

**WINCHESTER SCHOOL BOARD
FORD BUILDING
NOVEMBER 1, 2012**

Board Members Present: T. Croteau, K. Whippie, E. Jackson, R. Horton, J. Cardinale
Administration Present: J. Lewis, P. Bigelow, W. Vaughn, D. Chamberlain

The meeting was called to order at 6:05 pm by Chair, T. Croteau.

J. Lewis advised that he wants to start bringing in people to speak to the Board that have a direct effect on the school. He explained it has been probably four years since a representative of the bus company has been in to speak. Paula Leslie, from First Student, distributed current route information and a few proposed changes.

P. Leslie explained that currently for the elementary runs they try to do first on first off; but it doesn't always work. She gave the Board four proposed plans for the Manning Hill route (currently early on and late off).

P. Leslie reviewed the proposal with the Board. She feels Plan B is the best for the Winchester School District and would be a change in the Winchester "B" bus. She can give the driver the Manning Hill route and take him off of the KHS route. This should help with the overloaded bus. They can tweak other busses if there is more overloading.

P. Leslie advised they are looking to implement the new plan before the first of the year; could look to shoot for November 13th. There are currently four big busses and one van to Keene. She is looking to reduce the number to three big busses and one van. It will save fuel costs if saving mileage.

T. Croteau advised no approval by the Board is needed for the change. The Board and J. Lewis thanked P. Leslie for coming before the Board and giving them the information.

CITIZENS' COMMENTS:

Ken Gardner advised he talked to J. Lewis and L. Schmidt regarding the fact that the MS27 needs to get into the State so the Town can set the tax rate and send out the tax bills in December. Otherwise, they will have a problem. The Town has a cash flow issue; looking at \$2,000,000 owed by December. If they can't send the tax bills out soon, they need to know that because they will have to apply for a tax anticipation note which is a three week process.

After discussion, T. Croteau advised the Town should request the TAN note.

L. Schmidt advised there have been computer issues; the system crashed.

J. Lewis advised they paid people to put the system in and it was a lot of money. They need to get the person in who put in the system, to sit and train with Angel.

R. Horton feels last year's numbers were unaudited. Can we do that now?

L. Schmidt advised we can, but she can't guarantee the numbers. She can prepare it if the Board wants her to.

R. Horton asked how we fix that. There are too many band-aids.

L. Schmidt advised she doesn't have the answer.

J. Lewis feels they need to get Mr. LaFleur in here.

L. Schmidt will contact him to fix the issues and give the appropriate training.

K. Gardner feels they should start the process of the TAN for now; it doesn't cost to do it if they don't use it.

L. Schmidt advised she is shooting for the 15th to have the report done. If she can get it done sooner, great; then the TAN would not be needed.

Sue Rice asked if we are using the same system as Hinsdale.

L. Schmidt – Yes, but she explained we have different staff; don't know if anything is tweaked differently.

J. Lewis advised they can't have this anymore; it is embarrassing.

Social Media Policy:

K. Whippie MOVED to approve the Social Media policy; SECONDED by: R. Horton, after discussion, the Board advised that if a “friend” is not a family member, they need to be removed from the “friend” list.

K. Whippie amended the policy as follows: to change the words and/or to *up to* in the first paragraph, last line; amend the words and/or to *up to* in the second paragraph, last line; and in the third paragraph, 1st line, remove the words *We are asking that* and add the word *shall* after staff members. In the fourth paragraph, second line, add the words *It is the Board's position that* and in the last line, amend educational to *appropriate* and any purpose to *educational purposes* along with any grammatical changes; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

After discussion by the Board, **K. Whippie MOVED that the Social Media policy as amended, be approved as a First Reading; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.**

POSTAGE MACHINE:

L. Schmidt asked to table discussion for now and will look into it further. She wants to see if they can justify the cost.

MANIFEST:

After review and questions by the Board, **R. Horton MOVED to approve the Manifest in the amount of \$114,209.25; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

L. Schmidt advised that the only invoices left to be paid are the ones that arrived on her desk today.

MINUTES:

K. Whippie MOVED to approve the public minutes as amended, changing the amount in the second to the last paragraph on Page 6, from \$1,000,000 to \$1,000, VOTED: 5-0, MOTION PASSED.

FINANCIAL REPORT:

Jared should get the 2011 audit done soon.

PRINCIPAL'S REPORT:

The Board received P. Bigelow's report.

*The Board received the current enrollment figures.

*The Board received a copy of the discipline report.

*Laura and Steven Aivaliotis are donating a picnic table for the Middle School playground.

*D. Chamberlain held a surprise fire drill. Everyone was accounted for in 21 minutes. Some students were convinced it was a real fire rather than a drill.

*The decision to keep school open was a good call; there was no power loss and very little damage except for some roof leaks above the office; which have now been prepared.

*Would the NH Food Service guidelines allow the school to purchase a generator for the whole school from those funds or just for the kitchen? It is something to look into. Mrs. Whitcomb does have a contingency plan in place in case of power failure. Trucks would come in and hold some of the food.

D. Chamberlain would have to check with the DOE regarding the use of the Food Service funds.

T. Croteau doesn't think they would allow it.

R. Horton advised there was talk at the Town about adding a warrant article for a generator. The

Town would get the grant for emergency shelter and the school would be used if needed.

*The hot water tanks are inspected every two years.

J. Lewis advised he will send the Board a copy of the school's Emergency Procedure policy.

L. Schmidt explained that on a reasonable basis the school can allocate Custodial, Electricity, Heat, etc. to Food Service.

K. Whippie advised they could ask PSNH what the freezer/refrigerator units use in electricity and then they could allocate that amount.

D. Chamberlain will check into it.

D. Chamberlain checked on trash removal and advised it looks like they can get it cheaper. They currently pay \$969.00 per month. Monadnock Waste Disposal is \$700.00 per month and Waste Management is \$530.00 plus surcharges. It is possible Waste Management could knock down or drop the surcharges.

K. Whippie MOVED to contact Waste Management about installing dumpsters here; SECONDED by: R. Horton, after discussion, VOTED: 5-0, MOTION PASSED.

D. Chamberlain advised the building is not asbestos-free. There is not a lot, but there is some in the building. Therefore, the school needs to have a three-year management plan.

L. Schmidt will check to see how much money there is in the Charter Trust Building fund.

SUPERINTENDENT'S REPORT:

*J. Lewis had conference calls with Keene regarding cancelling school. Last year it was their understanding that if Keene cancels school, the Winchester School District does, too.

J. Lewis felt that school shouldn't be cancelled on Tuesday due to Hurricane Sandy. He advised Winchester will take care of their school cancellations from now on.

*Race to the Top – J. Lewis advised Keene is out of it; so we are now looking at \$5,000,000 to \$10,000,000 over a four year period. Letters for support were sent to different Town organizations including the Selectmen.

Board members advised J. Lewis and P. Bigelow that they have not received some e-mails; should send all e-mails to the NHWSD address if they are school related.

*The geo dome is gone; thank you to J. Cardinale. The school received \$35.00 from the materials.

*The booth at the Pumpkin Festival raised close to \$3,000 net. J. Lewis thanked everyone for their help.

*The Negotiations meeting went well, very peaceful; trying to be realistic.

*Work sessions are being held on Focus Monitoring; what can we do better to close the gap between Regular Ed and Special Ed; it is a year-long process.

K. Whippie read a letter to the Board from the Winchester Teacher's Association regarding the Sick Bank. They are over the 350 day cap. Under the proposal each new hire since 2006 would donate one sick day.

D. Chamberlain distributed information to the Board regarding a variance for the storage of fireworks.

J. Cardinale advised the Town is looking at the week of the 12th to meet; a special exception would be needed.

K. Whippie MOVED to go into non-public session at 8:00 pm; under RSA91A:3IIa; SECONDED by: T. Croteau, E. Jackson – yes, R. Horton – yes, J. Cardinale – yes, T. Croteau – yes, K. Whippie – yes, MOTION PASSED.

K. Whippie MOVED to go leave non-public session at 8:27 pm; under RSA91A:3IIa; SECONDED by: T. Croteau, E. Jackson – yes, R. Horton – yes, J. Cardinale – yes, T. Croteau – yes, K. Whippie – yes, MOTION PASSED.

While in non-public session the Board reviewed negotiations of Paraprofessionals, Custodial staff and Food Service and how it is progressing.

K. Whippie MOVED to seal the non-public minutes until the contract vote is made by the voters; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

Budget:

L. Schmidt advised that the system crashed while she was in a meeting and she lost the work she was doing on the budget. There are some items she is still working on. She gave highlights of the report and reviewed it with the Board.

As D. Chamberlain was at the meeting, L. Schmidt asked if they could review the Janitorial lines in the budget.

Currently the Janitorial staff is 4-1/2 plus D. Chamberlain. They are looking to increase that number to six plus D. Chamberlain. One-half a position can be allocated to Food Service. One member of the Janitorial staff provides service directly to Food Service for breakfast and lunch.

*L. Schmidt will check on the water/sewer bill.

*L. Schmidt will change Disposal Services to reflect Waste Management costs.

*D. Chamberlain will check on the fire extinguisher costs to see what the inspection related costs will be. He feels \$4,000 won't do it.

J. Lewis will check with M. Upton about the property insurance credit; what has to be budgeted?

How does the credit have to be used?

*Electricity; some of it can be allocated through Food Service. L. Schmidt will adjust the number.

R. Horton advised they need to be able to show how it is being allocated through Food Service for transparency.

Heating Oil – E. Jackson questioned the number.

L. Schmidt will double-check it.

R. Horton advised they need to take into consideration where we are fuel-wise.

L. Schmidt will schedule out the number D. Chamberlain gave her.

D. Chamberlain explained how he came up with the number.

J. Cardinale advised the school bought \$35,000 gallons and someone he knows bought 400 gallons for the same pre-buy cost. Feels the school should have gotten more of a discount.

R. Horton advised it is his understanding that Bob's Fuel gives a discount to municipalities.

L. Schmidt asked if she should bring it to the Board in the future and bid it out or see what the Town can do.

D. Chamberlain advised they pay 10 cents more per gallon for fuel delivered to the Ford Building.

K. Whippie thinks they can ask the Town for clarification; where was the discount applied?

The Board agreed that they would hold budget works session on the 14th, 19th, 28th and 29th of November in addition to the Board Meeting on the 15th. All meetings will be held in the Ford Building at 6:00 pm.

K. Whippie MOVED to adjourn the meeting at 8:59 pm; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins