

**WINCHESTER SCHOOL BOARD MEETING
WINCHESTER SCHOOL LIBRARY
JULY 19, 2012**

Board Members Present: W. Hildreth, T. Croteau, K. Whippie

Present Via Phone: R. Horton

Absent: E. Jackson

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

The meeting was called to order by Chair, T. Croteau at 6:39 pm.

T. Croteau advised that Rick Horton is away on business and would be participating in the meeting via phone.

E. Jackson is on vacation and was expecting to participate as well, but has not connected yet.

MINUTES:

W. Hildreth MOVED to approve the public minutes of the June 21, 2012 Board Meeting as amended, *under Summer Meetings on page 2 of the minutes, changing the date in July to the 19th and in August to the 16th and changing the spelling of Patricia Kasal under resignation on the same page*; SECONDED by: T. Croteau, VOTED: 2-0-2 (K. Whippie, R. Horton – abstained), MOTION PASSED.

W. Hildreth MOVED to approve the non-public minutes of the June 21, 2012 Board Meeting, SECONDED by: T. Croteau, VOTED: 2-0-2 (K. Whippie, R. Horton – abstained), MOTION PASSED.

W. Hildreth asked J. Miller about the report that he needed to get done.
He will comment on that later in the meeting.

The Board advised that all votes would be roll call votes tonight.

FINANCIAL REPORT:

The Board received an Expenditures Report in their packet. W. Hildreth asked about the budget balance. Does a number in parenthesis indicate a negative number?

C. Paulin advised yes.

K. Whippie – it means it was overspent.

C. Paulin believes all payroll is in here for 26 pays. Not sure whether all payroll being spent is in here or not. C. Paulin explained the payroll process and the difference in how pay is distributed. Advised it makes Payroll a little complicated.

K. Whippie asked if the Board could receive an e-mail indicating if that is included or not.

C. Paulin advised he will get it; hasn't had time.

T. Croteau asked if C. Paulin had any idea when he would have an idea of what the surplus might be.

C. Paulin – No.

K. Whippie asked when the audit is scheduled.

C. Paulin – October.

K. Whippie MOVED to approve the Teacher Payroll Manifest for July 1st –July 14th, 2012 in the amount of \$100,895.41; SECONDED by: W. Hildreth, VOTED: 3-0-1, (R. Horton – abstained), MOTION PASSED.

K. Whippie MOVED to approve the Retirement Withholding Manifest in the amount of \$39,483.00; SECONDED by: W. Hildreth, VOTED: 3-0-1 (R. Horton – abstained), MOTION PASSED.

K. Whippie MOVED to approve the Payroll Withholding for the Trustee Manifest in the amount of \$33,687.72; SECONDED by: W. Hildreth, VOTED: 3-0-1 (R. Horton – abstained), MOTION PASSED.

JEREMY MILLER:

J. Miller reported on the Twenty-First Century Grant.

*Advised he got together with Marie and prepared data from June 14th with the information they had. The Grant office will contact him in August to fix the data and he will come to the Board.

*The Twenty-first Century Grant Expense Reports are no longer delinquent from February through June. Clean-up is due at the end of August.

*The Twenty-First Century Grant Conference, they are required to attend, will be On August 6th and 7th. Winchester will be sending five to six people; there are many challenges. Need to check for a hotel and money for the seminar. Not sure if there is enough of a balance on the credit card.

C. Paulin advised there is enough.

*Discussed Drug Free Community Grants. Advised the report is due on August 10th. These Grants provide funding for the bookmobile, video cameras and coaches stipends. They need to cut checks and pay Grant expenses so they can close out the account.

The Board asked questions of J. Miller.

K. Whippie asked what is required for Lori Schmidt, the Accounts Payable temp, to get checks done; more time?

K. Dassau read a memo to the Board from Lori Schmidt. She advised there is not enough time to get everything done. It is a learning curve, but she is asking for additional hours.

K. Dassau advised they called Municipal Resources, Inc. for assistance three weeks ago and have not had a response. He also contacted someone who helped with Payroll in December to see if they can help again.

After discussion, **K. Whippie MOVED to increase the Accounts Payable Temp. position to 40 Hours per week until the end of August; SECONDED by: W. Hildreth, VOTED: 4-0, MOTION PASSED.**

T. Croteau thanked J. Miller for keeping up on all of these grants.

First Reading of Policies BEA, BEB, EBBC, EBBB, EFA, GBJ, JKAA, JLCK:

K. Whippie MOVED to approve Policy BEA as a first reading; SECONDED by: W. Hildreth; W. Hildreth feels a lot of members have missed a lot of meetings since March. She feels they need to be more specific in the last paragraph. W. Hildreth will draft language and bring it back to the Board for the next meeting. The vote was tabled until that time.

K. Dassau advised there are no requirements to attend and no recourse for missing meetings. He wanted W. Hildreth to know that before she drafted anything.

K. Whippie MOVED to approve Policy BEB as a first reading, SECONDED by: W. Hildreth, VOTED: 3-0-1 (R. Horton – abstained), MOTION PASSED.

K. Whippie MOVED to approve Policy EBEC/JLCE as a first reading, SECONDED by: W. Hildreth, VOTED: 3-0-1 (R. Horton – abstained), MOTION PASSED.

K. Whippie MOVED to approve Policy EBBB as a first reading, SECONDED by: W. Hildreth, VOTED: 3-0-1 (R. Horton – abstained), MOTION PASSED.

K. Whippie MOVED to approve Policy EFA as a first reading, SECONDED by: W. Hildreth, after discussion, VOTED: 3-0-1 (R. Horton – abstained), MOTION PASSED.

K. Whippie MOVED to approve Policy GBJ as a first reading, SECONDED by: W. Hildreth, VOTED: 4-0, MOTION PASSED.

K. Whippie MOVED to approve Policy JKAA as a first reading, SECONDED by: T. Croteau, VOTED: 3-0-1 (R. Horton – abstained), MOTION PASSED.

K. Whippie MOVED to approve Policy JLCK as a first reading, SECONDED by: W. Hildreth, VOTED: 4-0, MOTION PASSED.

After much discussion, **K. Whippie MOVED to approve the Winchester School Lunch Payment Policy as amended as a first reading, changing the last paragraph at the top of page 1 in bold to read *If an overdue bill is not paid, the building principal may turn the account over to a collection agency*; SECONDED by: W. Hildreth, VOTED: 3-0-1, (R. Horton – abstained), MOTION PASSED.**

W. Hildreth feels the Policy should be broken out for payment and meals in the same policy.

C. Paulin advised the Lunch Program can't have accounts receivables at the end of the year, so the School Committee will end up paying; that wasn't the procedure in the past.

Meal Charging Policy:

K. Whippie MOVED to approve the Meal Charging Policy; SECONDED by: W. Hildreth, after discussion, VOTED: 3-0-1, (R. Horton – abstained) MOTION PASSED.

PRINCIPAL'S REPORT:

The Board received J. Lewis' report and reviewed.

SUPERINTENDENT'S REPORT:

The Board received K. Dassau's report in their packet.

K. Whippie advised that the Search Committee met on July 12th. They will be conducting interviews for the Business Administrator position tomorrow. They will meet and come up with questions for other positions at that time.

K. Dassau brought the resignation of Alyssa Collins - Focus Program, to the Board effective July 9th.

K. Whippie MOVED to accept the resignation of Alyssa Collins; SECONDED by: T. Croteau, VOTED: 4-0, MOTION PASSED.

K. Dassau brought the resignation of Angela Dorcus as Coordinator of the Access Program, to the Board effective August 15th.

K. Whippie MOVED to accept the resignation of Angela Dorcus as Coordinator; of the Access Program; SECONDED by: T. Croteau, VOTED: 4-0, MOTION PASSED.

J. Miller advised Melanie Alborn - Vista, has been training and would move into the position of Acting Site Coordinator, if there was a contract.

K. Dassau advised non-public session is needed for new hires.

K. Whippie asked if Keene has been approached regarding renegotiating the exclusivity contract.

K. Dassau – No, doesn't think E. Jackson and R. Horton have contacted Keene yet.

K. Whippie feels discussion needs to start by early Fall so we know if we can offer people a choice.

K. Dassau advised Keene is ready to meet with Winchester they just need to set a date and time for September.

R. Horton advised he will meet with E. Jackson to pick a date.

T. Croteau advised he received a letter from the Winchester Teacher's Association regarding concerns about payroll shortages and SAU regarding labor laws. The letter expressed displeasure with the Winchester School Board and advised if payroll problems continue, they will file a grievance. They did thank C. Paulin, K. Dassau and Pat Kasal for their efforts.

T. Croteau read the response he wrote, primarily on his own behalf and explained. Feels issues are due to the SAU; not a reduction in staff.

On behalf of the Winchester School Board I would like to apologize to the Winchester Teachers Association and staff members who experienced issues with their payroll.

MY thoughts

It is my understanding that this would be the third time this year that an error has occurred with payroll. As chairman I had received a letter from the WTA concerned that this board has "precipitated these problems due to the reduction of SAU 94 staff" and "questions the concerns and sincerity of the Winchester School Board. I find this statement troubling. First of all this board made adjustments to staffing starting on July 1st 2012. There were 2 previous payroll issues before any staff changes tookplace. The board brought these concerns to Superintendent Dassau about payroll issues and were advised by Dr. Dassau and Charlie Paulin the issue had been resolved and would not happen again. I personally received a phone call at home from a staff member on July 3rd about the payroll issue. I sent e-mail to Dr. Dassau on July 3rd at 7:49PM regarding the payroll problem. Dr. Dassau responded to me on July 5th at 11:56AM stating that they would be looking into the matter. Mr. Paulin responded by e-mail on July 5th at 3:59 PM that the error appears to be linked to the previous errors. I continued receiving e-mails from Dr. Dassau and Mr. Paulin that it was being worked on. I also had several e-mails from teachers about the status of correcting the checks. I received a troubling e-mail on Tuesday July 10th from Mr. Paulin stating that they would try to run a payroll on Wednesday and if it did not work it would have to wait until he came in on the following Monday, July 16th. Luckily it worked and payroll was met.

My concern is that there is a lack of Supervision at the SAU offices by the Superintendent and Business Administrator that have led to these issues, not a reduction in staff. To blame this board for the problems, and for the SAU to take over a week to correct the problems, shows me that the SAU does not know what is happening with payroll. I see this as a management and training issue. Mr. Paulin told us that he and two other SAU staff had done the training in the summer of 2011.

The Winchester School Board whole heartily understands the concerns of the WTA and should not have to continually have issues with their paychecks. I myself would be very upset if my paycheck was incorrect and was not corrected immediately.

There has been words circulating around this school that these issues have occurred due to the former employees of Payroll and Director of Technology having left. It is my understanding that these issues were occurring when those employees were still employed at the SAU.

K. Whippie asked that T. Croteau start the letter with “as Chair of the Winchester School Board”.

T. Croteau advised he would give the Secretary the letter for the minutes, but that he wasn't changing the wording.

K. Whippie believes the statement does not accurately reflect the Board's feelings. The Winchester School Board has never approved the letter.

After discussion, T. Croteau agreed to change the wording to “as Chair of the Winchester School Board.”

CITIZENS' COMMENTS:

Valerie Cole asked about the Search Committee.

K. Whippie advised the Committee consists of E. Jackson, Jim Lewis, Valerie Wilber, himself and Sue Koulalis.

Valerie Cole asked if C. Paulin could give them a ballpark figure now regarding any surplus.

C. Paulin advised no, he didn't have a ballpark figure.

Valerie Cole asked if perhaps a Lunch Agreement could be devised for parents to sign.

C. Paulin thought that was a good idea.

Valerie Wilber, Vice-President of the Teachers Association, spoke to their letter referenced by the board chair. She advised the Association feels not having people in Payroll positions is a huge problem, which came from the Board's decision to cut positions. Their opinion is that the actions of the Board and changes in positions caused people to leave and they didn't leave qualified people to handle the work. There are still problems with Payroll; Medical and Dental insurance shouldn't come out, even though it did. The temporary person needs to figure out how to correct that.

Stephanie Tomilla was shocked that there was no contingency plan. She hopes the Board will be sure there is more than one Payroll person in the future in case the main person is unavailable.

K. Dassau explained when C. Paulin was training he didn't expect responsibility for Payroll.

K. Dassau doesn't believe the first problem was connected to the second Payroll issue. The same is the case with Chris Boyle; there was one single Tech Director. They need to fill positions as quickly as possible.

Pat Kasal – her position was cut to 25 hours and now the Board is increasing Lori's to 40.

T. Croteau feels when she knows what to do, 25 will be enough.

Joan Franklin feels it goes back to September without checks and balances; don't know how they can get things done. Doesn't feel Patti had support. They kept being told Payroll was right, but it wasn't. She doesn't want to discuss her personal information in public forum, but feels need checks and balances. She thanked T. Croteau for his

apology as well as Ken Dassau and Pat Kasal. She feels one person handling the money is not the wise thing to do.

K. Whippie MOVED to go into non-public session under RSA 91-A:3 II (b) at 8:20 pm; SECONDED by: W. Hildreth, K. Whippie – yes, T. Croteau – yes, W. Hildreth – yes, R. Horton – yes, MOTION PASSED.

K. Whippie MOVED to go into non-public session at 8:29 pm; SECONDED by: W. Hildreth, K. Whippie – yes, T. Croteau – yes, W. Hildreth – yes, R. Horton – yes, MOTION PASSED.

While in non-public session the Board voted to approve new hires, Emily Melhorn; Tracy Stone and Anne Violette.

T. Croteau advised the Board would be going back into non-public session.

K. Dassau responded that since the discussion would be about him, he wanted the discussion in public session.

T. Croteau feels Payroll issues and cuts made by the Board have generated a bad attitude in the SAU and it is the Superintendent's responsibility to be sure things get done correctly. They have a responsibility to everyone that if there are hurdles to jump over, that they get over them.

T. Croteau doesn't think there would be an issue increasing C. Paulin's hours if they need to.

K. Dassau responded that the Board extended his contract for 60 days, but there is no contract for C. Paulin; his time is up to him.

T. Croteau feels they should be working on things together; clearly they are not.

K. Dassau there are personnel shortages and those are the realities they have to face.

T. Croteau asked why C. Paulin can't extend his hours.

C. Paulin advised he doesn't want to. Explained he has things on the collection side that he wants cleaned up because he's been helping with Payroll, helping with emergency issues. He feels they are very lucky that they hired a Master's temp; she has a history as a CPA. They are clearly benefiting from a great hire. He feels if there is a way to keep her, it would be smart.

K. Dassau informed the Board that he advertised and received applicants for the Payroll position. The only reason they have Lori Schmidt here is because he and C. Paulin interviewed and hired her.

K. Whippie doesn't understand why the Board would be surprised by the lack of effort from the SAU staff; feels there is no reason they would want to stay one more second past their required time. If someone cut your pay in half see if you would want to.

K. Dassau advised they are doing the best they can with what they have.

T. Croteau advised they appreciate it, but he knows everyone hates it. He felt cuts could be made at the SAU and not have to cut any teachers. They still need to run a school. Need to run with positions on a temp basis in the interim.

W. Hildreth advised what has been created is a product of the cuts. This should have been thought of when the cuts were made. Now you are trying to rectify the decision. They need to thank K. Dassau and C. Paulin for staying. You three voted it. Don't blame us for your decisions. You will pay for what you cut.

R. Horton advised he completely agrees with T. Croteau. K. Dassau is responsible for the SAU; his salary was not cut. R. Horton feels J. Lewis could serve as interim Superintendent.

K. Whippie feels it is not appropriate to discuss that in public forum.

T. Croteau explained he is frustrated; understands where we are. Feels they need to have everything that teachers need to teach kids. Explained he wanted K. Dassau to know how he felt.

K. Dassau advised if the Board is unhappy with his service, the contract reads that he could be let go.

K. Whippie advised they would need a good reason.

R. Horton feels they should look at Jim Lewis for that position.

K. Whippie feels it is ridiculous; need other candidates; need to go through the proper hiring channels.

K. Whippie MOVED to adjourn the meeting at 8:50 pm; SECONDED by: W. Hildreth, VOTED: 4-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary