

**WINCHESTER SCHOOL BOARD
BUDGET WORK SESSION
DECEMBER 9, 2015**

Board Members Present: R. Horton, K. Bazan, J. Cardinale, T. Croteau, S. Thompson

Administration Present: J. Lewis, B. Stevenson, E. Jackson

The meeting began at 6:08 pm.

R. Horton asked for an update on the Finance Committee Members. Christy Davis will be on the Committee as well as Rikki, Steve and Brian Moser. He asked E. Jackson to contract the members and advise them when to expect the first meeting.

E. Jackson gave an update on the DOE25. Estimated revenues from CAT Aid are \$30,250; had estimated \$50,000. There is also \$17,000 for a one-child tuition that WSD no longer has; line is level funded. She believes revenues/expenditures are a wash. The Town should be setting the tax rate soon.

J. Lewis will bring information to the Selectmen.

R. Horton advised they appreciate all the hard work E. Jackson has done in getting the MS-25 done.

E. Jackson took a Webinar on warrant articles.

*Discussed Alt Ed – It is a part-time position.

J. Lewis advised they are hoping to get adults in; not as many students in as thought there would be.

*Keene Tuition – E. Jackson reviewed enrollment counts – 172 Regular Ed at \$658,750 and 47 Special Ed, at \$1,376,254 in Keene. They are currently over on Regular Ed and under on Special Ed; variance of \$24,238. The first bill from Keene was a lot more than anticipated.

E. Jackson explained the billing process from Keene. We are billed, we pay the bill and then we need to request any adjustment in the second bill.

R. Horton – 27.3% of students are Special Ed.

E. Jackson will recalculate the tuition lines; not all figures are correct. There will be about a \$120,000 increase in Tuition.

*E. Jackson received the Transportation bill; \$39,000 each for five contracts. Probably need to do something different for the next school year, especially for Pre-School.

After discussion, the Board asked K. Bazan to get a quote. Should be under \$125,000 in Regular Ed; only variable is how many kids.

*The Board received the time line for warrant articles

J. Lewis advised the Attorney can be here for the Deliberative Session.

*The Board reviewed Maintenance lines.

T. Croteau advised the lights in the gym are still out.

R. Horton was asked about the bleachers. Intramural basketball wants to use the full gym. He was told it takes two guys a half hour to collapse the bleachers.

R. Horton advised they are not in a position to buy new ones, but what can they do to fix them? If close them up and have more space, can Cheer use it?

R. Horton advised the gym floor needs to be swept during the day; there are rocks, sand, mud on the floor.

J. Lewis – Shouldn't be on there with regular shoes.

T. Croteau – Staff needs to keep the public off the floor; don't have the right shoes on.

R. Horton told Mr. Skrocki the team should sweep before and after using the gym.
R Horton – The gym is going to be used more; people will be in here.

J. Lewis advised one custodian gave their notice.

*Board discussed Director of Maintenance - Need to supervise all custodians and maintenance staff. Need a leader. Need a repair person. Need a person to take control; direct staff better and handle duties that are contracted out or neglected. That position needs to be set up to succeed.
R. Horton feels need someone who is skilled. Who knows what the code is. Need to change the language and the job description.
R. Horton asked for the job description.
E. Jackson will bring what the current one is and she can work on it.
The Board agreed on \$60,000 plus family plan in the budget line.
The Board wants to put out-to-bid for night-time cleaning. Need to do legit specs.

The Board feels they should fill the position of the person who is leaving, for this year.

R. Horton wants to see kids be more responsible for the school. They need to clean up the classroom, take out the trash, etc.

Administration will ask kids to tie the trash bag up at the end of the day.

*Repairs and Maintenance – K. Bazan asked about Line 240
The Board agreed to level-fund at \$48,000. There is \$227,000 in the Capital Reserve Building Fund.
E. Jackson advised paint brushes, tools, screws, everything comes out of that line.

*Maintenance of Grounds – Lawn Care, Snowplowing, if need to sweep the parking lot.
E. Jackson advised lime, fertilizer has never been done; could do bark mulch. Have never done anything to make the grounds look better. Advised the majority of the line is for plowing.
E. Jackson advised need to have specs for everything and then there is no question.
E. Jackson advised D. Chamberlain wants to have the back parking lot and the emergency exit paved.
R. Horton - Need to look at that for a Summer project.

J. Cardinale – Pave, seal and stripe; need to get a quote for each. There is also a dip that needs to be fixed.
J. Lewis will bring it up at the Selectboard meeting.
R. Horton advised they need to fix the sidewalks.
T. Croteau feels they need to do landscaping all around the building. They need to do it from the Capital Reserve. Should add more bark mulch.
After discussion the Board agreed to make the line \$20,000.

*Science lab – J. Lewis advised he visited a couple of schools. First thing they need to get are tables that are acid-free.
R. Horton feels the Science lab should be up and running by the first of the year when kids come back. It should have been done by now.
R. Horton advised they have two Science Professionals in this building that should have information on what we need.
B. Stevenson advised we have kits here. It will be standards-based aligned and they will bring kids there.
The Board advised J. Lewis to get a Smart Board for the Science Lab.

R Horton wants the grand opening of the Science lab on January 3rd. He wants to see Science kits in there and wants kids to be wowed. It should be state-of- the-art.

T. Croteau wants shelving in there, too.

R. Horton gave the directive to have the Business Manager and Curriculum Coordinator positions handle it. Need to take it off J. Lewis' plate. That room won't be used for MAP testing.

J. Lewis advised if they go over what's in the budget line, they will come back to the Board.

*Insurance – Primex will come in to review next week.

T. Croteau feels they should look at someone else.

E. Jackson advised all districts use Primex.

T. Croteau asked E. Jackson to call Jackie Beaman; she was in the insurance business.

*Supplies – Custodial

E. Jackson advised everything from soap to paper towels is in that line. It is level-funded.

J. Lewis advised there is an awareness to shut lights off when not needed.

R. Horton advised kitchens are all electric. Need steamer and six-burner stove on the Elementary side.

J. Lewis has already made calls.

J. Lewis advised they need to talk about getting gas over there.

R. Horton asked if it is alright if he gets involved with the purchase.

The Board advised yes.

T. Croteau – Should the new kitchen be a warrant article?

There was discussion by the Board.

T. Croteau asked E. Jackson to call Scott Sharra for a quote on a new kitchen.

*Maintenance Equipment.

R. Horton advised by the next meeting he wants a quote for more key cards. He advised E. Jackson to let D. Chamberlain know.

*Replacement Furniture – The Board agreed to leave the line at \$10,000

*Internet – Lines 264/266 - R. Horton advised when they increased the line, it was sold to the Budget Committee that we needed more internet. Was told it was all set. He was here the other day and told pulling 3 mg down-speed. He was disappointed to hear problem with internet speed.

S. Thompson advised it isn't 3 mg, but 300 mg.

E. Jackson advised the issue is with too many people on at the same time.

S. Thompson will check to see if two companies could come to the budget session on 12/14.

They could come in Monday morning to tour the building.

E. Jackson will have the budget information populated for the next meeting.

The meeting recessed at 8:15 pm.

Respectfully submitted,

Peggy Higgins
School Board Secretary