

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
SEPTEMBER 4, 2014**

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

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

The meeting was called to order at 6:34 pm. by Chair, R. Horton.

CITIZENS COMMENTS:

Sue Rice was curious how many para positions are still open.

J. Lewis believes there are six; a few people have come in in the last couple of days.

MINUTES:

E. Jackson MOVED to approve the minutes of the August 21, 2014 Board meeting as amended; On Page 2, under Foundation Level Classes, E. Jackson advised there are 74% of our students in foundation classes *according to the report provided by KHS*; on Page 5, correcting the spelling of Wooldridge to Woolridge; also on Page 5, E. Jackson feels they are funding Sped costs *from sending districts* including Keene; on Page 7 under Financial Report, Waiting for information from the auditors; *can't put much time/effort into the audit* until she has the DOE25 and also on Page 7, under Superintendent's Report, amend spelling of Wil Phillips to Will Phillips; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

OLD BUSINESS:

*J. Lewis advised if the new website is not in place by September 12th, they will go with something else. Have had lots of delays.

*E. Jackson asked about the copiers.

L. Schmidt advised she discussed with Julian Stanway. He will help get them set up.

*R. Horton is looking for the actual cost of operating Keene High School – a five year budget report that includes KHS proposed and actual budget with regard to our tuition rate. Advised we have asked for this information for many years and have never received it. He wants to know what the historic enrollment is. Wants to see the proposed and actual cost and is our tuition based on an inflated proposed budget.

R. Horton wants to know what the two-and-a-half percent up-charge is for each of those years and the adjustment number that coincided with the number of students for those years in Special Ed and Regular Ed for the sending schools including Keene. He would like Keene High's Business Manager to have this information for his visit.

J. Lewis advised he will be meeting with Jim Logan next week to discuss the upcoming visit.

NEW BUSINESS:

*J. Lewis advised he received the same letter from the NHSBA asking him to send the policy book. He contacted Barrett Christina who advised it was an error on their part. We should have the policy book and updates back in three – four weeks.

*Will discuss updates to KHS report.

*T. Croteau asked if we have a computer teacher.

J. Lewis advised there is a person teaching the fundamentals to the younger students and how to use the computers for research to the older kids. We don't have a regular computer class. When they cut positions that was the less damaging.

The Board discussed the make-up of the weekly class schedule; each day there are five classes that are 47 minutes long.

T. Croteau asked about a Music teacher.

J. Lewis advised he would love to have a Music teacher and a teacher for Chinese.

FINANCIAL REPORT – L. Schmidt:

The Board reviewed the Manifest and asked questions.

E. Jackson asked if there is something in place to get the rebate for next year from BayRing.

J. Lewis advised yes, there is.

CITIZENS' COMMENTS:

Alisha, a parent of a Winchester student, wanted the Board to know how good Mr. Lewis is with Special Needs children. She advised her child is suffering now. Mr. Lewis goes above and beyond to help. J. Lewis is a terrific superintendent and a great principal. Winchester couldn't have a better advocate.

J. Cardinale was told there are no busses for field trips until the end of December.

J. Lewis advised he is looking at other companies.

L. Schmidt advised the late bus has started. She will get feedback. The bus goes to KHS too early for sports use. The late bus is now running once a week on Wednesday.

R. Horton wants to look into other options; could talk to a small transportation company. What would be the cost to rent a van? Feels students need a chance to spend more time at KHS or have tutors here. Feels a quick fix is additional transportation to Keene, Monday through Thursday.

L. Spencer feels they should not have a late bus on a KHS staff meeting day; no teachers are available. She asked Jim Logan what day their staff meetings are. She is waiting to hear back.

R. Horton – Need to get bids and figure out what times will work. Need to find a way to make it work.

J. Lewis advised when he speaks with Jim Logan he will set up a meeting with the Winchester students to get their input and feedback.

L. Schmidt – Paula advised they have had a lot of outreach from the school; thinks students have been asking about a late bus.

J. Cardinale suggested asking the ELM; they have two 15-passenger busses.

R. Horton thinks in the long run they need to consider buying a bus and staffing it. For right now they need access to some transportation.

Jeremy Miller is already looking for a 15- passenger bus.

J. Cardinale looked at busses with J. Miller before. Advised he would be glad to do that again.

E. Jackson would like a copy of the actual credit card statements for the Manifest.

L. Schmidt will get that.

E. Jackson MOVED to approve the Operating Manifest in the amount of \$245,901.78; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

*L. Schmidt advised they are trying to use the credit card less and rely on purchase orders more. Explained in July and August the credit card payments were late because the time the bill was received and due did not correspond with the Board meeting.

E. Jackson advised that is not good; that will limit our borrowing power in the future.

J. Cardinale advised the Board is around and could sign the Manifest sometime other than at a Board meeting.

L. Schmidt explained she was told they can't do it that way; needs to be at a Board meeting.

T. Croteau advised they can call a Special Meeting.

L. Schmidt will make sure it doesn't happen next year. Will make sure they don't pay late fees next year.

L. Schmidt will include a credit card statement with the Manifest.

E. Jackson MOVED to approve the Payroll Manifest in the amount of \$1,446.04; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

*L. Schmidt advised the DOE has responded on the Title I Grant and she submitted her final report this morning; Title II Grant – she has done all she can do, the DOE has not closed it yet; Title I Reallocation – Can now submit single and final report, it will be done before the next meeting; Title II Professional Aid – Final report has been submitted, DOE has not closed it yet. L. Schmidt advised she is up-to-date with what she can do.

E. Jackson asked about the DOE25.

L. Schmidt advised they are returning \$187,000 to the Town; she submitted information the day the Board approved the DOE 25 with a copy to the Town reps.

E. Jackson – Do we need to do anything with the funds?

L. Schmidt – No, they are not actual funds; it is a paper transaction which reduces the taxation number.

R. Horton advised \$50,000 was put in the Sped fund before the \$187,000 was calculated.

E. Jackson was on vacation and not at Tuesday's meeting to approve the DOE25. She asked where the biggest discrepancies were in the budget vs. the actuals.

L. Schmidt advised she didn't have the information. She doesn't recall now.

E. Jackson – Could we see the year-end report? Advised they will need it for budget season anyway. They should have it at some point.

R. Horton advised it looks like we could see a reduction in taxes on the school side. We budgeted for 5.7 million and it came in at 5.299.

E. Jackson thinks it might be 2% overall, but would not be reducing the tax rate by two dollars per thousand.

T. Croteau – Diane Willis had asked about a bigger monitor for the surveillance cameras. Do we have it yet?

J. Lewis advised not yet; it is a matter of going to Wal-Mart to buy a flat screen TV.

D. Chamberlain advised he will give L. Schmidt information regarding the size that will fit, etc.

SUPERINTENDENT'S REPORT – J. Lewis:

The Board received J. Lewis' report.

*Haven't heard back from Dale. He will be meeting with the Select Board next Wednesday. J. Lewis believes he will hear back before then.

K. Bazan feels they need communication back from Dale.

J. Lewis will mention it to Roberta Frazier next week because he hasn't heard back.

*Second session of S.K.I.L.L.S will meet in the library from 6:00 to 8:00 pm. Monday, September 8th. Those who attend will have help setting up a g-mail account and see what e-mail is about. J. Lewis is unable to be there. He asked any Board member who wants to help R. Horton, to let one of them know.

*Will be meeting with Attorney Phillips on September 15th to review the Board's expectations. T. Croteau would like J. Lewis to ask him if he thinks he should be there when the Board meets with Keene High School's Business Manager.

R. Horton asked that J. Lewis keep the Board involved as to Keene meetings, etc.

*The Speech Teacher will be taking time off soon to have a baby. Boothby Services does not have anyone to take over. Presence Learning is an online system that can help cover the need while the SLP is out on maternity leave.

*The Middle School and Fifth grade lunches are being staggered to meet the need of all the students. This cuts down on the length of time students have to wait for their meals. If this doesn't work, they will try something different. Everyone is on board to come up with a plan that will work for everyone.

*J. Lewis thanked Sarah Lounder for doing lice checks.

Sarah Lounder advised no one had to be sent home. They only had questions on three students. She has a list of dates for upcoming head checks. She will get the background check receipt to L. Schmidt.

J. Lewis advised there are also other people who have offered to help with the head checks.

PRINCIPAL'S REPORT – L. Spencer:

The Board received L. Spencer's report as well as classroom counts and discipline report.

*Will hold interviews for a Kindergarten teacher on September 9th- 11th. They have five applicants so far. Hopefully they will have someone here soon. The Board advised they can vote by e-mail if necessary; they have done it before.

*MAP testing is coming up.

COMMITTEE REP REPORTS:

Budget Committee:

E. Jackson advised she hasn't heard anything. She did request department revenues.

Community Relations

R. Horton discussed the Pickle Festival booth. Maybe they should try to do it in conjunction with other groups.

J. Lewis advised need to check into it soon.

T. Croteau feels it would be good if members of the Board could each take an hour or so to be there and answer any questions.

R. Horton asked J. Lewis to check with other associations and see if they want to do it together.

J. Lewis will check with Roberta Fraser.

Keene School Board:

E. Jackson advised she can't make it to the next KHS Board meeting. She will be on vacation.

Negotiations:

R. Horton advised today they met with the Support Staff and tomorrow the Teachers. Things are going well; nothing to report.

Technology:

The next meeting will be held at 3:30 pm. on September 25th.

K. Bazan asked about the two new Smart Boards that were purchased. Were they installed? Was there any problem?

J. Lewis advised they need to be prepared, the Smart Boards we have are out of warranty. Need to remember in the budget the cost for bulbs, fans, etc.

L. Spencer advised they did not originally receive software with the two new Smart Boards. Julian Stanway is working on cleaning out the fans. He will have the Smart Boards on his maintenance schedule and will be documenting as to what was done and when.

E. Jackson asked how the Excel spreadsheet is going for Maintenance and Technology requests.

J. Lewis advised very well.

L. Spencer advised she can get a spreadsheet to the Board monthly.

E. Jackson asked if there have been any fire drills.

J. Lewis advised yes, the first one everyone knew about. It went well. Everyone was accounted for in eight minutes.

E. Jackson has seen the police officer's vehicle here. How is that going?

J. Lewis advised Officer Jack's background is in education; the transition has been very smooth.

The Board would like Officer Jack to speak at a School Board Meeting.

CITIZENS' COMMENTS:

Sue Rice asked if there are only four students in morning Pre-School.

L. Spencer advised there is an ad in the Sentinel and it is on Facebook. There are people on the wait list, but they can't afford the tuition.

E. Jackson asked if we are still sharing the Financial Server with Hinsdale.

L. Schmidt advised we share the cost; still share a server. We are sharing a license, but we're in the cloud. Not dependent on Hinsdale's server. We have our own security.

R. Horton - We need our own stuff.

J. Cardinale asked about Pre-School. If we have a teacher would it be an option to have it free or reduced and let kids in?

J. Lewis – Ideally we need to find a way to make Pre-School free; it pays dividends down the road.

L. Spencer – Need to keep some spaces open for students who are coded.

E. Jackson – Maybe we could have a scholarship and let current students apply as well.

R. Horton feels maybe they need to put effort and dollars into Pre-School. What is the actual cost? What would the transportation cost look like to increase the number of students?

The Board asked L. Spencer to come up with a scholarship plan.

L. Spencer advised she can do it by the end of the month.

Sue Rice noticed a few doors have door stops installed; thinks it is so much better than a piece of wood to hold the door. She appreciates it.

Sue Rice advised students asked where the microwaves are.

J. Lewis advised they need to get those back out there.

J. Cardinale MOVED to go into non-public session under RSA91-A:3(a) Personnel, at 8:25 pm; SECONDED by: K. Bazan, VOTED: E. Jackson – yes, R. Horton – yes, T. Croteau – yes, K. Bazan – yes, J. Cardinale – yes, MOTION PASSED.

J. Cardinale MOVED to leave non-public session at 8:39 pm; SECONDED by: K. Bazan, VOTED: E. Jackson – yes, R. Horton – yes, T. Croteau – yes, K. Bazan – yes, J. Cardinale – yes, MOTION PASSED.

E. Jackson MOVED to go into NP session under RSA91-A:3(e) Legal, at 8:39 pm; SECONDED by: J. Cardinale, K. Bazan, VOTED: E. Jackson – yes, R. Horton – yes, T. Croteau – yes, K. Bazan – yes, J. Cardinale – yes, MOTION PASSED.

J. Cardinale MOVED to leave NP session at 8:48 pm; SECONDED by: E. Jackson, K. Bazan, VOTED: E. Jackson – yes, R. Horton – yes, T. Croteau – yes, K. Bazan – yes, J. Cardinale – yes, MOTION PASSED.

T. Croteau MOVED to seal the minutes of RSA91-A-3(e) for legal purposes; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

R. Horton advised while in non-public sessions the Board signed the contract for the Food Service Director and discussed a legal issue.

J. Cardinale MOVED to adjourn the meeting at 8:50 pm; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary