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**WINCHESTER SCHOOL BOARD MEETING  
WINCHESTER SCHOOL LIBRARY  
OCTOBER 18, 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.

**MANIFEST:**

**E. Jackson MOVED to approve the Manifest in the amount of \$159,024.94;  
SECONDED by: K. Whippie, after review and questions by the Board, VOTED: 5-0,  
MOTION PASSED.**

**MINUTES:**

**K. Whippie MOVED to approve the minutes of the October 4, 2012 Board meeting as amended, *adding the sentence - This is being researched - Under E. Jackson advised legally, you can't incur funds from one year to the next...and changing the word Facebook to Social Media under Superintendent's Report, both on Page 4 and changing the word eclipsed to raised under Geo Dome on page 5;* SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

**BOARD BUSINESS:**

**Suzanne Cooper, Director Student Services:**

Suzanne Cooper came before the Board to discuss what she has been doing since she started at the Winchester School. Advised she is very happy to be working here. She started on September 17, 2012 and is working 2-1/2 days per week.

- \*Has been working to ensure all students are in compliance.
- \*Completed a voluntary correction plan.
- \*Transportation – consolidated a couple of single riders; saved district money.
- \*Will be looking carefully at which students are coming back to Winchester
- \*Wants to consolidate placements.
- \*Wants a proactive system with Keene High School students.
- \*Collects data on students; who are they, when identified what is the highest population of disability?
- \*Sped monitoring by the Department of Education will take place soon- it is a normal process; they do it every three to five years.
- \*Very busy, but enjoying it. She is always mindful of budgetary constraints.

The Board thanked J. Lewis and S. Cooper for their hard work.

S. Cooper advised Marie Braley has been invaluable.

**K. Whippie MOVED to approve the non-public minutes of the October 4, 2012 Board meeting; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

**Social Media Policy:**

**K. Whippie MOVED to approve the Social Media Policy as a first reading as amended; SECONDED by: R. Horton, after discussion, VOTED: 5-0, MOTION PASSED.**

K. Whippie distributed a policy on Citizens' Comments to be sent via e-mail. The Board reviewed and made changes. If questions require Board change in procedure, etc. the questions would come back to the Board. The preference of the Board is that the public come before them whenever possible to ask their questions.

T. Croteau thinks something should be printed out so the Board can see what member responses are being sent.

K. Whippie advised they could do a summary. After discussion, the Board feels they should all address/discuss the questions rather than one member answering them.

K. Whippie advised he will e-mail W. Vaughn to see if he can set up a mailbox for this.

J. Lewis will put out the information for citizens comments in the weekly newsletter and on the website.

K. Whippie will ask W. Vaughn to address the outdated information and "under construction" comments on the website.

**FINANCIAL REPORT:**

L. Schmidt advised that she had good news; Jared has been in the office working on the audit this week. The 2011 draft report is done pending a resolution of the items sent to L. Schmidt. The bad news is, they are likely looking at December for the 2012 audit.

L. Schmidt knows that the audit will not be done. She will need to send the report to the DOE with unaudited numbers so she can prepare the DOE25, so she can at least have a draft to the DOE by the end of November. She does not want a repeat of the situation that happened in the past.

## **Postage:**

L. Schmidt asked that they postpone the discussion on postage. She has received more information recently and wants to look into it. She will bring it to the next meeting.

- \*She does not have the report the Board requested. She needs to get encumbrances, etc. cleaned up first.
- \*Met with George Dow, VP of TD Bank; reviewed information to try to reduce costs and better manage accounts in-house.
- \*Waiting for numbers from Tyler Tech regarding the cost to separate from Hinsdale. She hopes to have the information for Wednesday's meeting.
- \*SAU - final audit has been completed; auditors need to look at the list of disbursements before they make Winchester's payment of approximately \$38,000.
- \*Power loss – Was a little enlightening; need to know what didn't work; what needs to be addressed.
- \*LGC Lawsuit – Instead of giving the money back, there will be a credit on one of our bills showing as a holiday. Health insurance is guaranteed not to increase above .8%.

T. Croteau - Isn't there another lawsuit?

L. Schmidt advised she didn't know, but would check on it.

- \*Haven't received Keene tuition bills yet.
- \*Most of the payroll issues have been resolved. There are some straggling issues related to leave benefits. The next step is getting the leave benefits accurate. Angel has been doing a good job.
  - L. Schmidt thinks it is not that they haven't been paid, but how the payroll is categorized.
  - E. Jackson asked if everyone has been paid for their work as of today. Is the issue just to be sure it is in the correct category?
    - L. Schmidt advised that is her understanding. They will come up with payroll procedures. Teamwork is necessary. Angel's hours will be heavy in the front of the week; 16 hours on Monday and Tuesday combined, so payroll will be ready for Wednesday.
  - L. Schmidt advised they have not been in compliance with the State as far as paying bi-weekly. The District needs to request permission from the State and L. Schmidt has done that.
    - E. Jackson appreciates L. Schmidt's hard work and dedication in getting payroll work done.

E. Jackson asked now that they have more help; how are we doing with hours?

L. Schmidt explained they are still scrambling. It is very difficult to find uninterrupted blocks of time to focus on things like the audit, budget, etc. Her priority is the budget clean-up.

E. Jackson is concerned because they have heard a couple of times at meetings that they are working on this.

L. Schmidt explained Angel will focus on Payroll then accounts payable will move to her. Advised she has blocked out uninterrupted periods of time to work on budget clean-up. She is delegating things; they are getting better. There is a large amount of high priority items that need to be done.

E. Jackson asked if there was anything she needed done by the Board.

L. Schmidt – not now that she can think of.

T. Croteau asked if J. Lewis could put something in the newsletter regarding the procedure when the power is out.

E. Jackson asked if there is a fire inspection each year.

D. Chamberlain explained yes; every December during the school break.

K. Whippie asked if they could hire an electrician to check the batteries. Ha asked about a generator.

D. Chamberlain advised they don't have a generator.

L. Schmidt – The kitchen was concerned about the possible loss of food.

Geo Dome: J. Cardinale hopes to get it out soon; even if during the week. He thinks he could do it on Monday.

Sensor faucets – D. Chamberlain advised they are \$412.00 per faucet without labor. Just received one estimate; 44 faucets would cost, with labor, a total of \$24,524.10. The estimate is good for 30 days.

T. Croteau advised maybe the Board can make a decision at the next meeting.

E. Jackson thanked D. Chamberlain for getting the quote.

**PRINCIPAL'S REPORT:** P. Bigelow reviewed her report with the Board and answered questions.

\*Reported on class Sizes

\*Due to a glitch in Power School, interim progress reports were not sent home to grades 3-6. The grades are now being calculated correctly.

\*Congratulations to Kindergarten teacher Linda Balk, who will be the featured Science Teacher of the Month in the NH Science Teacher Association's publication.

\*The school was awarded \$5,000 from Bob's Furniture to be used for the Arts.  
Thank you to Ellen Mendelson.

**SUPERINTENDENT'S REPORT:** The Board received J. Lewis' report in their packet.

\*Race to the Top – Have had many meetings with SAU29 who advised they have a better than 50/50 chance to receive money. J. Lewis advised it is a lot of money; they are doing whatever they can. It has to be done by the end of October and they should know by December.

\*J. Lewis has been invited to bring the bookmobile to the Women's Club.

\*NECAP testing is finished.

\*First meeting for paraprofessional negotiations will be held on October 24<sup>th</sup>.

\*J. Lewis, R. Horton and E. Jackson met with the Assistant Superintendent and Business Manager in Keene to discuss the contract. They have a copy of the contract and are reviewing it.

K. Whippie asked about the exclusivity of the contract.

E. Jackson explained KHS advised it was an exclusive contract.

They now have information as to how the tuition is calculated.

J. Lewis discussed the trees near the building. He has asked the Alumni Association what to do about them. They told him they will talk about it.

J. Lewis advised the trees were a donation and it is a shame to cut them down, but you can't see the building.

J. Lewis -The Board is invited to November 14<sup>th</sup>/15<sup>th</sup> workshops with LGC.

Administration will attend. J. Lewis feels SAU members should go. The Board received a handout to review. Need to hear back from the Board before the next Board meeting. They should let L. Schmidt know if they want to attend.

J. Lewis advised that he has been invited by the FBI and Winchester Police Department active shooter training on 10/31. He will be going.

E. Jackson asked what the goal is for Pumpkin Festival.

J. Lewis advised they hope to make \$1,000.

PTA fundraiser at Chili's; received \$110.00 from Chili's customers and B. Moser made a \$110.00 match.

J. Lewis advised they are hoping to do a chili cook-off and do another evening fundraiser at Chili's.

E. Jackson asked how many members were chosen for the Keene Contract Study Committee and what committees was Wendy Hildreth on as a Board member. The Board advised she was on the Keene School Board, Finance, Scholarship, Negotiations, Committee Relations and Keene Contract committees.

**CITIZEN'S COMMENTS:**

None.

**K. Whippie MOVED to go into non-public session at 8:12 pm; 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 8:45 pm;SECONDED by: J. Cardinale, 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 Benefits.

**K. Whippie MOVED to seal the non-public minutes as it relates to Benefits and Retroactive pay until the contract expires; SECONDED by: R. Horton, VOTE: 5-0, MOTION PASSED.**

**K. Whippie MOVED to form an Adhoc Committee to review the SAU manual for accuracy and consistency; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

T. Croteau asked J. Lewis about the ovens.

J. Lewis advised they will be getting rid of them. He has discussed selling them to the PTA for \$1.00. Asked the Board what they want to do.

The Board feels if they sell them, they would need to have a contract with clear language that reads they are being sold as is.

L. Schmidt advised she will check with the DOE for the correct procedure. The new stoves have not been purchased yet.

**E. Jackson MOVED to adjourn the meeting at 9:52pm; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary

