

**WINCHESTER SCHOOL BOARD  
WINCHESTER SCHOOL LIBRARY  
DECEMBER 1, 2014**

Board Members Present: E. Jackson, K. Bazan, T. Croteau, J. Cardinale, T. Croteau arrived at 6:08 pm.

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

The meeting was called to order at 5:34 pm. by Chair, R. Horton for a budget work-session.

L. Schmidt reviewed changes that have been made to the budget. She will renumber the lines after tonight's meeting.

\*Added another 13-year student. L. Schmidt feels it is easier to pull those monies out then to put in mid-way.

\*Alt Ed change in number

\*Speech change in number

\*Discipline Support Staff – change in number.

Bottom Line is \$11,092,797; below last year's number, but a slight increase over Tuesday's meeting.

No transportation numbers yet. L. Schmidt increased transportation lines, but it is a guess.

E. Jackson asked about NHIAA.

L. Schmidt added notes to explain that line item.

R. Horton asked about current-year Regular Ed transportation. No bill from them?

L. Schmidt – No.

The Board began with review of the budget starting on page one and asked questions.

E. Jackson advised there will be questions if there are large increases and changes between what was budgeted and what was spent; if more was budgeted than spent.

L. Schmidt advised she will have information ready.

R. Horton advised they had discussed utilizing Administration that is here for Summer School.

E Jackson – There is a line with no money; feels they should leave that line in there. Maybe could add money back in.

J. Lewis advised he saw that more as supplementary than teaching a class.

E Jackson advised there was \$3,248 in there. Maybe could put in the notes what the cost was.

R. Horton asked L. Schmidt to put \$3,248 in parenthesis and they will remember to discuss it.

J. Cardinale – Should identify it as Regular Ed.

E. Jackson advised it should be the whole line. In parentheses should be what the whole cost would be.

L. Schmidt advised the current maximum increase from Health Trust is 3.1%, but she budgeted based on individual plans teachers have. It is more specific. Explained personnel changes and changes in plans is why that line increased. L. Schmidt advised she budgeted on existing participation.

R. Horton – Any information on Wedgewood?

J. Lewis thinks it will be ready before the next school year; but doesn't know how much before.

R. Horton asked J. Lewis if he sent Henry Parkhurst an invitation to be the Moderator at the Deliberative Session in February.

J. Lewis advised he hasn't yet, but will.

R. Horton feels they should have at least a small bit of information on Common Core for the meeting on the 4<sup>th</sup> so they can explain it to the Budget Committee.

J. Lewis advised they have a short video, could use that; thinks it is three – five minutes long.

The Board agreed to use the video. They will present it at the beginning of the meeting.

Line 4 – The Board asked L. Schmidt to add a para to that line.  
The Board agreed to add \$3,435.00

**T. Croteau arrived at 6:08 pm.**

R. Horton asked T. Croteau if he had heard an update on Wedgewood.  
T. Croteau advised he really hasn't heard anything.

J. Lewis advised the Music Teacher feels they could get a part-time teacher to focus on the first and second grades for Music and he could concentrate on the Band. He feels they could use money for a part-time teacher instead of renting instruments.  
R. Horton would like to know how many students continue on and who owns instruments, whose parents can't afford them any longer or couldn't afford them from the beginning.  
R. Horton thinks J. Lewis and Rob should come up with information to pitch to the Board.  
J. Cardinale asked if they could lease a couple of each instrument for kids to try.  
R. Horton – If we put scholarship money in for two students, it would be about \$500.00. Thinks they should ask the Music Teacher.  
Sue Rice feels they should open up the Band to the fourth grade.

T. Croteau advised we are in the fourth year of Common Core, shouldn't be scrambling in October. Should be ready to go in August. Wants to be sure we have tools in place.  
L. Schmidt – If we could get supplies in July that would let teachers plan. Advised she had orders from teachers before the end of last year.

Lines 74-78 - E. Jackson advised they need to look at hiring the right people for the right programs.

Line 83 – Honor Society/Student Council stipend.  
R. Horton asked J. Lewis to get the number.

Line 2160 – R. Horton advised they need to remind the Budget Committee that a lot of these positions are IEP driven.

Line 132 – R. Horton advised they changed staffing and how we handle Administration at the School. J. Lewis stepped out as full time principal and is now doing grades six, seven and eight and Superintendent, so we are back to similar staffing. Do we need a full time person in the Discipline Support position?  
T. Croteau asked J. Lewis what his role is in discipline.  
J. Lewis advised he is not called the first time, but there are times when he does get called directly.  
R. Horton – The question is do you need two full time Administrative Assistants? Job descriptions have changed. He doesn't think the Board approved any other job description.  
E. Jackson reviewed current and prior Administration make-up. Basically, they have added one-half position to the office. Now we have a part-time Superintendent and part time Principal and full-time Principal and Behavioral Support (Administrative Assistant)  
T. Croteau feels J. Lewis and L. Spencer should deal with discipline and the support staff does paperwork, etc.  
J. Cardinale agreed.  
R. Horton – For the first time we have a pretty good shift in enrollment.  
R. Horton – Originally talked about two part-time Administrative Assistants.

L. Spencer respectfully disagreed; can't have part time discipline person. An issue eats up two hours. If there is an issue in the hallway, who is her back-up?  
R. Horton – The Psychologist and Guidance Counselor should step in.  
J. Cardinale – When J. Lewis handled discipline, there were no problems.  
The Board feels if the Superintendent and Principal handle issues with students/parents, they listen.  
J. Lewis advised it does take a lot of time. Are you suggesting the second Administrative Assistant should be responsible for the paperwork?  
J. Cardinale – Yes, maybe whoever handles the situation should contact the parent; feels it should be a high-level person.

**E. Jackson MOVED to fund an Administrative Two position at 6.92 hours a day for 181 days at the current rate, with a two percent merit increase based on last year; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

R. Horton explained the Board needs to make tough decisions.  
L. Spencer feels this takes the principals in vastly different directions.  
R. Horton feels principals need to be part of all aspects of the school.

L. Spencer agreed.

R. Horton feels it is the responsibility of both principals to be very involved in discipline. Advised he can respect her not agreeing. L. Schmidt will move that line to the 200 category.

R. Horton thinks the job description needs to be worked on.

J. Lewis asked if the Board wants to do something so benefits are still included.

R. Horton would like to know, at some point, what the cost for our SAU is compared to what it was when we broke off; right after we switched.

T. Croteau - Obviously L. Schmidt is very busy; asked if she is dealing with all lunch program staff.

L. Schmidt advised she will be giving Liz Bouchard more. She can set it up and L. Bouchard can input invoices into the system. Once it is working well with her, L. Schmidt intended to expand that to other positions so she is not entering those bills. Advised she shouldn't be doing payables. There are things she is trying to do to free up time. Explained she has reduced the work she is doing at home, but if she takes the time to work at home, she gets at least two times more done than when doing it here.

R. Horton – Sometime we need to look at the SAU and how we use that space.

J. Lewis – Maybe we need to look at the position and increase it to more hours.

Line 215 – The Board asked if they put the position up to 30 hours, would that allow that person to do Accounts Payable all the way through.

R. Horton advised the Board won't be happy if they put it up to 30 hours and the work is not done.

T. Croteau – Whatever gets the audit done.

E. Jackson feels it is hard to add hours if we just cut the Discipline position. Feels they need to draw the line.

Thinks there are other things that can be delegated. She would agree if it was a temporary increase to get the audit done by such and such a date, but not a permanent position.

In 2012/2013 the budgeted amount for those lines was \$78,538/Actual \$111,474.65. This year \$124,162 is being requested.

L. Schmidt advised in 2012/2013 they budgeted for a part-time position and paid a lot more than part time; there were consulting fees, etc. included.

T. Croteau agrees with Elisha; understands L. Schmidt's concept, but thinks if she delegates tasks, things will run smoother. After discussion, the Board agreed to keep the Business Services Staff salary line at 24 hours.

T. Croteau feels if there is some project going on and they need her to do a little extra they should do what they have to do, but not all the time.

L. Schmidt advised that the Board had asked for what was spent for lines 254-259. Advised she will put that in a schedule for them.

T. Croteau advised there are two scenarios for a lower tax rate. They cut more out of the budget or bring more in, in revenues. There are only two ways.

E. Jackson advised they could take money out of the Capital Reserve fund to offset Special Ed.

**J. Cardinale MOVED to go into non-public under RSA91-A:3 II (c); SECONDED by: T. Croteau, VOTED: 8:25 pm.; E. Jackson – yes, T. Croteau – yes, R. Horton – yes, K. Bazan – yes, J. Cardinale – yes, MOTION PASSED.**

**J. Cardinale MOVED to leave into non-public session; SECONDED by: E. Jackson, VOTED: 9:15pm.; E. Jackson – yes, T. Croteau – yes, R. Horton – yes, K. Bazan – yes, J. Cardinale – yes, MOTION PASSED.**

While in non-public session the Board discussed personnel issues.

**J. Cardinale moved to seal the non-public minutes; SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.**

L. Schmidt advised the new bottom line is \$11,081,090.

Sue Rice asked if the personnel issues discussed in non-public session effect the budget.

J. Lewis advised not really.

E. Jackson advised there were no changes in non-public to the budget.

J. Lewis advised the budget is the lowest it's been in three years.

R. Horton - But the amount to be raised from taxation is higher.

R. Horton asked if Administration will look at the IT line.

J. Lewis feels if they can only do Chrome Books or the lab, should do Chrome Books.

The Board discussed.

L. Schmidt - If that's the goal, why do anything in the lab?

K. Bazan thinks they need two labs since they use the lab for such a chunk of time for testing, etc.

T. Croteau – Need to get carts before the end of December.

R. Horton – Chrome Books seem to be the way to get technology in the hands of the kids.

L. Schmidt advised we don't have a really good lab right now. Explained she was placing an order for a computer lab. Now hears they need to nix that and get Chrome Books and can't.

The Board agreed to let J. Lewis make the decision.

Julian Stanway is pushing toward Laptops and PC's; not Chrome Books. Would need 15 solid laptops.

L. Schmidt will get a quote.

**J. Cardinale MOVED TO ADJOURN THE MEETING AT 9:27pm; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary