

**WINCHESTER SCHOOL BOARD  
WINCHESTER SCHOOL LIBRARY  
NOVEMBER 21, 2013**

Board Members Present: T. Croteau, B. McGrath, J. Cardinale, R. Horton, E. Jackson

Administration Present: J. Lewis, L. Schmidt, P. Bigelow, D. Chamberlain

T. Croteau called the meeting to order at 5:30 pm.

**CITIZENS COMMENTS:**

M. Harrison distributed information on grants. Advised about \$100,000 hasn't been claimed or received. We won't receive all monies anyway. Some monies will be reimbursed at the end.

M. Harrison thought all grants would have been closed, but aren't yet. They are already behind again on this years' grants.

L. Schmidt explained Title I has been submitted as a final report; but hasn't cleared yet. They are waiting to hear back on the Title II grant. The Summit and School Improvement grants are on the list of things to do. L. Schmidt has been tied up with the budget and negotiations. The school will be closed most of next week. She will dedicate time to grants.

L. Schmidt – Grants for this year have been approved and are at various stages. She knows she needs to claim them. Everything is priority driven.

M. Harrison – Need two of the grants to be done by December 1<sup>st</sup>.

L. Schmidt advised she will do them and close them out tomorrow. Next week she will catch up with the grant reporting.

R. Horton –these grants are a priority. Need to get them done. We can't lose money. That is not acceptable. This stuff should be automatically done.

E. Jackson advised her concern is time management. Concerned that they are months behind. Not sure how we can complete them in one week.

L. Schmidt explained.

R. Horton thinks last time they asked for an action plan; don't want to micromanage, but can't lose money.

B. McGrath advised he spoke with a gentleman he knows who is a teacher and said we are not handling our grants properly.

L. Schmidt is not sure what is being viewed from our website that would allow him to know about our grants. That information is not on our website.

J. Lewis appreciates the Board's concern.

J. Lewis and L. Schmidt will e-mail an update to the Board after 12/1.

J. Cardinale would like 30 day updates on grants.

**MANIFEST:**

The Board reviewed and asked questions.

**R. Horton MOVED to approve the Manifest in the amount of \$1,531.458.16; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

**MINUTES:**

**R. Horton MOVED to approve the public Minutes of November 7, 2013; SECONDED by: E. Jackson, VOTED: 4-0-1 (B. McGrath – abstained), MOTION PASSED.**

**R. Horton MOVED to approve the public Minutes of November 14, 2013 amending on Page 2, *softball to soccer and Board to board of non-union staff* ; on Page 3 under vote on Line 216, *added B. McGrath asked about higher costs of audit; and removed P. Bigelow asked with problems they had...and added E. Jackson questioned that budget line item; before the last line of the paragraph added L. Schmidt advised she did a one year rollover to the next year; after R. Horton - asking them to look at it; may need to make hard decisions; adding R. Horton advised other schools are looking at RIF's* ; SECONDED by: E. Jackson, VOTED: 4-0-1 (B. McGrath – abstained), MOTION PASSED.**

B. McGrath requested that J. Lewis adhere to the policy regarding the time frame to receive minutes, manifest, etc.

B. McGrath wants anything that he needs to review available by the Monday before the Board meeting.

J. Cardinale feels they need to discuss that. Administration reports would then be a week behind.

J. Lewis advised they used to do that, but the Board changed things to keep up-to-date with information.

R. Horton feels either the policy needs to be changed or they need to adhere to it.

The Board advised they want all reports, manifest, etc. within five days of the meeting.

J. Cardinal thinks they should look at the policy; maybe they should say by Monday before the close of business other than the payroll manifest.

The Board agreed that the deadline for minutes, reports, etc. to be available will be the Monday before the meeting by the close of business; until the next Board meeting when they review the policy.

### **FMLA POLICY:**

J. Lewis advised this policy has an effect on negotiations. Advised bold and highlighted items are the recommended changes. The Board reviewed and asked questions.

After discussion, **R. Horton MOVED to approve the FMLA Policy GCCBC as a second and final reading; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

T. Croteau advised they will review it again once the contracts are final.

### **BUDGET:**

J. Lewis advised Administration looked at the budget over the last several days. They brought it down; now looking at 11.2 million and not one position was cut.

L. Schmidt and J. Lewis reviewed changes with the Board:

\*Line 31 – Supplies – General Expenses; cut supplies significantly, offering \$200.00 to each teacher and \$100.00 to Sped teachers. They can pool their money if they want; can start planning now if they know they will have \$200.00 or \$100.00.

\*L. Schmidt advised in Line 219, Transportation and 220, Sped Transportation, the quote does not make sense; the contract is skewed. Didn't want to put those numbers in; 22% increase and fuel escalator. She wants a new contract; won't accept addendum. Unfortunately there is not really another option for a bus company. Explained she has gone back and forth for information from corporate headquarters. The contact person was unavailable to speak with her this afternoon after she received the spreadsheet.

R. Horton is surprised another transportation company wouldn't entertain getting a fleet of busses.

L. Schmidt would like to put it out and see if there are any bites.

The Board is interested in relooking at transportation.

L. Schmidt will look at the routes and pursue.

**E. Jackson MOVED to request L. Schmidt to get quotes/bids and RFP for transportation; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

\*J. Lewis advised the 2% increase across the board is gone.

L. Schmidt advised that was roughly \$11,000.

\*L. Schmidt advised they have implemented a time machine; within a week or so it will be efficient and electronic.

That will cut Angel's time to 24 hours per week.

The Board asked if anyone at the school could help with SAU duties. Need to work as a unit or we will battle the budget every year.

B. McGrath advised he wants to cut another \$150,000 off the budget.

R. Horton wants to hear what cuts have been made so far.

R. Horton maybe after this could recommend putting back \$11,000 to be used for merit raises. He doesn't think there have been actual cost of living increases in the past couple of years. Not sure it is a real number anymore.

J. Cardinale feels they want to reward staff for going over and above the call of duty.

P. Bigelow advised she has to tell her staff to leave for the day. They are very dedicated.

\*Cut \$30,000 from Out-of-District Placements; reduced Keene Tuition for students entering Penn Foster.

Postage – Slight adjustment.–updated School and SAU with up-to-date numbers.

\*No floor scrubber this year.

\*Took SAU computers out. W. Vaughan will get three refurbished computers. Advised he can do it within his budget.

\*Tweaked Sports and Travel.

\*Line 146 – After discussion, **R. Horton MOVED to change line item 146, Board Secretary, Treasurer & Clerk to \$3,100; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.**

\*Line 147 will change in line with Line 146.

\*Line 150 – Adjusted; went back and reviewed 2011 audit which was \$16,500 and year to date for 2012 portion is \$2,283.

\*Line 152 – NHSBA dues - do we get billed each year?

L. Schmidt will check on that.

\*Athletic transportation – removed.

R. Horton advised he would like to put Merit Raises for Non-Teachers and Athletics in a side column to go back and visit whatever has been presented; not a done deal.

\*Line 109 – Equipment – Speech & Hearing (Audiometer) eliminated; working on purchasing audiometer this year. “Wish items” were eliminated.

\*Line 101 – Speech & Hearing Salaries - L. Schmidt advised it is difficult to find a replacement; not sure if we would need to outsource.

\*Addition – Speech Tuition - the Board requested a change in the name.

R. Horton advised there are a couple of things he is not in favor of cutting i.e., field trips and sports/after school activities.

L. Schmidt advised they cut \$2,000 from field trips and \$2,000 from field trip transportation.

L. Schmidt advised in Cheer for 2013 there were \$6,886.50 in revenue from fundraising/parent contributions, etc. and \$4,419.56 in expenses. In 2012 revenue was \$925.00 and expenses \$577.00.

J. Miller thinks it is 501 money and it comes out of the 501 account, so it may not actually be a profit. Thinks they could put something together for review.

R. Horton wants to see a real number to present some things to the Budget Committee and see what their ideas are.

R. Horton would recommend talking with Monica and clarifying the Cheer Team and their involvement with the school. Need to meet with her and clear up some issues. Access funds are reducing by 50%; need to keep kids on track with the After-School Program. Advised he is prepared to go to the Budget Committee with requests and needs strong numbers.

L. Schmidt asked if that included Drama.

R. Horton – yes.

L. Schmidt advised these are real numbers; they’re what are in the accounting system. If submitted by Access and not coded specifically for Cheer, she wouldn’t know that.

J. Miller feels Cheer is widely known and the students do well; should be celebrated. He asked if it would include the drama and Musical Theater Program or just Drama.

R. Horton advised not sure, brought up a lot of interest in Drama, what do we need to do to support it? If Drama is grant-funded, we don’t want to add money in the budget.

\*Postage is down.

\*Cut SAU printed material.

R. Horton – Need to talk about revenues. Need to estimate it properly.

L. Schmidt distributed information on five year revenue history and reviewed with the Board.

\*Kitchen – closed account, moved reserve into general fund per audit.

\*There is \$10,865.12 in the Julia B. Thayer account.

L. Schmidt advised waiting to hear from the Attorney General’s office to see what the money can be used for.

\*Rent for the Ford Building is made by donation.

L. Schmidt will add that.

R. Horton advised there will be a \$134,627 increase to taxation, which is .50 cents on the tax rate. Need to find about \$120,000 in the budget.

L. Schmidt will be receiving funds from Health Trust; not included in revenues. Advised she can add them.

R. Horton advised will wait for now.

B. McGrath feels if we ever reimburse employees or prior employees again, we should add a note explaining what the check is for.

B. McGrath explained he received a suggestion from a concerned citizen to have someone come in and see if children can be reclassified from Special Ed. Hinsdale has less Special Ed students than we do.

J. Lewis explained that is done all the time.

V. Wilbur explained it is a continuing process; looking at it all the time. It is frustrating; we can’t control children being coded or un-coded. We can’t control the population.

R. Horton advised they can’t control what taxpayers will approve.

\*Alt ED Program - L. Schmidt had a conversation this week to see if some students could be reclassified from Special Ed.

J. Lewis advised we do get a lot of Special Ed kids, why?

B. McGrath – Also heard parents have said I want my kid to be coded Special Ed.

P. Bigelow advised students have to qualify for a one-on-one aid.

V. Wilbur realizes a large portion of the budget is Special Ed. Feels need to be cognitive and cautious about what is said when discussing Special Ed.

\*Cleaning –Received quotes for outside cleaning service; what would that do to some lines in the budget?

The Board reviewed cleaning service quotes.

P. Bigelow feels they can't totally eliminate an in-house maintenance staff. Need someone here for things such as events, etc.

D. Chamberlain advised things have to be done during the day i.e., sanitizing hand rails, sweeping, cleaning up after kids and staff; things that can't wait until after hours.

R. Horton – Do we need another work session; should we vote on the budget amount so we can give the Budget Committee a draft?

J. Lewis advised the budget is not official until it is blessed by both the Board and the Budget Committee.

R. Horton thinks it is right to bring the budget as a draft to the Budget Committee prior to it being voted on and submitted.

E. Jackson would like to see money added back for Sports.

After discussion, **R. Horton MOVED to approve \$11,274,148.24 as a draft budget; SECONDED by: E. Jackson; MOTION WITHDRAWN.**

R. Horton asked L. Schmidt to put in a new line item for merit raises, to include taxes, retirement, etc.

After discussion, **R. Horton MOVED to approve \$11,285,148.24; SECONDED by: E. Jackson as a draft budget; SECONDED by: E. Jackson, VOTED: 4-1 (B. McGrath – no), MOTION PASSED.**

**R. Horton MOVED to go into non-public session at 7:55 pm under RSA91-A:3 II(a); SECONDED by: J. Cardinale, E. Jackson – yes, T. Croteau – yes, B. McGrath – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.**

**B. McGrath MOVED to leave non-public session at 8:52 pm.; SECONDED by: E. Jackson, R. Horton – yes, T. Croteau – yes, B. McGrath – yes, J. Cardinale – yes, E. Jackson – yes, MOTION PASSED.**

**R. Horton MOVED to seal the minutes of the non-public session; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

#### **CITIZENS' COMMENTS:**

D. Milde distributed NHSBA Right-to-Know guidelines and read Section 3; advised minutes need to be available in five days.

The Board advised citizens can go to the SAU office and get the minutes any time after that. The Board feels they shouldn't go on the website until they are approved. Non-public minutes need to be available within 72 hours when requested. They are available at the SAU if anyone wants to see them.

D. Milde wanted it understood that she was not laughing at anyone during the meeting.

J. Cardinale advised there were lots of conversations going on during the meeting; it is disrespectful and disruptive.

R. Horton advised they are a school unit, not looking to get rid of anyone's job; looking to do what they need to do.

E. Jackson advised they have added citizens' comments throughout the meeting to give the public more involvement.

D. Milde – you are having side conversations as well.

R. Horton thinks they run a good meeting; everyone has a voice.

R. Horton feels the laughter and comments were very disruptive and disrespectful.

D. Milde advised she was addressed personally, by a member of the public, as making a lot of noise.

E. Jackson advised she shouldn't take offense; it wasn't directed to her.

D. Milde found it very, very rude that she was singled out.

**R. Horton MOVED to adjourn the meeting at 9:03 pm; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary