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**WINCHESTER SCHOOL BOARD MEETING
FORD BUILDING
NOVEMBER 15, 2012**

Board Members Present: E. Jackson, R. Horton, J. Cardinale
Absent: T. Croteau, K. Whipple
Administration Present: J. Lewis, P. Bigelow, L. Schmidt, D. Chamberlain,

The meeting was called to order by J. Lewis as the Board Chair and Vice-Chair were not present.

MINUTES:

R. Horton MOVED to approve the public minutes of October 24, 2012; SECONDED by: E. Jackson, VOTED: 3-0, MOTION PASSED.

R. Horton MOVED to approve the public minutes of November 1, 2012; SECONDED by: J. Cardinale, VOTED: 3-0, MOTION PASSED.

BOARD BUSINESS:

Social Media Policy – Final Reading:

R. Horton MOVED to table the policy until the next meeting with a full Board; SECONDED by: E. Jackson, VOTED: 3-0, MOTION PASSED.

MANIFEST:

E. Jackson MOVED to approve the Manifest in the amount of \$106,926.07; SECONDED by: R. Horton, after review and questions by the Board, VOTED: 3-0, MOTION PASSED.

L. Schmidt advised that Angel processed the payables for the first time this week; it went well. Now with someone else in the office, she is able to do checks and balances. Feels they are on top of Payroll. Angel is doing well.

The Payroll Manifest will be signed on Monday. The Board can sign it at 6:00 pm. at the Board meeting.

J. Lewis discussed Board members receiving the agenda and Board packet on-line. It would not include the budget or extremely large documents.

After discussion, **R. Horton MOVED to have the Board packet e-mailed instead of mailed, unless otherwise advised; SECONDED by: E. Jackson after discussion, the Board advised it would be anything in PDF form, VOTED: 3-0, MOTION PASSED.**

DOE 25:

L. Schmidt advised they have made substantial headway, just a few figures they are verifying; doing checks and balances. She will have the report and coverage page for signatures on Monday. She will e-mail the report to the DOE and they will review and e-mail her with questions. Once they are done, it will be sent to the Dept. of Revenue. Once received, the Town gets added in with the school to set the tax rate. The turnover is very quick.

L. Schmidt explained they are ahead of last year. Next year she will prepare a draft of the DOE 25 so even if the audit is not done, she will have at least the draft of the DOE 25 ready.

The Board thanked L. Schmidt and J. Lewis for their hard work.

PRINCIPAL'S REPORT:

*One student has moved in to town.

SUPERINTENDENT'S REPORT:

*Two hundred and sixty-four certificates were presented to students who either had perfect attendance or had only one excused absence. One hundred and sixty-four students had perfect attendance. If they keep it up, they will get dinner at the end of the year.

*There are 126 students on the honor roll. There is no question Winchester is moving forward.

*Busy, but good first quarter.

COMMITTEE REP. REPORTS:

Budget Committee – The Committee is asking about the Deliberative session, whether it can be held on a Saturday rather than a Thursday.

J. Lewis advised that L. Schmidt could not be there if it was on a Saturday.

R. Horton feels the Board should try it on a Saturday. The Budget Committee has asked for many years.

Keene Study Committee:

E. Jackson advised they need to find the committee structure that was voted on at a prior Board meeting.

The Board Secretary will get that information.

R. Horton would like to post the meeting and hope they have a good turnout.

CITIZENS' COMMENTS:

Melanie Harrison came to speak to the Board. She advised she works with the Title 1 grants. She is not pointing blame, but has a major concern. Grants are revenues and the grants have not been sent down through the state channels. She is concerned about the past two years, especially Title 1. The paperwork is not being properly processed. Not sure how long the state will continue to give them monies. She believes they should be reporting each month and the state sends money electronically. She would not always see what was budgeted and what was actually spent. They have until May 15th to make revisions and spend monies unspent. Some grants do have carryover.

M. Harrison is afraid the state might not give us any more money if they think that we don't use it. We received about half a million in grants last year and spent \$9,000. Title 1 is a very important part of the school.

P. Bigelow explained this goes back to when they were part of SAU 38; mostly salaries.

L. Schmidt was told some have been closed from 2010-2011. She then started working on 2011/2012. There was an issue with the process, but she has claimed the funds spent through June. She hasn't been able to go through and see what additional funds need to be claimed as she is in the budget process now.

L. Schmidt doesn't know what we lost for 2010/2011, but thinks it is approximately \$57,000. Feels we are on top of 2011/2012. The last piece of the grant needs to be done by the 24th.

Melanie Harrison feels they need checks and balances.

L. Schmidt explained she will be able to see once the money is received on the NH Recovery site. She thinks they may have to get the two past issues from prior years cleaned up before they can get the funds.

R. Horton asked for monthly or quarterly reports for Title 1 and Access. He would like Mel Harrison and Jeremy Miller to come to a meeting to present it to the Board.

L. Schmidt will send print-outs for 2010/2011 and 2011/2012 to E. Jackson.

E. Jackson asked how the curriculum is being set to the state standards.

J. Lewis advised it is going well. Teachers are being held to the common core.

Books are just tools; if they are not addressing the standards the teachers need to adjust it.

The Board advised they have an updated version of the budget. They will review it over the weekend and discuss it at the budget work session on Monday.

L. Schmidt made some allocation costs to Food Service. The new version of the budget that the Board has reflects that.

CITIZENS COMMENTS:

Joan Franklin feels that paraprofessionals are serving food during lunch and could be better used in another classroom.

L. Schmidt and the Board were not aware of that.

J. Lewis advised they could hire lunch servers with the Food Service funds.

P. Bigelow advised that some paraprofessionals in there are required to be there.

Joan Franklin feels the students she is thinking of have IEP's that don't require a paraprofessional during lunch.

Joanne Gardner feels they could use the monies for things such as better food, etc.

L. Schmidt advised they are looking at that, but they still have too much left in the account.

R. Horton MOVED to adjourn the meeting at 7:20 pm; SECONDED by: J. Cardinale, VOTED: 3-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary