

**WINCHESTER SCHOOL BOARD  
WINCHESTER SCHOOL LIBRARY  
APRIL 2, 2015**

Board Members Present: E. Jackson, K. Bazan, J. Cardinale, R. Horton, T. Croteau arrived at 6:38 pm.

Administration Present: J. Lewis, L. Schmidt, L. Spencer

The meeting was called to order by Board Chair, R. Horton at 6:32 pm.

**CITIZENS' COMMENTS:**

B. McGrath heard that his name came up at the last meeting. He advised someone made the comment that he was a poor loser, (the Board did not agree that that was said). B. McGrath wanted the Board to know that he is not. Advised he wrote a letter to the editor congratulating Ken Berthiaume and Jack Marsh for winning the election and that he also called them personally. He was curious why R. Horton, E. Jackson and Sarah were campaigning against him.

R. Horton advised he was not sure this is the place to discuss it; it is not a School Board issue.

R. Horton advised the Board has a busy schedule tonight.

B. McGrath advised it was nothing to do with Dennis Murphy coming to the meeting. Advised he saw articles that the School Board opposes the pipeline, three school Board members. Feels that is a conflict of interest.

R. Horton advised the pipeline doesn't go through any School Board member's properties.

B. McGrath is upset that taxpayer dollars were spent for pipeline information that is meant for education. Feels the Board needs to focus on Board stuff. E. Jackson advised the Board sent five letters to other Winchester Town Boards.

R. Horton advised there is a line item in the budget and the funds were used for the safety of the children.

B. McGrath advised he sees where the School Board can save money. Advised the State Board of Education has a rule for Kindergarten to Second Grade; they recommend 25 or less students per educator and for grades three to twelve recommend 30 students per educator. Advised there are other school systems that have cut back on staff due to lower enrollment. Would like the School Board to follow the guidelines; could reduce three teaching positions.

J. Lewis advised those are the maximum guidelines.

R. Horton advised they will take it under advisement.

J. Lewis advised the Brideau Family is moving and have come to tonight's meeting with their son's para-professional. They were here to speak to the Board at the last Board meeting.

T. Croteau arrived at 6:38pm.

J. Lewis has contacted Monadnock. Advised the Winchester School District always makes the best decision for students. He is asking the Board to let the Brideau's one child stay at least another week. J. Lewis advised it looks hopeful that he can continue in Winchester, but not definite.

The Board supports the decision to wait a week to decide.

J. Lewis – Waiting to hear the okay. Need to do what's best for the children.

Mr. Brideau asked what they are waiting to hear; is it just financial?

R. Horton advised it is two-fold; could have financial ramifications. Yes, there are financial issues that go along with all children's education.

Mr. Brideau advised their property taxes are paid until June.

R. Horton advised he preferred that the Brideaus work with J. Lewis and wait to hear back from Swanzey.

**MINUTES:**

**T. Croteau MOVED to approve the Minutes of the March 5, 2015 Board meeting as printed; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

**GUEST SPEAKER:**

Angela Jackson is the newly elected Treasurer for the Town of Winchester. She has given an electronic signature and has no problem with the internal controls; she knows how they work. Asked what the Board wants to do about the Payroll Manifest. What does the Board want from her?

R. Horton – Will you be coming into review things?

- A. Jackson advised she could. What would you like me to do? How involved do you want me to be?  
E. Jackson advised it is up to you; you are responsible.  
L. Schmidt asked if the Board would be comfortable with a standard monthly meeting between L. Schmidt and A. Jackson to review things.  
The Board advised yes.  
R. Horton suggested a quarterly meeting to review things with the Board.  
L. Schmidt and A. Jackson agreed.  
R. Horton feels they want to stay on top of a regularly scheduled meeting.  
A. Jackson asked if the Board wants to come in and sign the Payroll Manifest, could they arrange to automatically come in to sign it and it will be ready.  
L. Schmidt advised it is consistently ready on Tuesdays.  
A. Jackson advised she has an idea what the School Payroll should look like.  
R. Horton advised a few times they needed a Deputy Treasurer.  
A. Jackson advised Jim Tetreault agreed to do it.  
R. Horton wants to make sure things run smooth.  
E. Jackson asked if A. Jackson is on the bank account now.  
A. Jackson – Yes.  
L. Schmidt advised would need to go to the Bank with Jim Tetreault to set him up.

## **OLD BUSINESS:**

### **Committee Assignments:**

The Board reviewed the list of Committees and agreed who would serve on each.

- R. Horton advised there has been talk that there might be a Finance Committee instead of a Budget Committee.  
T. Croteau feels if everyone is in agreement, there should be the same people on the Committee that were on it previously.  
R. Horton – Should we ask if we can work together with the Select Board on it?  
K. Bazan will bring that to the Select Board.  
  
T. Croteau advised he has been on the Staff Development Committee for three years but has never been notified of a meeting.  
Val Carey advised she recommended a School Board rep. be on the committee. She explained they didn't meet while they were waiting for the master plan. Now have it and will need to start making decisions. She will put T. Croteau on the e-mail list. K. Bazan will also be on the committee.  
  
L. Schmidt advised need to establish an Insurance Committee.  
T. Croteau – Could it be part of the Negotiations Committee or a separate committee?  
L. Schmidt - Or Finance?  
  
E. Jackson thought there was going to be a Policy Committee; it isn't on the list.  
K. Bazan and T. Croteau have been working on it.

## **NEW BUSINESS:**

### **Trustee of the Trust Funds – Ken Cole:**

- Ken Cole advised he is one of the Trustees of the Trust Funds in Winchester; they have a three member Board. Currently two members are active. They have been given authority by the State to have two alternate members. Advised there are two people in this room who have agreed to do it.  
K. Cole advised there has been controversy about whether Trustees would handle the Capital Reserve funds of the School.  
K. Cole advised the Trustees felt they weren't getting anything from the Capital Reserve funds. They asked their advisor if it could make more money. They end up losing money because they need to pay Charter Trust to handle the funds.  
K. Cole advised they were asked that the Capital Reserve be transferred to the School.  
J. Cardinale explained they didn't know anything about the accounts being combined. Advised the School pays \$1,200 during the year and earns \$20.00.  
L. Schmidt explained the advisor was told that the School was not interested. She didn't know anything about it. It was not a personal decision; was directed by the Board.  
R. Horton asked if the Board has authority to change from one investment to another or is it the Trustee of Trust Funds' decision. Advised he has been told the Town hasn't been aggressive in investing. That's what the School is looking to do.  
J. Cardinale and T. Croteau advised they are not make money, but not losing money.  
L. Schmidt explained they looked to switch the account to TD Bank where the other School accounts are. Explained the process; would save money and save money on their other accounts, too.  
K. Cole advised they had gone to the Select Board a few years ago to see if they could move the accounts and the Select Board said no, they didn't want them moving those accounts.  
K. Cole advised legally the funds need to be held with the Town funds according to the Attorney General.

J. Cardinale advised the Board wants the Trustee of the Trust Funds to handle it, but that doesn't mean they couldn't move them to TD Bank.

L. Schmidt advised if the Town establishes a TIN number TD Bank would still put changes/benefits in place. If she understands the RSA, you can move them.

R. Horton advised Ken Cole the Board wants you to handle them, but would you move them?

K. Cole – Can work on that.

J. Lewis advised they will do the leg work.

R. Horton – Want you to continue handling with TD Bank; will be a substantial savings on all accounts.

K. Bazan advised they should try to get that done for the next quarter.

L. Schmidt – Need written request to the Trustees of the Trust Funds to move the money.

Ken Cole asked about the master plan.

J. Lewis advised it is the master plan for education. How do we get everyone to where they need to be?

R. Horton – Should we schedule a once-a-year meeting with the Trustees?

K. Cole advised could have someone from the Board come to meet with Charter Trust; they usually meet with the Trustees four times a year.

### **FINANCIAL:**

The Board received L. Schmidt's report in their packet.

The Board reviewed the Manifest and asked questions.

\*Marie Braley will be coordinating Medicaid testing with the vendor and will work with J. Lewis to set up interviews.

\*TD Card – Easier to pay on-line; checks will not be generated until the Board approves.

\*Receiving bids on E-Rate/Bandwidth; close on 4/17/15. L. Schmidt and J. Stanway are starting to review bids for voice and internet connections. The Fairpoint bid seems too good to be true. J. Stanway will make sure tomorrow that they are comparing apples-to-apples.

\*Audit Update – L. Schmidt explained Jared is out of town; hopes to get to the audit stuff when he gets back next week.

J. Lewis spoke with him about the time it is taking to get the audit done. They will be meeting again on April 8<sup>th</sup>.

\*Affordable Care Act meeting was very heavily attended. In April there will be an extension of that meeting on reporting requirements.

**K. Bazan MOVED to approve the Accounts Payable Manifest in the amount of \$84,332.95; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

**K. Bazan MOVED to approve the Accounts Payable Manifest in the amount of \$4,830.22; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.**

**T. Croteau MOVED to put into the Minutes the Payroll Manifest signed on 3/26/15 in the amount of \$228,731.53; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.**

L. Schmidt will be working with First Student on the Addendum to the language; wanted direction from the Board about the penalty clause.

The Board agreed they will not add a penalty clause, but want a one year contract.

E. Jackson – And no fuel escalation.

L. Schmidt is not sure they would keep the three percent with a one year contract. Not sure they will take out the fuel escalator.

L. Schmidt advised a Tech meeting will be held on Wednesday at 3:30 pm. They will focus on the other side of the building. She will confirm with the Committee where they will start the meeting.

R. Horton – Smart Boards; need to know the future and where we are. What parts are needed for repairs.

Val Carey advised next year we will not have this problem. They are running tests on internet in the building.

R. Horton – Change to fiber optics should fix it, not sure when we will have it.

### **PRINCIPAL'S REPORT:**

The Board received L. Spencer's report in their packet.

\*Parent/Teacher conferences will be held Friday, April 10<sup>th</sup>; students will not be in school.

\*Tiger Performance -Thursday, April 16<sup>th</sup> on Bullying and Self-Esteem. There will be two performances, one from 9:15 am until 10:00 am and one from 1:45 pm. until 2:30 pm.

\*Update on SBAC testing. Going good so far, but internet was down one day.

Val Carey advised they had issues with the secure browser which may or may not have been on the State side. There is limited internet usage within the time of testing. All problems were happening at once so they cancelled testing and rescheduled. J. Stanway is working on the issue.

\*Kindergarten Registration and Parent Information Sessions - Will be holding an ice cream social on May 18<sup>th</sup> with the Ashuelot Head Start; other parent information sessions will be held May 16<sup>th</sup> and May 19<sup>th</sup>. L. Spencer has asked the Learning Center to take part, too. She hasn't heard back.

### **SUPERINTENDENT'S REPORT:**

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

\*J. Lewis advised they still have not received proof of residency from 291 students and staff.

R. Horton – Please make sure there is no staff on that list.

T. Croteau and E. Jackson feel maybe they could do it at the beginning of the year when a packet is sent home to be completed by the parents. The Board feels maybe they need to put a plan in place if they don't receive a response within so many days.

R. Horton – Put it on the Board.

T. Croteau feels if they say to the parents that their child is no longer a student here, they may respond.

R. Horton asked J. Lewis to keep the Board updated.

\*J. Lewis met with Keene, they are encouraging after-school tutoring; there has not been a lot of response.

\*Reviewing the number of credits for students and making phone calls if needed.

\*Open gym went very well; students were absolutely well behaved. They stayed open until 7:30 pm; there were about 12 students.

\*Third quarter ends tomorrow; will be sending warning letters home.

R. Horton asked what is the participation with Power School? How many parents use it? Feels they should give log-in reminders to parents at conferences.

\*Homeless meeting next Friday. J. Lewis will be attending.

\*Need to go through asbestos testing again. Need to do it every three years; it is a State mandate.

R. Horton asked about the duct work. Where did we leave that?

J. Lewis advised left it that it is very expensive.

R. Horton – Do we have a real number?

D. Chamberlain - \$17,000.

R. Horton – Did we only get one bid?

D. Chamberlain – Yes.

R. Horton – Could we do it in stages?

J. Cardinale advised need more than one bid.

\*Lisa Lounder is in the running for Teacher of the Year. She will be going to Concord on the 14<sup>th</sup> with J. Lewis, L. Spencer, and Stephanie Tommila.

### **COMMITTEE REPORTS:**

#### **Legislative Action/Policy:**

K. Bazan advised Concord is in budget time. Explained it is disturbing; the House was ready to make a \$27,000,000 cut in adequacy aid and a cut in building aid. If we think we are going to get more money, it is a dream. Molly Kelly was saying some positive things, but K. Bazan advised he isn't positive. They are getting rid of the cap in enrollment. The Senate is working on the budget and will vote on theirs in early June.

#### **Select Board Representative:**

At the Select Board meeting it was mentioned that there is \$360,000+ in the general fund; looking at a possible tax anticipation note.

T. Croteau – Did you talk to Barrett Christina about Policy DFA-R?

J. Lewis advised he wasn't at the meeting.

R. Horton – Need to bring back a proposal from the Research Committee.

J. Lewis – Yes.

E. Jackson – You were going to talk to Brattleboro.

J. Lewis advised he will.

R. Horton advised SAU29 was going to get five year audit figures to the Board.

J. Lewis advised he checked with the Attorney said it falls under the Right to Know.

E. Jackson asked J. Lewis if he could do that.

R. Horton – By the next meeting need to have a firm conversation with Brattleboro and Pioneer.

K. Bazan advised he would like to have Representative Parkhurst here at a meeting in May.

After discussion, the Board agreed to reschedule the Board meeting from April 16<sup>th</sup> to April 13<sup>th</sup>.

### **CITIZENS' COMMENTS:**

Bill McGrath advised it was just a suggestion, but when he was on the School Board they had microphones at the meetings. Advised it was difficult to hear tonight.

K. Bazan advised Billy Frazer from Keene High School attended the NH Spring Leadership Conference for the Future Business Leaders of America in Manchester. He received an award for \$8,000.

J. Lewis will draft a congratulatory letter from the Board.

**J. Cardinale MOVED to go into non-public session under RSA91-A:3 II(a) at 8:21pm; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.**

**K. Bazan MOVED to leave non-public session at 9:56 pm; SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.**

R. Horton advised while in non-public session the Board discussed Personnel.

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

**J. Cardinale MOVED to adjourn the meeting at 9:56 pm; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary