

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
OCTOBER 4, 2012**

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

A ribbon cutting ceremony was held at the front of the school building for the new book mobile. J. Miller advised the book mobile will go to different sites such as the Learning Center, etc., and do activities, read with the children, etc. They need three to four volunteers to help.

Four team leaders, Hunter, Cameron, Anthony and Tucker from the Boy's Soccer led the Board in the Pledge of Allegiance. The team came before the Board to give some insight into how the team is doing. They won their first game; they've been working hard and the team is doing a lot better. The boys are leaders and captains who serve as junior coaches. In practice, they help each other during exercises. They thanked their coaches.

The Coach advised the Board it is a pleasure working with the kids. He explained they picked the boys who have been around the longest and have on their own initiative helped lead kids on and off the field. He explained the team opened up with a win. He thinks Winchester hasn't done that in many years.

K. Whippie MOVED to approve the Manifest in the amount of \$281,241.10; SECONDED by: T. Croteau, after review and questions from the Board, VOTED: 5-0, MOTION PASSED.

L. Schmidt believes this was the final thrust to get payables current; there are a few stragglers.

K. Whippie MOVED to approve the public minutes of the September 20, 2012 Board meeting as amended; SECONDED by: T. Croteau, amending the dates under Financial Report on page 2 from 2011/2012 to 2010/2011; VOTED: 5-0 MOTION PASSED.

Discussion of School Kitchens with E. Whitcomb:

The Board toured the school kitchen before the start of the Board meeting.

E. Jackson advised E. Whitcomb that Pancake Night was wonderful. Thanked her for giving the Board a tour of the kitchen.

R. Horton advised that the Board asked for a plan of what needs to be replaced in the kitchen and then they can plan ahead.

K. Whippie thinks a list of the questions that the Board asked during the tour would be good to add to the minutes.

R. Horton asked about the steamers.

D. Chamberlain advised he has checked with a couple of people.

Erin Whitcomb advised that any cost over \$5,000 needs approval from the DOE Nutritional Services.

T. Croteau asked for a plan of things that she wants to do. Advised she should first get prices and DOE approval and then bring them to the Board as she goes along during the year.

FINANCIAL REPORT:

Audit Update – L. Schmidt advised Jarad will be in his office next week to go through the information thoroughly. They will now discuss dates for the 2011/2012 audit.

L. Schmidt provided the board a copy of the letter submitted to the DOE Bureau of Nutrition Programs & Services outlining the intended use of the excess cash in the Food Service Program.

R. Horton asked if they will be able to report on the audit to set the tax rate.

L. Schmidt advised that is the goal, but until she can set a date and do a clean-up, she can't give guarantees. If anything, she will look to provide the necessary information for the DOE 25 as in the past to get the tax rate set.

K. Whippie MOVED to endorse the District Permanent Agreement for Child Nutrition programs; SECONDED by: E. Jackson, VOTED: 4-0-1 (J. Cardinale - abstained).

R. Horton asked about the oil used.

D. Chamberlain advised they used 25,987, but did not fill the tank in June like they normally do, which would have been an additional 6,000 gallons.

R. Horton advised they purchased 35,000 gallons and now have over 19,000; he thinks they may have bought more oil than they will use in a whole year. Do they have to pay for storage on the pre-buy?

D. Chamberlain advised last year there was fuel oil left over and we filled the tanks with what was paid for the year before.

E. Jackson advised legally, you can't incur funds from one year to the next. If there were monies leftover, they should have gone to the taxpayers. This is being researched.

T. Croteau advised the Board that the Town Clerk needs the signature page nominating J. Cardinale to the Board signed by the members.

PRINCIPAL'S REPORT:

The Board received P. Bigelow's report.

*Included a discipline report and reviewed with the Board. Advised she would include the report in the monthly packet.

K. Whippie asked D. Chamberlain if he could see if the bid for 44 faucets would be the same if we did a little at a time.

D. Chamberlain advised they can do that, but it would be two different quotes; electric and plumbing.

SUPERINTENDENT'S REPORT:

J. Lewis distributed a working draft regarding use of Social Media and asked that the Board review it as a possible policy.

The Board will bring it back as a first reading.

T. Croteau advised that the Budget Committee is requesting that the Deliberative Session be held on a Saturday, February 9, 2013. The Board discussed the possibility of a Saturday meeting.

K. Whippie asked L. Schmidt if she had a projection of the current budget situation.

L. Schmidt advised they are still trying to put it together.

K. Whippie advised it would be good if the Board could get a monthly update.

K. Whippie MOVED to freeze the budget on all discretionary spending; NO SECOND; MOTION FAILED.

Mid October will start the budget process. K. Whippie suggested that the Board start work. The Board agreed to meet on October 24th for a work session at 6:30pm. in the Ford Building.

T. Croteau advised that Halloween will be held in Winchester on Wednesday, October 31st beginning at 5:30pm.

Geo Dome – J. Lewis advised he e-mailed Dale about the removal, but he hasn't heard back. Jason will help; he has a loader. The school can scrap the material and get money. J. Lewis explained they have raised \$11,000 towards a new playground. They will have a booth at the Pumpkin Festival to raise money for the playground.

E. Jackson asked what they will be selling at the Pumpkin Festival.

J. Lewis advised maple cotton candy, popcorn and probably water.

E. Jackson and K. Whippie will help that day; other Board members will if they are able.

R. Horton, E. Jackston and J. Lewis met with Keene Business Manager John Harper and Assistant Superintendent Bill Gurney.

T. Croteau advised he met with Fire Chief, Barry Kellom who will talk with Roberta Frazier about a generator for the school.

J. Lewis advised Greg Chaplin will help. He was thrilled with the school's pick-up procedures.

K. Whippie asked if the Jim would contact the insurer to see if they can get a discount for that.

J. Lewis distributed information to the Board regarding the crossing guard's move near Swan Street in the afternoon. Thinks that may continue.

CITIZENS COMMENTS:

Melanie Harrison and Bambi Truesdell asked the Board that when they are preparing the budget that they consider mailings. Advised that they had to pay the money out of their pockets and will be reimbursed from the Partnership monies; so \$400.00 will be coming out of that account. They explained that the Partnership monies are for things that the children need; but they have had to use for postage.

L. Schmidt feels there may have been a miscommunication when questions were asked about the mailing.

After discussion, **R. Horton MOVED to reimburse the Partnership Fund for postage paid; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.**

L. Schmidt advised they are looking into leasing a postage machine, stamps, etc. Advised they should talk to Diane about mailing requests in the future.

K. Whippie MOVED to go into non-public session under RSA91-A:3 II(b) at 7:30 pm; SECONDED by: E. Jackson; R. Horton – yes, T. Croteau – yes, E. Jackson – yes, K. Whippie – yes, J. Cardinale – yes, VOTED: 5-0, MOTION PASSED.

T. Croteau MOVED to leave non-public session at 8:11 pm; SECONDED by: R. Horton, T. Croteau – yes, E. Jackson – yes, R. Horton – yes, K. Whippie, J. CARDINALE_, VOTED: 5-0, MOTION PASSED.

K. Whippie MOVED to direct W. Vaughn to create a School Board e-mail address in the school domain to be changed for the next meeting and e-mail the policy used for staff; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

J. Lewis advised pictures will be taken tomorrow morning.

J. Lewis would like to bring Suzanne Cooper to the next Board meeting.

J. Lewis asked if the Board would like different students to come into lead the Pledge of Allegiance.
The Board would be happy to have any group, kids from Keene, National Honor Society, etc. to come in.

R. Horton asked about reconciliation of the checkbook.

L. Schmidt advised she has been training this week. Will help with the reconciliation; she has found the statements.

T. Croteau asked about Grant reporting for Title 1 and Title 2.

L. Schmidt advised she made the deadlines.

J. Lewis advised J. Miller wanted the Board to know about the \$160,000 in Grants.

E. Jackson asked if J. Lewis received a decision from Attorney Upton regarding the 40 hours per week for L Schmidt.

J. Lewis – yes; haven't received the letter yet.

K. Whippie MOVED to adjourn the meeting at 8:20 pm; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins