

**WINCHESTER SCHOOL BOARD
WINCHESTER SCHOOL LIBRARY
DECEMBER 18, 2014**

Board Members Present: E. Jackson, K. Bazan, J. Cardinale, R. Horton, T. Croteau arrived at 6:34 pm., E. Jackson arrived at 6:52pm.

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

The meeting was called to order at 6:09 pm. by Chair, R. Horton.

CITIZENS' COMMENTS:

None.

MINUTES:

K. Bazan MOVED to approve the public minutes of 11/24/14 as printed; SECONDED by: J. Cardinale, VOTED: 3-0, MOTION PASSED.

J. Cardinale MOVED to approve the public minutes of 11/25/14 as printed; SECONDED by: K. Bazan, VOTED: 3-0, MOTION PASSED.

J. Cardinale MOVED to approve the public minutes of 12/1/14 as printed, SECONDED by: K. Bazan, VOTED: 3-0, MOTION PASSED.

K. Bazan MOVED to approve the public minutes of 12/4/14; SECONDED by: J. Cardinale, VOTED: 3-0, MOTION PASSED.

K. Bazan MOVED to approve the non-public minutes of 12/4/14; SECONDED by: J. Cardinale, 3-0, MOTION PASSED.

OLD BUSINESS:

L. Schmidt advised the deadline to hold the budget hearing is January 20th. The Warrant needs to be posted by January 16th.

R. Horton advised they need to have the budget wrapped up by the next meeting.

L. Schmidt will get food carts ordered shortly.

FINANCIAL REPORT:

MANIFEST:

The Board reviewed the Manifest.

K. Bazan MOVED to approve the Accounts Payable Manifest in the amount of \$326,241.99; SECONDED by: J. Cardinale, VOTED: 3-0, MOTION PASSED.

K. Bazan MOVED to approve the Payroll Manifest in the amount of \$224,497.07, SECONDED by: J. Cardinale, VOTED: 3-0, MOTION PASSED.

SUPERINTENDENT/PRINCIPAL REPORT:

*Ruby Perrin passed away Sunday morning. She taught in Winchester 42 years. She did not want any type of service.

The staff came up with ideas so they can do something in her memory such as dedicate a room in the cafeteria to her, a painting, etc.

J. Lewis advised that the family has asked that donations in her memory be made to the Winchester Playground fund.

J. Cardinale suggested maybe dedicating the playground to her.

J. Lewis advised the staff will be discussing it again after break.

R. Horton suggested maybe giving a Board scholarship in her name.

L. Spencer advised they are accepting applications from within for the position.

*J. Lewis advised there is a great need to get L. Spencer over in the other building. Reviewed on the Smart Board moving offices around to get L. Spencer centrally located. Explained 70% of the Curriculum Coordinator's work is on the other side; would move her, too. Feels they need to do what is best for the kids and best for the operation of the school.

T. Croteau arrived at the meeting at 6:34 pm.

R. Horton feels the Curriculum Coordinator is way too busy doing other things. Feels if they move her further away, it will be harder. If they move her to the SAU, she can work for the school instead of in the school. Otherwise, would have to create another position; feels it is a bad idea.

J. Lewis feels with the move, there would be more access to K-5 and contact with the principal.

R. Horton feels they are setting her up to fail by leaving her in the day-to-day operations. He feels very strongly that this is not the answer; need more out of that position. Feels taking steps backward; expect more out of people.

R. Horton – The Board feels it is a SAU position; needs to be in the SAU.

J. Cardinale feels it is a SAU position. The SAU is much quieter. It is not as disruptive; the hallways at the school are busy.

J. Cardinale doesn't feel the Administrative Assistant position needs its own office.

R. Horton – Need someone to do Power School. Feels it is an exact fit for someone who is the Curriculum Coordinator.

R. Horton advised the SAU needs to be clearly defined as management service.

J. Cardinale feels the Curriculum Coordinator should be part-time. That position is doing a lot of other stuff that is not part of the Curriculum Coordinator position. Feels we are not getting a full-time person.

J. Lewis advised she does a lot of work at home, at night.

E. Jackson arrived at 6:52 pm.

The Board reviewed J. Lewis' proposed office changes.

E. Jackson feels Technology is a SAU position; she had thought that should be in the SAU office. She does feel it would be more effective to have both centrally located. She will need to think about it.

E. Jackson – Do we move the position or have a conversation to set expectations? Is the position working part-time instead of full time?

T. Croteau thinks the SAU position should be in the SAU; discussed changes.

Sue Rice advised lots of kids are in the Guidance Counselor's office during the day.

R. Horton – What would the cost be to the district to make this move?

J. Lewis doesn't know if there would be any cost. Moving things would be done by in-house Maintenance.

E. Jackson – It would be the cost associated with the time taken to make the move.

D. Chamberlain explained it would only be moving things; no construction issues. There is internet access in each room.

E. Jackson – Technology and the Curriculum Coordinator need to be together in the SAU.

R. Horton – SAU needs to be as stand-alone as possible.

R. Horton advised they had also talked before about another office for the Business Manager.

Is this the time to discuss work in the SAU building? Are we using most of the space?

R. Horton feels this is another step needed to evolve and make changes.

The Board supports the principal's move; may need tweaking on the rest of the positions.

J. Lewis thinks they need to take everything into consideration along with the Board's input and do what is needed to make things work best.

R. Horton – Did say several weeks ago that the Board wanted the Curriculum Coordinator in the SAU.

J. Lewis asked if that was a direction or a suggestion.

J. Cardinale – Do we need to make a motion?

J. Lewis – Not sure it is the Board's place.

R. Horton advised they have been working hard to make a responsible budget. He hopes they take the Board's input when considering changes.

J. Lewis advised he will discuss with D. Chamberlain and L. Spencer.

*Faucets will be put back in during vacation.

D. Chamberlain advised the solenoids are in. There will be a couple of extra as spares.

*Have figured out what students need for laptops. They will be looking for pricing. They have ordered carts, will order more as needed.

L. Schmidt advised there is only about \$4,000 left in the line item for computers. They are looking to buy 25 commercial laptops. She would look to the Board for authorization to overspend that line item. Maybe they could lease laptops?

J. Cardinale feels if they are going to lease, they wouldn't get Commercial laptops, as they would only have them three years.

R. Horton advised the Budget Committee definitely supports Technology. Advised when they have prices they should come back for direction.

*Sending letters with request for proof of residency for students registered with Winchester.

E. Jackson – Need to include wording, “Return to Sender – Do Not Forward”.

R. Horton advised we need an electronic file too, in case we want to contact parents.

Sue Rice – Could they give privileges for our two zip codes?

L. Schmidt - Power School advised it is a security issue; they can't give administrative rights to a specific group.

R. Horton – Keene needs to give us a solution; need access to our kids.

J. Cardinale feels we could do our own Power School here and then flip kids in after eighth grade.

They would ask Keene to send us information for any new students.

E. Jackson – Even if we don't have access to make changes, we want to be able to view the information.

E. Jackson – Need to ask Keene for the parent log-in for all Winchester students attending Keene and what the estimated time frame would be to get it.

*Late Bus – J. Lewis advised there is a teacher's meeting on the first and third Thursday of the month at Keene High School and the library closes each day at 3:00pm. Jim Logan advised next year the library will stay open until 5:30 or 6:00pm.

J. Lewis – Jim Logan advised if teachers are not meeting with students and parents who want to, to let him know.

J. Cardinale – What about having tutors here?

E. Jackson thinks if J. Lewis asked Jim Logan for a specific day teachers are available and they are not being available, that is their error.

R. Horton advised he talked to parents who didn't know the late bus was available. Getting help after school is a full-time job for parents. Should the district look at taking those funds from the late bus and have extended I-Time here?

R. Horton feels they need to figure out how to do that instead of letting kids fail.

T. Croteau MOVED that J. Lewis make that project happen; SECONDED by: J. Cardinale, after discussion, J. Lewis will put together a plan. R. Horton advised if a student is failing a class, they should be enrolled in an after-school program; VOTED: 5-0, MOTION PASSED.

*Hot Water – It was discovered that the hot water heater was leaking; there was water in the sixth grade hallway. The water heater is 10 years old. Jamrock advised we need a new one, but the one we have is too big.

D. Chamberlain advised the new one would be about 100 gallons.

E. Jackson – What about an on-demand propane heater? What would the cost look like?

R. Horton and J. Cardinale suggested the possibility of having one for the kitchen only and then another for the rest of the area.

The Board advised they need two quotes.

J. Cardinale feels they should shop around.

R. Horton explained they are under a time constraint to get it working, but there is the opportunity for energy savings.

After discussion by the Board, J. Lewis advised he will look into an on-demand hot water heater.

J. Cardinale feels they could get one to service everything including the kitchen.

*J. Lewis advised he heard from five different people that they don't like the word Lady on the girls' Basketball shirts; some people are insulted. When he asked before, no one seemed bothered by it. Explained it is an opportunity to get new uniforms; looking for Board Support. They don't want to insult people.

R. Horton advised they are supposed to be white and aren't. Need continuity for boys and girls teams. The Board advised J. Lewis can take care of it; orange uniforms for home games and black for away.

L. Schmidt advised there is no money budgeted.

R. Horton feels Sports have been a big part of discipline.

L. Schmidt advised there is \$200.00 left for uniforms.

J. Cardinale asked L. Schmidt to find out how much it will cost for girls' and boys' Basketball uniforms or just girls' uniforms for now.

R. Horton wants to know the timeframe, too.

*The Board will approach policies chronologically.

The Board reviewed the minutes of November 20, 2014; **E. Jackson MOVED to approve the minutes as amended; on Page 10, Jim Logan advised he received...should be changed to Tim Ruehr advised he received...; after Thinks there will be a lot of changes regarding Foundation Level Classes... the last word should read FLC?; last line in middle of page regarding blended rate, add E. Jackson asked about a blended rate and if Keene was willing to look at the contract and restructure the calculation to a blended rate. Tim Ruehr said no; on Page 12, after E. Jackson advised in ninth grade the GPA was 2.84 and then in tenth it was 2.3... add Susan Hay commented that she was not aware of any of those numbers; after R. Horton advised exclusivity to the contract sticks out...Tim Ruehr advised No, we don't have an agreement like that; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

COMMITTEE REPORTS:

Selectboard Meeting:

R. Horton advised they brought copies of the bill for the pipe to the Selectboard meeting; there were only three members there. Advised they hadn't seen the bill before. They are looking to go 50/50 with the School Board on the cost. Advised communication between the Highway Department, Town and the School should have been better.

R. Horton advised the Selectmen that the Board understands it was a lot of work, but they need to budget and return as much as possible to the taxpayers. Advised they did not budget for this.

K. Bazan asked that it be communicated to the Town that we didn't pay for the pipe.

R. Horton advised they wanted to discuss the issue with the full Selectboard and will get back to us.

K. Bazan asked for something in writing confirming the Town will sand and/or salt the parking lot. It is in their minutes. We are on their salt run now. If we need sand, we need to let them know.

R. Horton thinks it is the best thing to do, get open lines of communication with Dale. If they can't come on our schedule, our guy can do it. We can get salt for free.

Don Chamberlain advised need to have them come here and see where we need salt and sand.

E. Jackson - Then you can communicate with our contractor that that is being done. She asked D. Chamberlain if he would contact Dale.

R. Horton - If we can't get him in a timely manner, we can go in person to a meeting.

Budget Committee:

School Board reps met Tuesday and reviewed final pieces of the school budget. Need to review the Warrant Articles on Tuesday 12/30 at 7:00 pm. at the town hall. E. Jackson advised they are in a holding pattern until negotiations is complete.

After discussion, **T. Croteau MOVED to approve a Warrant Article to read, Shall the Winchester School District vote to raise and appropriate up to \$50,000.00 to be placed in the Special Education Expendable Trust Fund, with such amount to be funded from the June 30, 2015 unreserved fund balance available for transfer on July 1?; SECONDED by: J. Cardinale, VOTED: 4-1 (E. Jackson - no), MOTION PASSED.**

T. Croteau advised he originally felt \$25,000 should be put in the Building Improvement Warrant Article, but if they want to get the Warrant Article for teachers and paras to pass, thinks maybe they should reduce it to \$12,500.

R Horton - Should we take a year off?

J. Cardinale - But it is a one-year contract so it will come up again.

E. Jackson MOVED to approve a Warrant Article to read: Shall the Winchester School District vote to raise and appropriate the sum of fifteen thousand dollars (\$15,000.00) to be placed in the Building Improvements Capital Reserve Fund previously established?; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

L. Schmidt discussed an issue with a student being fostered in Winchester. She was told from Keene that we need to pay or they will take legal action.

L. Schmidt received the court document; Winchester is not responsible.

E. Jackson reminded them if any one says they are taking legal action, we do not respond. Our attorney should respond.

R. Horton asked if they have received audit numbers as requested from Keene.

J. Lewis - No.

J. Cardinale suggested resending the e-mail.

T. Croteau discussed a possible Warrant Article for an addition to the building or a new building.

R. Horton asked if they received figures from Brattleboro.

L. Schmidt advised the cost is \$13,000 for Regular Ed and discussed Special Ed/Para costs.

L. Schmidt advised we do have an out-of-district placement at Monadnock.

E. Jackson - Brattleboro has more resources; they start later in the day, etc.

E. Jackson advised Jack Dugan from Monadnock Economic Development Corp. might be coming back to work with us.

J. Cardinale would like to see some real numbers. If they bring kids back, he is afraid they would be doing kids who really want to succeed a disservice.

E. Jackson - The cost savings would still allow us to provide for those AP students.

R. Horton thinks we need to hire an expert and have them bring us real numbers.

The Board agreed to use money from the Building Improvement fund to come up with a plan.

J. Lewis advised Banwell will be giving them back the plans.

E. Jackson and J. Lewis advised they can come up with plan/costs.

E. Jackson previously did a cost analysis. There was a \$1,000,000 savings then.

Sue Rice – Can you put down what costs you have and this is what you come up with? Can we hire someone to confirm? She thinks they can do that within the Board.

J. Cardinale – Can we look at it so we know what the cost would be to hire someone?

E. Jackson – Can we contact other schools that have done it?

J. Cardinale – May need two separate people to get all the information.

The Board asked for information at the next meeting as to who they could hire.

T. Croteau thinks realistically it is the only way to save money on the school side without cutting staff. Need to do something with the high school; it is effecting the elementary.

The Board was in agreement.

POLICIES:

Policy DJE – Building Requirements:

The Board reviewed Policy DJE – Building Requirements as a first reading. After discussion and changes, the Board will come back at the next meeting for further review.

T. Croteau advised there are two lights out in the gym at the beginning of the bleachers, a protection guard is hanging down and the water fountain in the lobby hasn't worked in a long time.

CITIZENS' COMMENTS:

None.

R. Horton advised the public they needed two non-public sessions. Asked them if they wanted the Board to come back to them after each non-public session or after both?

The public advised after both.

J. Cardinale MOVED to go into non-public session under RSA-91A:3 II (c) at 9:37 pm.; SECONDED by: K. Bazan, E. Jackson – yes, T. Croteau – yes, R. Horton – yes, J. Cardinale – yes, K. Bazan – yes, VOTED: 5-0, MOTION PASSED.

E. Jackson MOVED to leave non-public session at 9:51 pm.; SECONDED by: K. Bazan, E. Jackson – yes, T. Croteau – yes, R. Horton – yes, J. Cardinale – yes, K. Bazan – yes, VOTED: 5-0, MOTION PASSED.

T. Croteau MOVED to seal the non-public minutes indefinitely; SECONDED by: K. Bazan, VOTED: 5-0, MOTION PASSED.

J. Cardinale MOVED to go into non-public session under RSA-91A:3 II (a) at 9:54 pm.; SECONDED by: K. Bazan, E. Jackson – yes, T. Croteau – yes, R. Horton – yes, J. Cardinale – yes, K. Bazan – yes, VOTED: 5-0, MOTION PASSED.

J. Cardinale MOVED to leave non-public session under at 10:22 pm.; SECONDED by: K. Bazan, E. Jackson – yes, T. Croteau – yes, R. Horton – yes, J. Cardinale – yes, K. Bazan – yes, VOTED: 5-0, MOTION PASSED.

R. Horton advised there were two non-public sessions.

The first was for Personnel and the minutes were sealed.

The second was for Negotiations and signing of the tentative agreement for Support Staff.

T. Croteau MOVED to approve the Warrant Article for Support Staff to read: Shall the Winchester School District vote to approve the cost item included in the collective bargaining agreement reached between the Winchester School Board and the Winchester Support Staff Association which calls for the following increases in salaries and benefits at the current staffing levels; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

Fiscal Year	Estimated Increase
2015-2016	\$ 31,715.95

and further to raise and appropriate the sum of \$ 31,715.95 for the upcoming fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels in accordance with the most recent collective bargaining agreement?

R. Horton advised they will shift gears on the Reading Recovery Program and shift monies to another program for more help for students. They will no longer be funding Reading Recovery.

L. Schmidt advised she received word of the probability of two more out-of-district students and an increase to the lines of \$80,000; subtracted \$26,000 for Keene tuition from those lines.

L. Schmidt advised the Board of line changes due to insurance.

L. Schmidt explained Line 165 – the budget proposed had no increase for the Superintendent, Principal, Speech or IT. She has prepared a schedule documenting how the increase has now been arrived at. L. Schmidt advised there was \$230,000 in salaries that were also not included in last year's calculation. Overall there is a further decrease in the bottom line.

E. Jackson advised it will be hard to swallow.

R. Horton – Can't be presenting numbers that are wrong. It does not gain confidence when presenting inaccurate numbers. Now need to go back.

E. Jackson advised it looks like we decreased the bottom line and then went back and gave Administration raises.

L. Schmidt advised after changes, the new bottom line is \$11,020,700.82.

T. Croteau suggested moving money from the Retirement line and putting it in the Board Recognition line to purchase tables.

J. Cardinale – Everything out there is part of the playground; could go towards that.

T. Croteau feels they should move it to whatever line it needs to come from.

L. Schmidt advised she does not have an exact figure for busses yet. They will be meeting tomorrow.

R. Horton asked L. Schmidt to put numbers in after that and forward with an explanation and changes in lines, to the budget Committee.

T. Croteau feels they should put in the budget to do bussing from here.

K. Bazan MOVED to adjourn the meeting at 10:45 pm; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary