

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
NOVEMBER 7, 2013**

Board Members Present: T. Croteau, J. Cardinale, E. Jackson, B. McGrath, R. Horton arrived at 6:35 pm.
Administration Present: J. Lewis, L. Schmidt, P. Bigelow, D. Chamberlain

The meeting was called to order at 6:30 pm.

CITIZENS' COMMENTS:

None.

MINUTES:

B. McGrath MOVED to approve the public minutes of October 17, 2013, amending the spelling of Dianne to *Diane* on Page 2; amending functional report to *function line* also on Page 2 and on Page 4 correcting the spelling of *Chamberlain*; SECONDED by: J. Cardinale, VOTED: 4-0-1 (T. Croteau – abstained).

R. Horton MOVED to approve the minutes of October 21, 2013; SECONDED by: B. McGrath, VOTED: 4-0-1 (E. Jackson – abstained), MOTION PASSED.

B. McGrath MOVED to approve the minutes of October 28, 2013; SECONDED by: J. Cardinale, VOTED: 4-0-1 (R. Horton – abstained), MOTION PASSED.

BOARD BUSINESS:

Winchester Support Staff Association:

Sue Rice gave a list of new officers of the Winchester Support Staff to the Board and a Memorandum of Understanding.

They need a special meeting to revisit 17 people who are off-step and to put on a Warrant Article to see if the town will fund the raises. It was agreed that Kathy Patenaude will check with Rachel to schedule a meeting.

R. Horton advised Mondays and Thursdays are good.

Sue Rice advised need to catch up on some happenings with the Winchester Support Staff. The past-President is no longer employed here.

After questions and discussion by the Board; **J. Cardinale MOVED to have the Board Chair sign the Memo of Understanding as amended with the Winchester Support Staff; VOTED: 5-0, MOTION PASSED.**

T. Croteau asked if there was a delay with the report cards.

J. Lewis advised yes, teachers were concerned that they didn't receive them to review before getting to them parents. They did get them in time to send out. He has requested a reason from W. Vaughan for the delay, but hasn't heard back yet.

P. Bigelow thinks maybe the deadline given to the teachers from W. Vaughan should have been earlier.

J. Lewis – Do we need more help; does W. Vaughan need more hours?

The Board will discuss Technology later.

FINANCIAL REPORT:

The Board reviewed the Manifest and asked questions.

E. Jackson asked if the amplifier hit by lightning was covered by insurance.

L. Schmidt will look into that.

E. Jackson feels they need more information on consortium before they can approve the Manifest.

E. Jackson asked about membership in Kiwanis Club.

R. Horton MOVED to approve the Manifest in the amount of \$268,274.61; SECONDED by: J. Cardinale, VOTED: 4-1 (E. Jackson – no), MOTION PASSED.

E. Jackson MOVED to approve the Payroll Manifest in the amount of \$14,992.67 to cover the portion of the LGC surplus due to former employees and retirees; SECONDED by: B. McGrath, VOTED: 5-0, MOTION PASSED.

*L. Schmidt – electricity; the supply broker called this week recommending Winchester switch back to PSNH in January or February so they can maximize savings.

*Received KHS tuition bill for this year. The projected tuition is based on current enrollment; \$96,000 below. L. Schmidt thinks that amount is in correlation with our Alt Ed program. (students coming back from Keene High School). Advised we should be in a position to pay it.

R. Horton asked about the Adequacy Aid and Tax Rate.

L. Schmidt advised she hasn't heard anything yet.

SUPERINTENDENT'S REPORT:

The Board received J. Lewis' report.

*Received an invitation to have lunch at KHS with Principal Lynne Wagner and one or two Board members. This is not the Keene Study Committee meeting. B. McGrath and T. Croteau will go with J. Lewis.

*J. Lewis advised he needs two Board members to be on the Principal Search Committee.

B. McGrath feels maybe it could be a part-time Superintendent and part-time Principal position.

J. Lewis feels it couldn't be an Asst. Superintendent position; need support in the building. Parents/staff need to know where to go.

J. Lewis advised there is a lot to do with Superintendent duties; not a lot of time to be in the building to do what P. Bigelow does.

B. McGrath advised previously Dr. Crisafulli and C. Duquette ran the numbers which indicated we didn't need a full time Superintendent. The Board will need to discuss and review what they are looking for.

P. Bigelow explained it has been an exhausting year. She feels she has been doing the work of two people. J. Lewis is not able to spend enough time in the building.

J. Lewis – Ideally, before Christmas, he would like to meet with the Board to see what they want as a job description.

The Board agreed to review at the second meeting in December. J. Cardinale and R. Horton will be on the Committee.

E. Jackson asked P. Bigelow to write up a description of where the majority of her time is spent.

*After discussion, the Board agreed to try having the Deliberative Session on Saturday again. The last one had very low attendance due to bad weather. If it doesn't work; they will go back to having it on a weekday. J. Lewis reminded the Board that L. Schmidt is unable to attend Saturday meetings. The Board chose February 8th as the date for the Deliberative Session as long as there is no conflict with the Town, Attorney, etc. J. Lewis will check with the Town to see when their meeting date is.

*J. Lewis discussed the lockdown incident from Tuesday. Explained a person had an issue with the Town and came to the school before going to the police station. Police were here and took her into custody. Someone was sent to pick up her child, but that person wasn't on the pick-up list and not known to the school. The person got very irate and the school was put into lockdown mode and the police came.

J. Lewis feels they did exactly what they should have. He would suggest extending the wall so they are corralled in; it was the suggestion of Chief Phillips.

D. Chamberlain advised he has been asked to get a quote for a glass wall so they can get a grant.

The Board advised security should be ongoing.

T. Croteau advised NH Homeland Security did a Security check for them; might do that for the school.

PRINCIPAL'S REPORT:

The Board received P. Bigelow's report, classroom counts and copy of calendar.

*Not a great month for discipline incidents, but bus incidents did decrease, which is good.

*Received request from a staff member regarding policy for children returning to school after being sick.

P. Bigelow asked that this policy be on the top of the list when the Board returns to reviewing policies.

Administration will bring something to the Board.

FACILITIES REPORT – D. Chamberlain:

*D. Chamberlain wanted to publicly acknowledge and thank L. Schmidt for her donation of paper and new furniture.

*Received third bid for a floor scrubber and reviewed with the Board. D. Chamberlain is asking for the Board's blessing to purchase a new floor scrubber.

After discussion, **E. Jackson MOVED to approve \$6,590 for a floor scrubber; SECONDED by: R. Horton, VOTED: 5-0, MOTION PASSED.**

COMMITTEE REP. REPORTS:

Budget Committee:

E. Jackson advised the Budget Committee had not met again until tonight.

Negotiation Committee:

More meetings have been set up.

Keene Study Committee:

Met with Monadnock Monday; their enrollment is declining. They are very interested in discussions with Winchester.

J. Lewis advised both Hinsdale and Monadnock have heard Winchester is improving; it is nice to hear.

J. Lewis advised they will also be meeting with Brattleboro.

R. Horton feels it is important to meet with Keene before the tuition rate is set.

B. McGrath asked L. Schmidt about a Corporate Credit Card. Has she had any progress finding one?

L. Schmidt advised she has looked into it. American Express is the best as far as cash back, but she is afraid not everyone will take it. They may need a back-up, but have had issues with TD Bank; want to get away from that. They are looking at Capitol One.

J. Cardinale feels they could use the corporate card to pay the electric bill, etc. and earn cash back and then issue a check without incurring interest.

L. Schmidt asked if she and J. Lewis should make the decision or is the Board making it.

R. Horton advised he uses American Express exclusively and has had no issues.

L. Schmidt's concern is that they can cover professional development costs in time for staff to register.

B. McGrath asked J. Lewis about School Dude.

J. Lewis advised they will come and do a presentation.

B. McGrath and J. Cardinale would like to be there when the presentation is given.

The Board asked if FMLA has been finalized.

P. Bigelow – Not yet, one more reading.

The Board asked about procedures for emergencies.

D. Chamberlain advised it is ongoing; he has been working on it.

J. Cardinale sent information on busses to L. Schmidt today.

B. McGrath advised he has names to contact regarding custodians.

J. Cardinale feels they should have two or three cleaning companies come in and look at the building.

B. McGrath spoke to one company and is waiting for calls back.

T. Croteau should send information to D. Chamberlain and J. Lewis.

J. Lewis advised he has already talked to some people.

CITIZENS' COMMENTS:

None.

BUDGET:

B. McGrath asked if there are any final numbers.

J. Lewis advised they are still working on it.

L. Schmidt has been meeting with each group; constantly reworking. It is an ongoing process.

E. Jackson asked the audience if they had any suggestions regarding the budget.

L. Schmidt advised E. Jackson had mentioned at one point that TD Bank allowed purchasing power to schools to order supplies.

E. Jackson will look into it.

L. Schmidt advised she will have an updated print-out for the next meeting.

R. Horton asked that when she makes changes, all Board members need a new copy that is dated.

Amy Hill advised she had to leave the meeting but wanted the Board to know that it is really hard for teachers now. They are now going to the Common Core which is changing everything. They didn't order work books or text books, but are now finding they need books and the text needs to be of a certain complexity. There are strict guidelines for that. She doesn't know until she is planning her units what they will need. Asked the Board to keep that in mind; tricky for staff. Once they have it, they will have it.

V. Wilbur doesn't want the Board to look at it as though they didn't spend much, so why do they need a lot now. Just because they are not spending a lot in Science this year, they may need it next year.

L. Schmidt – having trouble getting information on Trustee of Trust funds.

E. Jackson advised Harvey Sieran will contact her.

T. Croteau feels money is available to us.

E. Jackson advised there is a book company who will give \$1,000 grant each year. She didn't have the name.

T. Croteau advised Jimmy Johnson gives over \$400,000 in grants for literature.

E. Jackson – TD Bank gives out financial literacy grants.

L. Schmidt reviewed lines in budget with the Board on the Smart Board to readdress items from the prior budget work session.

Line 4 - L. Schmidt recommended \$30,000; Administration will check with other Districts.

Line 5 – Teachers contract specifies an insurance provider. LGC advised there could be an 8.7% or 8.9% maximum increase (received information after previous budget was done).

Transportation – L. Schmidt has not received information yet she was unable to reach corporate headquarters, but Paula at Laidlaw advised three percent increase is logical. L. Schmidt added that to those numbers.

J. Lewis gave L. Schmidt the number for corporate headquarters.

Supplies Science – L. Schmidt asked how that should be labeled; asking for direction from the Board.

V. Wilbur advised teachers got in the habit of not requesting from that line.

P. Bigelow advised it is labeled Science.

Parents were charged for the whale watch.

Danielle advised the staff did most of the fundraising. She has been told they are not doing the whale watch again. The team also decided not to do Nature's Classroom.

R. Horton wants feedback from the team.

V. Wilbur explained it doesn't tie in with the curriculum anymore. They are not saying they are not taking any field trips. There are other possibilities in place of Nature's Classroom, etc. Another option the team is looking at is a joint trip with another district. They may come up with an idea.

D. Milde doesn't believe teachers are aware there is money available.

P. Bigelow advised she doesn't think the teachers have given thought to field trips.

E. Jackson thinks students should have some input.

B. McGrath – Maybe deleting field trips is the easiest cut.

T. Croteau good for the Board to know the breakdown of the budget for Deliberative Session. Good to have someone there with it.

L. Schmidt advised closer to the budget meeting she will include the schedules in the Board's packets.

P. Bigelow asked L. Schmidt to move the Reading Recovery position to Regular Education with a note as to why it was done.

L. Schmidt asked if the Board wants more detail.

J. Lewis feels the more detail on that the better.

P. Bigelow wanted to add that monies for field trips in the budget are not just for seventh and eighth grades.

B. McGrath MOVED to adjourn the meeting at 9:13 pm; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins