

**WINCHESTER SCHOOL BOARD MEETING
WINCHESTER SCHOOL LIBRARY
JANUARY 17, 2013**

Board Members Present: K. Whippie, R. Horton, J. Cardinale, T. Croteau
Absent: E. Jackson

Administration Present: J. Lewis, P. Bigelow, L. Schmidt, D. Chamberlain

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

MINUTES:

K. Whippie MOVED to approve the public minutes of 1/3/13; SECONDED by: T. Croteau, VOTED: 2-0-1, (K. Whippie – abstained) MOTION PASSED.

R. Horton arrived after the vote.

Warrant Articles:

The Board voted on the Warrant Articles at previous meetings. M. Braley will post everything for the Deliberative Session.

Winchester Senior Night Presentations:

K. Whippie MOVED that the School Board set aside a date as proposed for Senior Night and support that; SECONDED by: J. Cardinale, K. Whippie explained it is typically held at the end of May or beginning of June. The Board agreed whatever date the committee picks is good; VOTED: 4-0, MOTION PASSED.

Early Release Day:

J. Lewis distributed a proposed calendar. He feels they need to find time for professional development for staff so data can be compiled and analyzed. J. Lewis is proposing one early release day on October 15th and then see how that goes.

After discussion, R. Horton advised he is concerned there wouldn't be enough time to get things done. He feels they would be better served doing a full workshop day.

K. Whippie explained that would be a contract issue; it would add another day to the school year.

R. Horton feels from a parent's standpoint an early release day would be a nightmare.

P. Bigelow feels they won't know if it will work until they try it.

J. Cardinale agrees; feels teachers would love to have two-and-a-half hours to get things done.

P. Bigelow explained this would be strictly to do what teachers need to do; not a workshop day. If parents come into the building, the office staff would help them.

Sue Rice feels teachers need more time in a block; 45 minutes is not enough time. She agrees; feels they should try it.

R. Horton would like to hear input from other teachers.

J. Gardner advised a lot of schools have early release days for more curriculum time. Some have workshops for kids at the same time. Feels they are only talking two-and-a-half hours one day. A lot of stuff has been dumped on the teachers.

J. Lewis advised the last day of school is currently a half day. They would have to get union approval, but what if they go all day? The last day of school could make up for the two-and-a-half hours for early release.

R. Horton will ask some teachers their opinions and give his concerns and bring input back to the Board at the February meeting.

J. Lewis will bring the calendar back for approval then.

J. Gardner reminded J. Lewis that the calendar needs to go to the Winchester Teachers Association for their approval.

J. Lewis will give J. Gardner a copy for review with the 15th as a proposed early release day.

KHS Possible Length of Day:

Keene High School is planning to lengthen the school day by 16 minutes. J. Lewis is concerned about the busses. He spoke to Paula at the bus company and she is very concerned. Keene feels confident there will be no problems. However, J. Lewis believes we will feel something from this. Need to be creative. Feels busses would be in Winchester late.

K. Whippie asked if Winchester could switch the day by 16 minutes.

J. Lewis explained with Union approval, yes, could start the day earlier. Keene will start their new time in September.

K. Whippie asked if the Board could have some scenarios as to how to deal with the time change for the next Board meeting.

R. Horton asked if it would be a conversation to have with Keene.

J. Lewis – yes.

R. Horton and J. Lewis feel they need a longer school day.

P. Bigelow thinks teachers would agree.

Superintendent Job Description:

The Board received a copy of the Superintendent Job Description, reviewed it and asked questions. The Board will approve it at the next meeting after minor corrections are made.

Marie Braley is working on the Principal's Job Description and will have that ready for Board review next month.

MAINTENANCE REPORT - D. Chamberlain:

*Received two bids for sensor faucets, just for the kids' bathrooms, not the teachers - \$24,750 from Pinney Plumbing and \$24,824.10 from BK Plumbing. He has requested another quote from Lawrence Brothers, but they haven't come out yet. Both use the same faucets and they would be under warranty. After discussion, D. Chamberlain feels if they are going to do a few at a time, they should go with BK Plumbing.

*Sprinklers need to be put in the area between the glass hallway and the gym which includes eight classrooms. D. Chamberlain has received one quote from a company in Dublin and is still waiting for a quote from a company in Troy. Installation would have to be done in the summer. D. Chamberlain would like to get bids in by February or March.

The Board agreed to set the deadline for the first Board meeting in March to receive the bids. The Board will give any names they have for possible bids to D. Chamberlain. They would like to have at least one more.

K. Whippie MOVED to accept the bid from BK Plumbing for sensor faucets to be covered from the Capital Improvement Fund; SECONDED by: R. Horton, VOTED: 4-0, MOTION PASSED.

*Card swipes – D. Chamberlain advised he needs more time; received only one quote for \$2,500 per door.

J. Cardinale did some research and gave it to D. Chamberlain. The work would need to be done by someone here. He reviewed options for cards and fobs; the cost of supplies for one would be \$2,002.32 and the other \$1,950.00.

The Board discussed pros and cons of swipe cards versus proximity cards.

D. Chamberlain would feel more comfortable with a company coming in and doing the work and guaranteeing to fix it if there are any issues.

J. Cardinale explained the doors would be battery operated by AA batteries. He feels the janitorial staff could set up the doors and W. Vaughn could set up the software.

K. Whippie wondered if maybe they could find something in the middle between \$2,000 per door and \$2,000 for three doors. D. Chamberlain could research it.

*D. Chamberlain explained he sold the ovens for \$150.00 for both. The money went to the kitchen account.

T. Croteau advised that Mr. Miner called about plowing issues. The snow is piled too close to his property.

D. Chamberlain will talk with his plowing people.

K. Whippie thinks they could call the Town to take the snow away.

D. Chamberlain thinks Doug will do it for a price.

J. Lewis feels it would be worth the cost.

MANIFEST:

The Board reviewed the Manifest and asked questions.

R. Horton MOVED to approve the Payroll Manifest in the amount of \$210,290.20; SECONDED by: J. Cardinale VOTED: 4-0, MOTION PASSED.

FINANCIAL REPORT: L. Schmidt:

*Advised that in two weeks Board members will need to come in and sign the Payroll Manifest as it will not be on a Board meeting schedule until June.

*FICA increase was two percent and was not able to be taken out of the last payroll.

They have advised employees that they will have the current increase, plus the increase from the previous paycheck, taken out this payday. They will then take the correct amount out from now on. New Federal rates are in effect this payroll period as well.

R. Horton MOVED to approve the Food Service Manifest in the amount of \$196.42; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

R. Horton MOVED to approve the Accounts Payable Manifest in the amount of \$156,402.75; SECONDED by: J. Cardinale VOTED: 4-0, MOTION PASSED.

L. Schmidt advised she received the signed MS-27's back from the Town. She hopes to have new information for the next meeting; actuals to where we are at this point. She wants the Board to be aware of adjustments she would like to make.

R. Horton advised they are approaching the proposed budget to change the Special Ed Director to full-time; have we been able to track any savings?

L. Schmidt advised she would prepare a summary and coordinate with S. Cooper.
VOTED 5-0 Motion Passed.

K. Whippie MOVED to have the next scheduled Board meeting in the Ford Building at 6:30 pm. on February 7th; VOTED: 4-0, MOTION PASSED.

J. Cardinale asked about the new power supplier.

L. Schmidt advised it should have been effective 1/10/13.

PRINCIPAL'S REPORT: P. Bigelow:

*P. Bigelow distributed a copy of the Improvement Team Meeting Minutes and DINI Plan Progress Report and reviewed with the Board. She will send a reminder to the Board about the next Improvement Meeting to be held on February 19th at 2:15 pm.

SUPERINTENDENT'S REPORT:

*J. Lewis feels they need to get books into the hands of kids. The bookmobile has been moving around; they have given out 100 books so far. Homestead Books has provided some of the books.

K. Whippie is concerned if we are distributing books to unlicensed day care providers. Could they be distributed by a third party to avoid any liability?

*Will be having the first graduate from the Room 207 Program. The graduation will probably be held in May; will celebrate it. There are possibly a couple of other students, but they need to go through the process.

K. Whippie asked if Winchester could ask KHS for a report showing how many credits each student has so they can keep up on it; they are not currently doing it.

J. Lewis advised absolutely; had asked for and received that in the past.

K. Whippie – Could we get addresses so we know what Town students live in, etc?

J. Lewis – Need to be aware of goings on.

J. Lewis explained he met with Monadnock; just preliminary conversation.

K. Whippie advised he would be very hesitant to go with Monadnock with their current School Board. He has no problem with the teachers and administration, but feels they should avoid Monadnock because of the current School Board.

K. Whippie asked J. Lewis to ask KHS to do a presentation on our kids in Keene.

CITIZENS' COMMENTS:

Sue Rice asked if vendors have background checks and need to be bonded.

D. Chamberlain believes companies are responsible for their own background checks; we get an insurance certificate from them.

J. Cardinale – What do we require for limits for vendors insurance?

D. Chamberlain will have to pull old contracts to check.

K. Whippie – policy to escort vendor. Feels the Board might want to mull it around. If a vendor is here frequently, could we do a background check?

J. Cardinale – maybe for BK Plumbing?

D. Chamberlain explained most of the time he goes with them. There are some exceptions, i.e., the company installing the cameras.

L. Schmidt advised she is meeting with LGC next week; will bring these issues up.

K. Whippie – The School Board Association has done policies in the past; maybe they have one for this now.

BOARD COMMITTEE/REP REPORT:

Scholarship Committee:

K. Whippie will contact Jen Giles to get a letter in the mail for participation.

CITIZENS' COMMENTS:

Sue Rice asked if they could get the population numbers from KHS monthly or maybe quarterly.

J. Lewis thinks that is a reasonable request for the end of the semester.

K. Whippie MOVED to go into non-public session under RSA 91-A: 3 II (a) at 8:10 pm; SECONDED by: T. Croteau, VOTED: 4-0, MOTION PASSED.

K. Whippie MOVED to leave non-public session at 8:11 pm; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

K. Whippie MOVED to adjourn the meeting at 8:11 pm; SECONDED by: R. Horton, VOTED: 4-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary