

**WINCHESTER SCHOOL BOARD MEETING
WINCHESTER SCHOOL LIBRARY
JUNE 21, 2012**

Board Members Present: W. Hildreth, T. Croteau, E. Jackson
Absent: K. Whipple, R. Horton

Administration Present: K. Dassau, P. Bigelow, C. Paulin, J. Lewis, D. Chamberlain,

The meeting was called to order by Chair, T. Croteau at 6:30 pm.

MINUTES:

E. Jackson MOVED to approve the public minutes of the June 7, 2012 Board Meeting, SECONDED by: T. Croteau, VOTED: 2-0-1 (W. Hildreth – abstained), MOTION PASSED.

E. Jackson MOVED to approve the non-public minutes of the June 7, 2012 Board Meeting, SECONDED by: T. Croteau, VOTED: 2-0-1 (W. Hildreth – abstained), MOTION PASSED.

BRIAN MOSER:

- *Asked about paycheck errors; is someone consciously trying to fix the error?
T. Croteau advised they discussed it at the last meeting and it was taken care of after that.
- *Shouldn't he be signing off on a list of direct deposits? He would like a list for himself, too. Feels it would be better for everyone.
W. Hildreth asked if the Manifest the Board signs is the complete payroll?
C. Paulin advised yes, you authorize payment.
E. Jackson asked if direct deposits are the only automatic withdrawals.
C. Paulin explained payroll taxes are ACH.
E. Jackson feels they should do it for all items.
B. Moser asked if he could get a monthly list of deposits.
C. Paulin responded Mr. Moser presently has read-only access on line.
- *Advised that at the April 19th meeting there was a motion to require two signatures on checks, but there wasn't a vote.
The Secretary checked the minutes from 4/19 – there was a vote of 4-0 however, it was inadvertently left off when the Motion was typed. She apologizes for that.
- *B Moser asked that the Board sign the manifest so he can sign checks tonight.

FINANCIAL REPORT:

E. Jackson MOVED to approve the Manifest in the amount of \$342,713.80; SECONDED by: W. Hildreth, after discussion, VOTED: 3-0, MOTION PASSED.

PRINCIPAL'S REPORT:

The Board received J. Lewis' report.

- *Made it through another year. J. Lewis advised he is proud of the staff. Need to improve scores. Explained they needed to make tough decisions today. If kids weren't ready, they didn't move them. Working hard to get scores higher; having lots of meetings.
- *Need to replace staff who are leaving; need to do it sooner rather than later.
- *The bookmobile is another step closer to being a reality. The Board received a mock-up of the bookmobile; will sell advertisements.
- *It will be a busy Summer. The staff will be working on how to get scores up, getting people reading, etc.
- *J. Lewis distributed resumes to the Board; will do hiring of personnel in non-public session.

E. Jackson thanked J. Lewis for a great report. Advised she liked the leadership and focus for next year.

SUPERINTENDENT'S REPORT:

- *The Board received K. Dassau's report.
- *Focus Monitoring –We are a district in need of improvement; haven't had success with the sped population. There will be a structured review – two members of the NH Dept. of Education that will likely show up to monitor us each month and one Board member (E. Jackson is interested) and one community member can be on the committee. They will choose the members at the next meeting. The Focus Monitoring Committee will hold their first meeting on August 17th.

SUMMER MEETINGS:

After discussion, **W. Hildreth MOVED that the Board meet only once in July on the 19th and once in August on the 16th, resuming two meetings per month in September; SECONDED by: T. Croteau, VOTED: 3-0, MOTION PASSED.**

E. Jackson advised she will be on vacation during the July meeting.

K. Dassau brought the resignation of Pat Kasal - Accounts Payable to the Board. **W. Hildreth MOVED to accept the resignation of Pat Castle, SECONDED by: E. Jackson, VOTED: 3-0, MOTION PASSED.**

K. Dassau reviewed the current searches for Superintendent, Special Ed Director, Business Manager and Technology Director positions.

An ad for the Payroll position should go in the Sentinel tomorrow.

- C. Paulin advised there are two issues. They have to pay Payroll in 10 days, trying to find Budget Sense knowledgeable consultant to help them. Have long term issue to find and train someone. Explained they have a proposal from Tyler

Tech. Unifund runs Budget Sense for them and Tyler Tech is recommending them. It can take up to five days and can cost up to \$6,000 for Payroll alone.

K. Dassau has checked with temp agencies; C. Paulin has received the name of a Payroll person; he will look into it.

T. Croteau asked if C. Paulin or Marie could do Payroll for next time.

C. Paulin advised the system is pretty complicated. They could possibly help with some of it, but not sure how much they could get done or how well it would get done. Advised the process is daunting.

K. Dassau advised not all of the software has been loaded for next year. Not sure how much they could do.

C. Paulin advised Tyler Tech wants to know today if they will go with them. If so, the cost would be \$6,000 for five days of training. If they don't use the days, they don't pay for them.

After much discussion, **W. Hildreth MOVED to contract with Tyler Tech on an as-needed basis for up to five days training, then ask Jean Snow; if she can't help, they can go with Plan A; SECONDED by: E. Jackson, VOTED: 3-0, MOTION PASSED.**

K. Dassau will check with Dr. Crisafulli and T. O'Connor to see if J. Snow is able to help. E. Jackson feels someone could shadow Jean on the system.

SEARCH COMMITTEE:

K. Dassau advised the Board that whatever composition they want to use, will work; the board could use a similar model for their other searches.

K. Dassau received a call from Ted Comstock, Head of NHSBA. Explained he saw the ads; advised if Winchester needs assistance he would be happy to assist them.

K. Dassau told him it would be helpful if the NHSBA had someone for the interim payroll position.

T. Croteau MOVED to nominate E. Jackson and K. Whipple for the Superintendent Search Committee; SECONDED by: E. Jackson, VOTED: 3-0, MOTION PASSED.

It was agreed that the Committee would consist of two school board members, the principal, a teacher and a resident. J. Lewis advised one resident has approached him. He will give the name to E. Jackson and check for staff members. Inquiries should go to J. Lewis along with questions as to what's important to them. E. Jackson would like to see a 30/60/90 day plan. The closing date for the ad is July 9th; the Committee could meet tentatively on July 12th at 6:00 or 6:30 pm. K. Dassau explained some candidates are applying for multiple positions. They could combine committees.

CITIZENS' COMMENTS:

None.

T. Croteau MOVED to go into non-public session at 7:27 pm. under RSA91-A:3II (b); SECONDED by: E. Jackson, VOTED: E. Jackson – yes, T. Croteau – yes, W. Hildreth – yes, MOTION PASSED.

T. Croteau MOVED to leave non-public session at 8:15 pm; SECONDED by: W. Hildreth, VOTED: E. Jackson – yes, T. Croteau – yes, W. Hildreth – yes, MOTION PASSED.

The Board invited the public back in.

J. Lewis advised while in non-public session the Board approved Jill Beaman as Seventh and Eighth Grade Math teacher and Lauren Elliot as a First Grade Teacher for next year.

CITIZENS' COMMENTS:

J. Miller advised with regard to the Access Program there is very important data that he needs for the July 15th report. It doesn't look like they will get an extension. Usually the Tech Director would get that information. Can the Board help him?

J. Miller explained there is a \$178,000 Grant riding on that data. They have missed a lot of deadlines in the past; it hasn't been good. He is very concerned. It wasn't possible for Chris Boyle to get the information before he left.

J. Miller will get a copy of the report for E. Jackson. K. Dassau will add in his e-mail to D. Crisafulli and T. O'Connor asking for help from Deb Trabucco.

J. Miller had concerns about Payroll. The Summer program is working on-line; through a virtual learning high school for Algebra I. He feels he can't assure Summer hirers that they'll get paid on time. The issue hasn't been resolved, but he asked the Board if everyone will get paid no matter how it has to be done.

The Board agreed he can tell his employees they will definitely get paid.

The Board thanked Jeremy for his work on the Book Mobile.

The Board asked J. Lewis about retention of students.

J. Lewis advised the number of students per grade was: K-4, First – 2, Second – 4, Third – 1, Fourth -3, Fifth 1, Seventh – 6 and Eighth – 1. Only a couple of parents questioned it. The school has had parental support because they let them know the issues early.

J. Lewis advised this was the largest number of retentions since he's been here.

T. Croteau asked why not in the past.

J. Lewis thinks people feel holding back hurts kids self-esteem.

P. Bigelow advised that 46 children have been registered for Kindergarten. They always get more students during the Summer.

K. Dassau this is the first year the school started Kindergarten MAP testing; didn't have data before.

P. Bigelow - now have a policy in place.

T. Croteau asked when the last time was that the school met the standards in Reading & Math.

J. Lewis advised this is the sixth year in Math and first year in Reading.

K. Dassau advised in 2013 they are supposed to be at 100% proficient; if not, will be a school in need of improvement.

W. Hildreth MOVED to adjourn the meeting at 7:58 pm; SECONDED by: E. Jackson, VOTED: 3-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary