

**WINCHESTER SCHOOL BOARD MEETING
WINCHESTER SCHOOL LIBRARY
FEBRUARY 21, 2013**

Board Members Present: K. Whippie, R. Horton, J. Cardinale, T. Croteau, E. Jackson
Administration Present: J. Lewis, P. Bigelow, L. Schmidt, S. Cooper, 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 2/7/13; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

K. Whippie MOVED to approve the non-public minutes of 2/7/13; SECONDED by: T. Croteau, VOTED: 5-0, MOTION PASSED.

CITIZENS' COMMENTS:

S. Rice asked about the non-public minutes of 1/17 – the public minutes did not reflect what was discussed in non-public session. After discussion, the Board advised the minutes will be amended to add: *while in non-public session, the Board discussed a personnel issue.*

S. Rice asked about the non-public minutes of 11/19/12. The minutes were originally sealed and then a portion of those minutes were unsealed on 1/3/13. However, the unsealed portion is not on the website.

J. Lewis will check with M. Braley.

FINANCIAL REPORT:

E. Jackson MOVED to approve the Manifest in the amount of \$123,643,41; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

*L. Schmidt advised that the security portion of the software system has been consolidated for the business software only. A consultant is coming in tomorrow to work with her, to be sure she understands the system and help setup encumbrances.

*L. Schmidt advised sometimes it is difficult to get a meaningful report for the Board when the meetings are so close together and there are a lot of other responsibilities.

R. Horton asked if there would be a report for the next meeting.

L. Schmidt advised there would be.

*L. Schmidt researched the high cost of Winchester's life insurance. She explained when we separated from SAU 38 we became a much smaller group with no experience and there was no census provided. L. Schmidt will be doing a census and getting quotes for next year.

T. Croteau asked if L. Schmidt has heard anything about the money from SAU38.

L. Schmidt advised Jane is waiting for the next audit before they can release the money. It is not a large amount.

*L. Schmidt advised everything is in order for the new faucets to be put in. BK Plumbing & Heating will start work on Monday.

R. Horton asked about the audit. It was mentioned at the Deliberative Session that one hasn't been done in a while.

L. Schmidt explained she needs to get into the system to get answers to a couple of questions so the 2011 audit can be completed.

PRINCIPAL'S REPORT:

*P. Bigelow asked staff about their thoughts on papers that receive an F going to the parents for their signature. The consensus was it would be a record-keeping nightmare. Also, some tests are actually assessments to see where students are; so some grades are not necessarily being averaged in. P. Bigelow advised it was not a popular suggestion with the staff. Teachers use the Parent Portal, but they should also be notifying parents.

R. Horton thought maybe there could be a bi-weekly report that can go home to be signed. Need to give parents information if we want them to be involved.

P. Bigelow advised if parents don't have access to the Parent Portal, a report can be printed for them. The school does want to keep in touch.

R. Horton wants more information. Advised the Parent Portal is not updated all the time.

P. Bigelow advised it is updated a minimum of once every two weeks.

R. Horton – Parents don't know what to do to help their kids.

E. Jackson advised teachers do reach out to parents.

*P. Bigelow distributed information to the Board regarding Robo Call. She advised W. Vaughn received three different quotes. He likes Blackboard; he is familiar with it and has used it before.

J. Lewis advised right now they are getting help from Hinsdale for the staff portion only. The cost is \$400.00 per year. However, there has been confusion when trying to contact staff by phone. J. Lewis explained at a minimum, he would like to have the Robo Call system in place for the first day of school next year.

L. Schmidt believes the Tech budget would cover the cost this year, if needed, as well as next year.

K. Whippie feels they should take advice from the Tech Director as to which company to go with.

P. Bigelow feels if the Board is going to wait to vote on it, then she would like to hear about Power Announcement. That system would connect with Power School already in place.

K. Whippie advised the quotes would be good through the end of March. He thinks they should make a decision before then.

R. Horton asked if the aluminum bench by the snowmobile trail has been moved.

D. Chamberlain thinks it is still there. He asked the Athletic Department to take care of it.

K. Whippie asked Kevin Brostek to put signs on either side of it so people will know it's there.

E. Jackson received a phone call from a citizen asking if children are allowed to wear pajamas to school.

P. Bigelow advised they are not. She believes the individual was here from another district just to take a test; not part of Winchester's student body.

J. Lewis advised there will never be a pajama day in Winchester.

SUPERINTENDENT'S REPORT.

*J. Lewis advised Keene High school was planning to do a presentation here on March 7th. However, when he called to confirm, he was advised that Mr. Burke is having surgery and will not be back until March 4th; so they may not be here on the 7th.

*J. Lewis pulled up the NECAP test scores from Keene online and reviewed with Board.

E. Jackson asked J. Lewis to get information from Keene prior to the meeting.

*J. Lewis distributed a copy of the test for review. It is a tool for teachers to understand where problems are for students.

*J. Lewis distributed information on Math computation. Explained he has been going to classes and giving two minute quizzes to the kids. This is just a small sampling. Feels students in fourth grade should master multiplication before moving on to the next grade. His strategy is to send a letter home if students are consistently getting a lot of the problems wrong. Then they need an intervention. What do we/parents need to do to help? J. Lewis explained that he put the question out to parents on the school website as to whether students should be retained if they do not have the basic concepts in Math. There were many different choices available; he received different answers, but there were no "no" answers. J. Lewis advised all of this is segueing into the calendar for next year. It shows how significantly important early release time is. Advised he brought the request for early release in May to the Association; the message came across that teachers need time. He explained the Union wrote to him and said yes.

*J. Lewis distributed three proposed calendars for the 2013/2014 school year and reviewed them with the Board. Number three has an early release day in May and October. J. Lewis is asking the Board to approve that one.

After discussion, **K. Whippie MOVED to adopt Calendar #3 with two early release days for 2013/2014; SECONDED by: R. Horton, VOTED: 5-0, MOTION PASSED.**

*J. Lewis advised the staff also discussed the 16 minute time change for Keene. Advised there was good discussion. They are at the planning stage.

S. Cooper distributed information on Medicaid Reimbursement, reviewed with the Board and answered questions.

E. Jackson asked how much money we received from Medicaid last year.

L. Schmidt advised approximately \$90,000.

COMMITTEE REP. REPORTS:

K. Whippie spoke to Christy and Jen Gile about the Awards Night. They are moving ahead.

E. Jackson asked about the Keene Study Committee; any responses for committee members?
After discussion ask M. Braley, L. Schmidt advised she will repost the ad this weekend.
K. Whippie asked if the Warrant Article would have to be re-voted on after a certain period of time.
T. Croteau is not sure. The Board advised they want the Warrant Article description in the ad. The Board agreed to extend the deadline to 3/7.

T. Croteau asked if there was funding for sports teams this year. He was told by a parent that there was no money available. He will ask the parent for specifics.

P. Bigelow and J. Lewis advised there is money; sports are fully funded. The problem is getting enough kids for the teams.

L. Schmidt advised there is still money in the Athletic line.

T. Croteau doesn't want another phone call about snow plowing from the school's neighbor. He asked D. Chamberlain if the issue has been resolved.

D. Chamberlain advised yes, if they get a lot of snow they will truck it away.

The neighbor also asked about the catch basin on the corner; he advised it is on his property.

T. Croteau asked if they can look into where the Town line actually is. If he is claiming it is on his property, he would need to get the land surveyed to find the property line.

D. Chamberlain will check into having the drain raised to resolve the flooding issue in the parking lot and see what the cost would be.

J. Cardinale asked about the possibility of extending the lunch period to deal with the 16 minute addition to the day. Kids and staff put a lot of work into a short period of time.

CITIZENS' COMMENTS:

Sue Rice is very excited in the change of security in the software system. She explained that currently staff needs to submit back-up documents to support time off.

L. Schmidt explained the Department of Labor requires documentation when anyone is out.

She will be attending a seminar with LGC the week after vacation. There are some questions she will be addressing.

S. Rice believes the payroll person is becoming policing.

L. Schmidt advised it could be done electronically on the Employee Portal so paperwork does not need to be submitted, but it was not working properly.

S. Rice advised it is frustrating.

L. Schmidt advised she is allowed half an hour to ask the LGC Attorney labor-related questions. She will get her questions together and make the phone call.

J. Lewis advised Chili's will be holding another fundraiser for the playground; they will give 10% of the total sales to Winchester from February 21st and 22nd. J. Lewis distributed certificates.

J. Lewis advised they received a donation from the Lion's Club of a brail reader valued at \$500.00 - \$800.00. The school also received an auditory trainer from Sanford, Maine for a student who used it there before.

S. Cooper will send a formal thank-you.

K. Whippie MOVED to go into non-public session at 8:00 pm under RSA91-A:3 II(a); SECONDED by: R. Horton, E. Jackson – yes, J.Cardinale – yes, T. Croteau – yes, R. Horton – yes, K. Whippie – yes, MOTION PASSED.

E. Jackson MOVED to leave non-public session at 8:10 pm; SECONDED by: J. Cardinale, E. Jackson – yes, J.Cardinale – yes, T. Croteau – yes, R. Horton – yes, K. Whippie – yes, MOTION PASSED.

While in non-public session, the Board discussed the wording and responsibilities of the Principal's job description.

K. Whippie MOVED to adjourn the meeting at 8:11 pm; SECONDED by: R. Horton, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary