

**WINCHESTER SCHOOL BOARD MEETING
WINCHESTER SCHOOL LIBRARY
SEPTEMBER 20, 2012**

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

The meeting was called to order by Chair, T. Croteau at 6:30 pm.

MINUTES:

K. Whippie MOVED to approve the minutes of the September 6, 2012 Board meeting as amended changing *the word CAST to all caps on the first page and on page 2 adding to the Superintendent's report, after the last line; He was made aware of substantiating information from last year. K. Whippie agreed as long as they have that they can proceed*; SECONDED by: R. Horton, VOTED: 4-0-1 (J. Cardinale - abstained) MOTION PASSED.

R. Horton MOVED to approve the non-public minutes of the September 10, 2012 Board meeting amending the date in the third Motion to June 30, 2013; SECONDED by: E. Jackson, VOTED: 3-0-2 (K. Whippie – abstained, J. Cardinale- abstained) MOTION PASSED.

T. Croteau introduced new Board Member, Jason Cardinale.

K. Whippie explained he spoke to Wes Vaughn regarding the possibility of receiving and answering citizens' comments on-line. K. Whippie feels they should rough-out the ground rules now that they know the capability. J. Cardinale will work with K. Whippie and bring something back to the Board at the second October meeting.

FINANCIAL REPORT: L. Schmidt:

- *Distributed expenditure report; she has not had an opportunity to go in and do clean up. Needs Tech support; hasn't been able to connect with them. Working with Tyler Tech to get needed training so she can move forward in the next few weeks.
- *Distributed a copy of credit card charges; will give report on a monthly basis.
- *DOE-25 is late; need audit completed first. We received an extension this week and she is working with the auditor to move forward. Audit – there is a little more information on the 2010/2011 portion specific to grants, which is not yet completed. Need to get that completed because the auditor won't discuss a date for the 2012 audit until they receive the necessary

information. Once they have the 2011 in draft form, they will discuss the 2012 audit.

*Grants in are in a critical state. Need to get claims in soon or could lose monies. She has been working on them to clean up the remaining items from 2011. Have standing meetings scheduled with J. Miller and Mel Harrison on a monthly basis; so they don't run into problems next year.

*Food Service – Audit is in the Board packets. Will write to DOE to explain how they plan to use the funds, i.e. replacement equipment, certification, etc.

K. Whippie feels Erin should develop a priority list so they can work down the list.

*Budget Process – Meeting with department heads on a weekly basis to start discussion regarding the budget.

After discussion and review, **K. Whippie MOVED to approve the Manifest in the amount of \$194,740.80 SECONDED by: T. Croteau, VOTED: 3-1-1, (E. Jackson – no, J. Cardinale – abstained) MOTION PASSED.**

J. Cardinale asked if the lunch program has ever considered a share in Picadilly Farm with Food Service monies.

L. Schmidt advised she did ask Erin about that; her concern would be the quantity they would need.

T. Croteau feels milk is another thing. Manning Hill Farm is something else to look into.

P. Bigelow advised it probably wouldn't be low fat, which is what they have now. They would need to check the guidelines.

L. Schmidt also suggested using monies for a sub for food service; Erin has been sick. L. Schmidt will verify that this is something they could do. Part of the custodial crew could be allocated to Food Service.

R. Horton asked if L. Schmidt had any numbers for an estimated fund balance.

L. Schmidt advised no; there are so many other fires. Need to do a clean-up first.

R. Horton appreciates her hard work. What is the action plan to get ready for the budget?

L. Schmidt advised they have been interviewing for the Accounts Payable/Payroll position. She thinks they are in a good position to have someone in place soon. Training will be beginning in October. Having new people in place will help free- up some of her time.

L. Schmidt advised Brain Gallagher, a retired Business Administrator, has been assisting tremendously with the budget process.

L. Schmidt advised she has been doing a lot of extra work; there are challenges. She doesn't know if everyone understands the full extent of what needs to be done. The volume of work and shortage of people created this situation and she is trying to get out of it.

E. Jackson asked what Brian Gallagher has been doing to help. Feels if she needs him for more than the two weeks in October, she should get a temp Accounts Payable person.

PRINCIPAL'S REPORT:

P. Bigelow reviewed her report with the Board.

*Reviewed issue with large Kindergarten classroom sizes. Many students are behind and need extra help to catch them up and there is a shortage of much needed paraprofessionals.

T. Croteau asked what the Board can do for the Kindergarten teachers.

Linda Balk advised they have a great Kindergarten team. They are skilled in what they do. The best class size would be 15-16 students for safety and small group instruction. Students ages 4-7 could have the development of ages 3-6. She asked the Board as they plan the budget to think about quality and size of pre-school and size of Kindergarten. Class size is critical. Students need strong literacy skills or will have an issue many years down the road.

Emily Henderson advised they never know how many students there will be. Maybe there could be a better opportunity to get kids in earlier so the staff won't be blind-sided by how many students there are.

T. Croteau asked if the teachers could use supplies to provide to parents.

The Kindergarten teachers advised kits have just been sent home. They send home materials throughout the year as a team. Book boxes are being put together for reading.

Linda Balk advised it is not supplies that they need, but programming, educating and support for families.

Teachers advised that learning time has been cut with a large class because everything takes longer.

P. Bigelow advised they will continue to look at resources and do the best we can; felt she needed to let the Board know.

SUPERINTENDENT'S REPORT:

The Board received J. Lewis' report:

The Board advised they would like a tour of the kitchen at the next meeting at 6:00 pm and then Erin can attend the meeting at 6:30 pm.

J. Lewis advised they have work to do and want to have fun doing it. Need to do what they need to do.

COMMITTEE REPORTS:

Joint Loss Committee:

The gym lights have been installed, bus routes are working well.

D. Chamberlain will get prices for motion faucets.

The school building is to be used as a shelter if needed, therefore, they had discussed getting a generator; could look at a grant for that.

K. Whippie thinks the Town might have one. Also need to look at a new fence for the pre-school.

D. Chamberlain will check on a price.

Asbestos Certification - D. Chamberlain advised he had submitted paperwork, but now is being told they need a specific certificate. EPA advised everything he sent has not been good enough. D. Chamberlain advised there is supposed to be three certificates; all have disappeared. If they can't produce one, they will need to be re-tested and prove there is no asbestos at the schools. He advised they haven't had an asbestos management plan because they believed there was no asbestos. Therefore, they are out of compliance. The initial start-up cost is \$75.00 per hour for one to two days and \$75 per hour for travel time; the company that would do it is three hours away. It would be \$450.00 right off the bat.

K. Whippie suggested putting it out to bid.

K. Whippie MOVED to ask D. Chamberlain to put asbestos certification, certifying the buildings are asbestos free, out to bid; SECONDED by: R. Horton, VOTED: 5-0.

D. Chamberlain advised he got bids for the two ovens on the elementary side and reviewed them with the Board.

After discussion, **K. Whippie MOVED to approve \$11,936.04 for the purchase of two ovens; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.**

The monies will be coming out of the overage from the Food Service accounts.

Select board Meeting:

T. Croteau advised he attended the Selectmen's meeting and filled them in on the changes at the school. He advised that the Board will be starting the budget process in mid-October and also told them about Pancake Night.

CITIZENS' COMMENTS:

Val Cole asked the Kindergarten teachers or the School Board if they had any system to work with the day care providers.

Emily Henderson advised that they did hold parent meetings, but one of the day care providers advised they didn't want to attend because they were not licensed.

P. Bigelow advised she has been working with Roberta Royce.

Linda Balk advised Ready for Kindergarten is open to providers, parents, etc. people can come to that. She has discussed it with J. Lewis.

Val Cole feels L. Schmidt should be compensated for her extra work until someone is hired. It is not a good situation with the budget process approaching, to get behind.

T. Croteau advised they will be discussing that in non-public session.

Joan Franklin, as an employee of the school, thanked L. Schmidt for her hard work. She responds to her e-mails at any time of the day. J. Franklin doesn't have to worry about her paycheck and can teach her class.

Linda Balk feels the same way as J. Franklin. Advised teachers appreciate her work and effort.

J. Miller advised September 30th is gigantic to meet reporting deadlines; DFC grant could be \$140,000 and the 23C grant about \$23,000. He wanted to re-emphasize that they need extra help.

J. Franklin asked where we are with the Title I 2010/2011 money.

L. Schmidt advised they are still trying to make claims on Title I.

J. Franklin asked if we are still out of money because the gentlemen on SAU38 didn't do his job.

L. Schmidt advised she doesn't know who or what was the cause of the problem. She is just trying to take care of it.

J. Franklin feels it is SAU38 – is litigation a possibility?

L. Schmidt feels it is necessary to move forward. We do have monies coming to us.

K. Whippie advised T. Croteau should have received a letter from SAU38 regarding any monies we should be receiving.

L. Schmidt believes it is in the area of \$30,000.

Emily Henderson asked with the budget season coming up, that the Board keep in mind large class sizes; the problem probably won't be going anywhere.

The Board took a 10 minute recess.

K. Whippie MOVED to go into non-public session at 8:30 pm; SECONDED by: T. Croteau, 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 8:57 pm; SECONDED by: T. Croteau, E. Jackson – yes, J. Cardinale - yes, R. Horton – yes, K. Whippie – yes, T. Croteau – yes, MOTION PASSED.

While in non-public session, the Board discussed increasing the Business Administrator's hours.

FINANCIAL REPORT:

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

Respectfully submitted,

Peggy Higgins
School Board Secretary