

**WINCHESTER SCHOOL BOARD MEETING
FORD BUILDING
NOVEMBER 19, 2012**

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

The meeting was called to order by Chair, K. Whippie at 6:02 pm for a budget work session.

Allocations to Food Service: L. Schmidt reviewed expenses over surplus.

The Board would like a five year average of what the surplus is then they can justify it.

L. Schmidt advised there are boxes of audit reports. Does the Board know if she can find this information in there? She can ask Erin also.

K. Whippie advised they need to know what the target is first, but the framework is good.

T. Croteau arrived at the meeting at 6:09 pm.

L. Schmidt will have the budget summary page done, but the additional detail is not done yet.

L. Schmidt reviewed the oil cost for previous and upcoming years and the Board asked questions and made changes to the figures.

E. Jackson advised this is her third request for L. Schmidt to look in the \$150,000 in oil from previous years.

L. Schmidt will get that information.

R. Horton advised he still has an issue with filling the tanks at the end of the year; that is a hard sell.

D. Chamberlain advised condensation could be a problem. He would think people would want to know that.

K. Whippie advised the cost to replace a tank and the repair associated with condensation would be hundreds of thousands of dollars.

R. Horton asked what difference would there be between doing it in June or in July.

The Board wants to be ready for questions from the Budget Committee.

R. Horton advised this line has been scrutinized over and over again in past years.

L. Schmidt will see if we can get money back from a pre-buy.

The Board advised that if any tank is at 30%, they should be filling it no matter when it is.

L. Schmidt – So you don't want to go below 10,000 gallons at any given time?

R. Horton – The issue is we have more than we will use.

L. Schmidt will budget based on an average going forward and try to get cash back for what was overspent.

Teacher Salaries – R. Horton advised they have historically over-budgeted.

Administration explained an unexpected retirement and/or change in track could bring in someone at a lower salary.

L. Schmidt is still working on the DOE25; on track and it has to be done before she goes on break for Thanksgiving. The Board will come to sign it before the end of the day.

L. Schmidt – The DOE is not freezing federal funds as long as the filing requirements are done by mid-December, in relation to manual grants.

L. Schmidt explained the Town knows she is working on it. She can stop and see Roberta tonight to let her know where she stands.

J. Lewis will hand deliver the original, signed document.

Keene Tuition – Under-budgeted by \$42,000 because KHS over charged us.

R. Horton asked L. Schmidt if they can have a column for the number of students multiplied by the cost per student and a back-up document breakdown of Special Ed and Regular Ed students.

L. Schmidt will do that.

L. Schmidt advised someone from Tyler Tech was here; the system is not set up sufficiently. If she doesn't have to work with the budget software for the Budget Committee, she would prefer it.

E. Jackson had no problem with that.

The Board discussed with L. Schmidt what they wanted for the meeting:

L. Schmidt advised the budget information will have to be on 11x17 to fit. If that is okay with the Board then she can add what they want.

E. Jackson advised they will explain that the format changed and why.

L. Schmidt will clean it up, make it tighter and add explanations. She will add comments on the other side of the gross column. She will make a separate sheet with the net number.

Workers' Comp. – T. Croteau asked why there is so much of an increase.

L. Schmidt advised she will have to research that. She will call LGC.

Non-Teacher Retirement: T. Croteau asked about the large increase.

L. Schmidt explained C. Paulin did not feel they needed to pay on his salary; now they need to.

L. Schmidt advised this is the number using the new rates; it is a true number.

T. Croteau advised they discussed at a prior meeting pay grades for Food Service and the Administrative Assistant. How did they come up with them?

E. Jackson advised they discussed it in non-public session.

T. Croteau should they be reviewed to be sure it is not the same issue?

Transportation: T. Croteau asked about transportation.

L. Schmidt hasn't been able to implement any information from the decrease of the bus.

Crossing Guard – J. Cardinale advised the crossing guard steps out and stops traffic, but people go to the left and they can't see him. He needs to stop kids to be sure no one is coming and then let them go.

J. Lewis was not aware of that; he will talk to the crossing guard.

K. Whippie asked if the number of hours the crossing guard is working is appropriate.

J. Lewis advised the number of hours in the afternoon is sufficient.

P. Bigelow feels it is okay in the morning.

K. Whippie asked if the salary is appropriate.

P. Bigelow advised he didn't complain; was okay with the cut in salary.

T. Croteau asked J. Lewis to ask George if he is comfortable with his current salary.

After discussion, **K. Whippie MOVED to implement a 2% raise across the board for a \$18,705 total increase; SECONDED by: T. Croteau, VOTED: 4-1 (R. Horton – no), MOTION PASSED.**

Repairs and Maintenance:

T. Croteau thought there were a couple of things that D. Chamberlain wanted; what were they?

D. Chamberlain advised a floor cleaner, but that is under Maintenance Equipment.

He reviewed items under Repairs and Maintenance, i.e., a broken door, electrical, etc.

T. Croteau asked if they could change the \$50,000 to \$47,000 or \$48,000.

D. Chamberlain advised he would be comfortable with \$48,000, but they typically use the full amount.

E. Jackson asked if they can break the list down deeper, it would it be helpful when going to the Budget Committee.

D. Chamber will get the list.

T. Croteau MOVED to reduce the Repairs and Maintenance account to \$48,000; SECONDED by: K. Whippie VOTED: 5-0, MOTION PASSED.

The Board took a five minute break at 8:44 pm.

R. Horton asked if they have a real bottom line number.

L. Schmidt explained that she has the net number and is working on the gross. They are currently at \$11,407,287.31 before revenues.

R. Horton wants to see what the total is with revenues.

L. Schmidt will have that for Tuesday.

E. Jackson asked how many custodians are budgeted for.

L. Schmidt advised they are allocating one to Food Service so there will be four full-time plus D. Chamberlain budgeted for.

E. Jackson asked why Social Security is up so much if salaries are going down.

L. Schmidt explained the Social Security line item includes D. Chamberlain. It is not a separate line item for him.

E. Jackson explained that the number in the budget we are in is incorrect.

K. Whippie MOVED to go into non-public session under RSA91:3II(a) – Public Employee Salaries at 7:58pm; SECONDED by: J. Cardinale, E. Jackson – yes, J. Cardinale - yes, R. Horton – yes, K. Whippie – yes, T. Croteau – yes, MOTION PASSED.

K. Whippie MOVED to leave non-public session at 9:22 pm; SECONDED by: E. Jackson, J. Cardinale - yes, R. Horton – yes, K. Whippie – yes, T. Croteau – yes, E. Jackson – yes, MOTION PASSED.

K. Whippie MOVED to seal the non-public minutes until the School District vote has been taken; SECONDED by: R. Horton, after discussion, SECONDED by: R. Horton, J. Cardinale - yes, R. Horton – yes, K. Whippie – yes, T. Croteau – yes, E. Jackson – yes, MOTION PASSED.

R. Horton MOVED to adjourn the meeting at 9:24 pm; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

**Peggy Higgins
School Board Secretary**