

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
DECEMBER 5, 2013**

Board Members Present: T. Croteau, B. McGrath, J. Cardinale, R. Horton, E. Jackson arrived at 6:07 pm.

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

T. Croteau called the meeting to order at 6:02 pm.

CITIZENS' COMMENTS:

M. Harrison distributed information and gave the Board an update on grants. She explained four out of five from last year have either been closed or reports made. Expenditures have been submitted on the fifth grant from June. It is a great help. The September budget expenditures have been reported and approved and October has been submitted. She is sure November will be done soon. L. Schmidt has made great progress since the last meeting two weeks ago.

The Board would like monthly updates on Grants.

M. Harrison advised she should be able to be at the meetings.

L. Schmidt advised she is working on reports. She is waiting on some information from the DOE for approval.

November; then she can have it done. She has started dropping in December's numbers. Explained she is up-to-date with all grants that she can possibly be up-to-date with.

J. Lewis advised they will make a presentation twice a month as part of the Financial Report.

B. McGrath advised he is going to contact a retired Business Manager he knows; maybe he can meet with Lori.

B. McGrath asked M. Harrison about the timeline for grants.

M. Harrison explained allocations are made in the Spring; there is a form to fill out and in July a final allocation is made. The State needs to approve it. This year is the first year it is all on-line. There is only paperwork that she has to do once it is approved. There is no exact deadline; need to wait until the State gives us the information and everything is done. May 15th is the last date any changes can be made to school-year grants.

B. McGrath – Maybe at some point we need a policy in place so Lori can have information by a certain time and do what she needs to do.

L. Schmidt discussed the audit process regarding grants.

Brian Moser advised he has major concerns with Access; he would like to see everything from July 1st to today. He has significant concerns.

J. Cardinale feels perhaps we should talk about this in non-public session before asking L. Schmidt to do a lot of work. It may be warranted, but he would like to hear more.

J. Lewis advised they will be going into non-public session tonight; can do it then.

MINUTES:

R. Horton MOVED to approve the Minutes of November 21, 2013; SECONDED by: B. McGrath, C MDaniels-Thomas asked if it is possible for the Teacher's Union to request the minutes via e-mail.

E. Jackson advised there is a form they can fill out.

T. Croteau advised it is not the Board's responsibility to get the minutes to them.

J. Lewis advised the minutes are due in five business days or three business days for non-public, unsealed minutes.

They would then be in draft form and available at the SAU. They would not be on the website until finalized;

VOTED: 5-0, MOTION PASSED.

R. Horton MOVED to go out of order of the Agenda; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

B. McGrath asked about S & J Jamrog and what the repair was for,

D. Chamberlain advised he will need to check the bill and let him know.

MANIFEST:

R. Horton MOVED to approve the Manifest in the amount of \$4,509.79 for Google Chrome Books SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

R. Horton MOVED to approve the Payables Manifest in the amount of \$151,701.51; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

R. Horton MOVED to approve the Payroll Manifest in the amount of \$223,166.04; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

SUPERINTENDENT'S REPORT:

The Board received J. Lewis' report in their packets.

*MFS has moved in; they are giving more support to Winchester families. He asked the Board to spread the word to anyone they know who could benefit from MFS.

*Many people are interested in being on the Principal Search Committee. They will be working on firming things up soon.

*E. Jackson, J. Lewis and R. Horton met with SAU29 to discuss tuition costs. Special Ed is \$29,000 per student; advised we cannot afford it.

*Webinar will be held for SchoolDude on Wednesday, 12/11 at 10:00 at the SAU.

The Board would like to see additional presentations as well.

PRINCIPAL'S REPORT:

The Board received the Discipline Report and Calendar in their packets.

*P. Bigelow included a three page breakdown of what makes up her day, per E. Jackson's request.

FACILITIES REPORT:

D. Chamberlain advised they received the new floor scrubber before Thanksgiving; hopes things go smoothly.

R. Horton would like information on what happens on a daily basis and a plan in case D. Chamberlain is not here.

B. McGrath wants something in writing as to what to do, i.e., in the case of a power outage.

D. Chamberlain advised he takes the maintenance staff around and shows them what they would need to do.

B. McGrath advised it should be documented.

R. Horton – Need systems in place.

D. Chamberlain – Didn't know they wanted it in writing; will work on it.

P. Bigelow explained there is a procedure in place, but not in writing. She advised they will work on it.

J. Lewis advised they will try to have it done in two weeks or by the meeting at the first of the year.

COMMITTEE REPORTS:

SAU 29:

R. Horton, E. Jackson and J. Lewis met with Keene High School and expressed concern about tuition rates. The way things are calculated is not fair to us. Winchester picks up more for declining enrollment from other schools. KHS knows they need to make some cuts. They have cut programs with no more than 10 students in them. Meetings will be coming up with Brattleboro and Monadnock.

B. McGrath would like to see us do exit interviews to get feedback and questionnaires should come back to the School Board. Advised he spoke with a teacher who suggested also getting feedback from students, i.e. 8th grade students. He would like the Board to consider it.

P. Bigelow does exit interviews for everyone leaving. They are also already doing questionnaires for students. She will continue to gather data and share with the Board.

T. Croteau – will add that to the agenda for another meeting.

POLICY BEDD:

Due to time constraints tonight as the Board is scheduled to meet with the Budget Committee, T. Croteau advised they will table this policy for the next meeting and review it then.

TIME CLOCK:

All hourly employees need to use the time clock. At the end of each payroll, Managers will approve and sign off on the employees' time sheet and that document will be saved.

T. Croteau advised they will see how it is going at the next meeting.

WARRANT ARTICLES:

J. Lewis advised Warrant Articles need to be submitted by 1/14/14.

After discussion, **R. Horton MOVED to approve Article Seven as written; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

After discussion, **R. Horton MOVED to recommend Article Eight as written; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

T. Croteau advised the rest of the articles need dollar figures before they can be voted on.

R. Horton MOVED to go into non-public session under RSA91-A:3a at 6:56; SECONDED by: J. Cardinale, E. Jackson – yes, B. McGrath – yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.

R. Horton MOVED to leave non-public session at 7:07 pm; SECONDED by: E. Jackson, J. Cardinale – yes, B. McGrath – yes, T. Croteau – yes, J. Cardinale – yes, E. Jackson – yes, MOTION PASSED.

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

CITIZENS' COMMENTS:

None.

E. Jackson MOVED to adjourn the meeting at 7:16 pm; SECONDED by: B. McGrath, after discussion, VOTED: 3-0 (R. Horton and E. Jackson left the meeting to attend the meeting with the Budget Committee), MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary