilber.

V. Wilber will do the paras and L. Spencer will do the other staff. She thinks they are probably paying more in overtime with the key fob then they will with time sheets.

L. Schmidt has asked Connie to revise the timesheets; will have data with the timesheets. Advised time-keeping has been done on paper for a long time. She is punching in and can continue to.

R. Horton advised they tried it for a year; they try things and then might need to change them. Feels they moved forward in the process.

L. Schmidt doesn't feel they have moved forward. Feels she doesn't have time to properly and professionally set it up. Advised they are going into August; there are greater demands on her time. They scrambled last year.

E. Jackson asked if they planned to have a time clock system in the future.

L. Schmidt – potentially

J. Lewis advised human errors were the only issue with the time cards. They now have a different mechanism to deal with that.

J. Cardinale advised his concern is there are two people with a load on their shoulders. If we keep throwing little things at you, we will hear that you need another person.

L. Schmidt advised the tool isn't evolving, but the process is evolving. This is on their plates with or without a computer system.

E. Jackson – What about for auditing purposes?

L. Schmidt advised they have not gained efficiencies with the time clock system and have reduced a position from 24-20 hours.

L. Schmidt – time cards have always stood the test of time. Advised they will have more conversation and review comments from the DOL.

R. Horton can appreciate moving back to time sheets from a management standpoint and would agree the time clocks they chose were probably not the right ones. Advised he is okay with it. His recommendation for the ones we have may be for a teacher to use as a teaching tool.

It was also suggested that the Board could sell them.

Val Wilber appreciated J. Cardinale's comment that little things add up, but explained she had to sign off, e-mail staff, etc. on time punched; still dealing with that. Feels it costs more money when time put in with fobs. It is not always a matter of working more. If staff is filling out time cards, they wouldn't put that extra time on and can't donate time to the District. The DOL was clear, need to be sure people are getting paid when working. It is an Administration issue if people are working longer than they should be.

Emily Henderson asked if they are going back to paper, does she need to sign off on the time cards?

L. Spencer advised no; she and V. Wilber will do it. When they write a policy, they need to put in black and white whether they are getting paid.

E. Jackson – People need to get paid if they are working.

J. Lewis – Absolutely.

Sue Rice likes the idea of going to paper. She has an issue with it being said that the problem was with the previous Administration. She thinks that is not fair.

Sue Rice advised the Sped Coordinator is considered a supervisor and gives her reviews. Who do we go to?

J. Lewis – Val Wilber will work in conjunction with Mrs. Heise.

L. Schmidt advised the laminator was ready to blow up. They are going to replace it. They are getting one from a business in Concord. Wanted to mention it as it wasn't built into the budget. They are supposed to hear back when it will be delivered. Plan to have it in place for the Kindergarten teachers to use.

L. Schmidt advised she was coming to the Board with additional information on copiers. She advised she doesn't feel she should have come to the Board previously; didn't have the proper information.

R. Horton advised there are lots of reasons not to move the copier from the office, but what is the plan?

L. Schmidt advised the office copier is high capacity; would also need to buy a fax machine.

L. Schmidt feels they should leave things alone, the way it is now. It is a little inconvenient, but all UA classes are centrally located. It won't cost more money than color, per page. Need to gather information and make a decision in a fiscally responsible manner. It is not in the budget now.

L. Schmidt advised she has sent two e-mails and will have early morning phone calls to move the existing machines tomorrow if that's what the Board wants. Two company representatives would be coming to move the equipment.

R. Horton advised he is okay with leaving things as they are. The Technology Committee needs to make a plan. They also need a way for the teachers to get color copiers, if needed.

J. Cardinale asked L. Spencer if she had any thoughts on that.

L. Spencer advised she had other issues to worry about. Thinks they do need to get color copiers for teachers. It will be a novelty item then they will use it when they need it. Agreed they need a solution.

After discussion, the Board agreed to leave things as is.

R. Horton asked for an update on the Technology side of things.

J. Lewis advised they are going back to the previous website.

L. Spencer advised she has been given Administration access. She will be looking to V. Wilber for help. She would like the website as correct as possible before they open it up. Advised she has played with it a little bit. They hope to have it up and running by August 11th or 12th.

V. Wilber is concerned about the teacher sites. Advised they will shut off the teacher sites so they won't be visible. The rest of the information will be corrected. On their first day back the teachers will need to update their sites.

E. Jackson MOVED to approve the Payroll Manifest in the amount of \$123,491.08; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

T. Croteau MOVED to approve the Payables Manifest in the amount of \$136,880.96; SECONDED by: J. Cardinale, E. Jackson advised they always had a breakdown of TD Bank credit card charges. It doesn't say where they were allocated. L. Schmidt advised books, Penn Foster tuitions, seminar tuition, etc. L. Schmidt will e-mail information or provide it at the next meeting: VOTED: 3-1 (E. Jackson – no), MOTION PASSED.

SUPERINTENDENT'S REPORT – J. Lewis:

The Board received J. Lewis' report.

*Looking for ideas to make Board meetings go smoother and faster. It was decided that he, L. Schmidt and L. Spencer would e-mail their reports to the Board and would have guest speakers once per month instead of at every meeting. They will limit citizens' comments and conversation to 15 minutes then decide if they can move on.

R. Horton advised it is not just to shorten meetings, but lots of people come to them. Don't want to burn people out.

J. Cardinale feels it is nice to get the reports ahead, but then the public wouldn't hear them. He asked J. Lewis if they can do bullet points.

J. Lewis – Yes, exactly and could also add items after the reports are e-mailed. Also, should do the agenda, etc. on Power Point again.

*J. Lewis reviewed the newsletter that will be going to everyone on the mailing list over the weekend.

T. Croteau asked about Winchester's National Night Out; will the book mobile be there?

J. Lewis advised if it starts, yes, that is the plan. Jeremy's workers will be there.

J. Cardinale advised any vehicle needs to be started once a month, if not more.

T. Croteau suggested maybe bringing the book mobile to the races. George Whittle would probably drive it around.

L. Schmidt will check to make sure it is registered and inspected.

*Big meeting with Keene High School; Rubin Duncan spoke with J. Lewis. He is very aware of this meeting. J. Lewis feels they should have questions prepared ahead. If they haven't already submitted them, they should send them to Keene.

The Board feels they will have questions after the presentation.

J. Lewis advised Wayne Woolridge, Rubin Duncan, Christopher Coates and possibly Jim Logan will attend the meeting.

T. Croteau asked about the elevator plate.
J. Lewis advised it is in.

R. Horton asked for an update on legal.
J. Lewis advised Barrett Christina is looking at their policies. He received a list of attorneys.
J. Cardinale feels the Board needs someone who does everything.
The Board feels they need to go forward with finding legal representation across the board.
E. Jackson feels they need to set expectations, i.e., the deliberative session being on a Saturday, etc.

L. Schmidt - update on Technology. Advised they lost power due to a storm.
R. Horton asked if they are ready for school to start.
J. Lewis advised if we aren't, we will be.
The Board asked how Julian Stanway is doing.
J. Lewis advised great. He wants him to be the first guest speaker of the school year.

PRINCIPAL'S REPORT - L. Spencer:

*There is a person coming in to go over Power School with Diane, Julian and Marie. They will bring a list of questions.
* New Resource officer – believes he will work Wednesday, Thursday and Friday when the kids get here in the morning and throughout the day. He will come to a Board meeting as a guest speaker.

R. Horton asked if he will be in full uniform.
J. Lewis – Yes.
R. Horton has his own thoughts on that; doesn't want to instill fear in the students.
J. Cardinale feels that would come from the attitude; the uniform shows professionalism.
L. Spencer advised he used to be a middle school teacher, wants to be proactive; he's really excited. Mike will cover on Monday and Tuesday.

R. Horton asked for an update on office personnel and a plan.
J. Lewis advised there will be some help for Diane. They are changing the structure. Explained the person who was there, won't be.
R. Horton – How did that position go to a full time Discipline person?
J. Lewis advised they had an Assistant Principal then.
The Board wanted to know how discipline and the office are being handled.
J. Lewis advised they will get Diane help, but she will be there most of the day. The Discipline person will take on other jobs as needed. He would like to see the Discipline person work with the ISS person.

R. Horton advised they didn't plan on a full time Discipline person; it was originally an office position and some ISS. Dianne has done a fantastic job; things get done. He is afraid that will change.

V. Wilber advised they are moving very close over the line; feels further discussion needs to be in non-public.

*L. Spencer wanted to comment on the amount of energy the custodial staff has here. Advised she has never seen custodial staff work as hard and be as accommodating during the Summer; kudos to D. Chamberlain.

*They have five interviews for the Music position. They have a committee in place.
J. Lewis advised if they choose a candidate he will let the Board know and they can vote by e-mail before the meeting if they need to.

*Next Thursday they are having a pizza party. L. Spencer is buying the pizza to thank people for working during the Summer. The Board is invited.

*L. Spencer thinks they should check Keene's Residency policy. She thinks they should check Keene's enrollment from Winchester twice a year. Feels they are more likely to find kids that have moved.

J. Lewis advised they are supposed to be doing that; thinks they can do a better job.
V. Wilber – Keene checks residency for just the kids who live in Keene, twice a year.

R. Horton asked if books have been ordered.
V. Wilber advised they were included in the curriculum order.
L. Schmidt advised books have been ordered. They haven't denied any curriculum request.
L. Schmidt – Those orders will filter through L. Spencer, J. Lewis and V. Wilber. So far it seems to be working well.

R. Horton asked about the supply lists that were sent home with students.
V. Wilber advised lists went out in June. They will be on the web page and Facebook.

R. Horton asked about the parking lot.

J. Lewis hasn't heard back from Dale. Had been told it would be the first part of August; but haven't heard back.

R. Horton – Need to stay on that so we can plan. It needs to be done before Winter.

J. Lewis feels it needs to be done before Summer. D. Chamberlain is getting quotes to seal the parking lot. He is waiting to get back in contact with J. Cardinale's friend.

J. Lewis' concern is one person wouldn't give a quote because he said it is not worth the money to do it.

D. Chamberlain was told by Arlington Paving they should leave it as long as they can and then redo it completely.

R. Horton advised they will wait for the third quote and discuss it.

COMMITTEE REP. REPORTS:

Budget Committee:

Brian Moser was voted the Chair and Kathy Hebert Vice-Chair of the Budget Committee. Meetings will be held Tuesdays and Thursdays, but there is no start date or schedule yet. B. Moser will ask what the budget line amount was for the Secretary of the Budget Committee; the line was overspent due to extra meetings for the Town.

Facilities/Joint Loss:

The next meeting will be held September 18th at 3:30 pm.

Keene Withdrawal Study Committee:

The Board discussed additional questions for the meeting with Keene on the 21st

i.e., contract questions, what is their leadership plan, what is their plan moving forward?

J. Lewis thinks Lynne Wager has the list. He thinks it is not a bad idea to send it again. He will call them and verify they all have it.

R. Horton feels the Board might want to get together to talk before that meeting.

Negotiations:

J. Lewis advised they met today with both groups; set dates going forward. Have a target date set so they will be ready for the budget season.

Select Board Representative:

The next meeting is August 13th.

E. Jackson asked about lice checks.

J. Lewis advised it should happen.

E. Jackson wants to make sure it will happen.

R. Horton advised they should contact Sarah Louder.

CITIZENS' COMMENTS:

Emily Henderson asked if e-mail will be set up for Maintenance requests and Technology requests, too.

J. Lewis advised it will be up in a matter of days.

Emily Henderson feels the school is the only safe haven for some children. She feels if the Resource Officer is in uniform it makes students feel more comfortable if the police need to go to their house.

Emily Henderson feels they need to see procedures tightened up a bit. She wonders if things are okay with a student, but then they don't hear back. She would like it cleaned up a bit between the first communication to the police and follow-up. How do we handle things from there?

T. Croteau advised you need to ask; they will not necessarily get back to you.

L. Spencer brought DCYF reporting document she had with Monadnock; it keeps everyone involved. That will give information to those that should get it.

V. Wilber – If you are a reporter and want to know, call the precinct or DCYF. You don't need to wait to hear from our officer.

T. Croteau advised if you feel uneasy/unsafe when you see a parent, etc., you have the right to call for information.

Emily Henderson asked if it is possible to have the Resource Officer here when doing conferences at night.

L. Spencer thinks so if they give him a heads up.

Sue Rice advised there are massive puddles in the parking lot that will turn to massive ice rinks. She feels they need to tear up the parking lot and get it done and maybe put in speed bumps where the cross walks are.

R. Horton advised it is an extremely large bill to do that.

T. Croteau advised they are supposed to take care of the puddles when they put in the new drain pipe.

T. Croteau MOVED to go into non-public session under RSA 91-A:3 (a) at 8:49 pm; SECONDED by: J. Cardinale VOTED: E. Jackson – yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.

T. Croteau MOVED to go into non-public session under RSA 91-A:3 (a) at 9:17 pm; SECONDED by: J. Cardinale VOTED: E. Jackson – yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.

R. Horton advised while in non-public session the Board discussed expectations of certain positions with regard to personnel.

T. Croteau MOVED to seal the minutes of non-public session until the next meeting giving L. Spencer time to talk with those subjects; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

R. Horton MOVED to adjourn the meeting at 9:19 pm; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary