

**WINCHESTER SCHOOL BOARD MEETING
WINCHESTER SCHOOL LIBRARY
FEBRUARY 7, 2013**

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

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

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

CITIZEN'S COMMENTS:

Moderator, Henry Parkhurst came before the Board and advised that he will convene the Deliberative Session Saturday at 9:00 am. regardless of the weather. He read the RSA regarding postponement of the meeting and advised if there is 40-50 people there, they will continue with the meeting.

K. Whippie felt the only reasonable thing to do was to move the meeting to another day. He feels it is irresponsible of them to have people come out in a storm; it is unsafe.

H. Parkhurst advised he will open the meeting and then if there is enough people they will go ahead with it and if not, he will recess it until Monday.

T. Croteau agreed; if 40-50 people are there they will go ahead with the meeting, if not they will postpone it.

K. Whippie advised he would not be there; it is irresponsible and there is nothing to be gained by it.

R. Horton feels there are not a lot of options; the moderator is going to hold the meeting.

J. Lewis advised Attorney Upton won't be there and he probably won't be there.

P. Bigelow advised she may not be able to get there.

After discussion, T. Croteau asked if everyone was good with going ahead with the meeting on Saturday morning.

K. Whippie wanted the record to reflect that he was not good with it.

K. Whippie MOVED to approve the Public minutes of January 17, 2013 as corrected, SECONDED by: J. Cardinale, correcting the spelling of the word *sensor* on page 3 under Maintenance Report and amending the second to the last paragraph under Financial Report to read *L. Schmidt advised she would prepare a summary and coordinate with S. Cooper*, VOTED: 5-0, MOTION PASSED.

K. Whippie MOVED to approve the non-public minutes of January 17, 2013, SECONDED by: R. Horton, VOTED: 4-0-1 (E. Jackson – abstained), MOTION PASSED.

J. Lewis distributed a handout to the Board regarding opinions on early release days; the consensus is in support. Advised he is proposing an early release day for review of data and

teams working together. Explained he is looking for more early release days and extended days eventually.

J. Lewis spoke with the Association President yesterday to discuss switching a day in May for early release; instead of having a half day of school the last day of the year; they would make that day a full day.

There was discussion by the Board. The Union will get back to J. Lewis next week. The Board agreed to wait to make a motion until they hear back from the Union.

J. Lewis will come back in a couple of weeks with a final version of the calendar if it is different than the one the Board has now.

K. Whippie MOVED to approve the Social Media Policy as a Second Reading today; SECONDED by: E. Jackson, amending the date approved as a first reading to November 1, 2012, VOTED: 5-0, MOTION PASSED.

FINANCIAL REPORT - L. Schmidt:

*Distributed a report of numbers to date; there is a little bit of clean-up left. There is some additional work to be done on encumbrances.

R. Horton MOVED to approve the Manifest in the amount of \$228,323.43; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

T. Croteau asked how everything is looking.

L. Schmidt explained she is not sure she has an opinion now; cash position is in fairly good shape. We will have a second Special Ed tuition bill though; she is keeping tight reigns on the finances.

She feels it would be prudent to make adjustments between line items; she will bring it to the Board. She thinks they are headed in the direction of freezing the budget; feels will have better idea at the next meeting. At some point she would like to present a different option for monthly reporting.

K. Whippie feels it might be best to give the Finance Committee a more detailed report on a more frequent basis.

L. Schmidt advised she is looking to put information together for Board members on the Employee Portal so they don't take as much time at the Board meeting and the information is consistent and accurate.

*L. Schmidt went through the system and pulled information billed to Special Ed through December and spoke with M. Braley about it. L. Schmidt feels she has a clear picture regarding transportation, Medicaid, etc.; reviewed with the Board.

*L. Schmidt advised she and D. Chamberlain spoke regarding the sensor faucet quote. Costs went up by \$20.00 per faucet as the quotes were good for only 30 days and expired 10/8/12. The cost will be an additional \$780.00 and the contractor is asking for a retainer in order to buy the merchandise. D. Chamberlain will ask for a contract for that retainer.

K. Whippie MOVED to re-accept the quote with the new price for the faucets from B. K. Plumbing; SECONDED by: T. Croteau, after discussion, D. chamberlain advised he will call Pinney Plumbing to see if their prices went up and see how much time they need for ordering;

K. Whippie AMENDED his Motion and T. Croteau his SECOND, to table this question until Wednesday in the School Library at 6:30, VOTED: 5-0, MOTION PASSED. The Board will vote at that time.

*Capital Reserve Funds – L. Schmidt spoke with the town regarding withdrawal of funds. She feels it would be advantageous to do everything at once. Asked the Board if they should do swipe locks also.

K. Whippie advised D. Chamberlain doesn't have all the bid information yet. The Board feels they could do the doors and sprinkler in a similar time frame.

*Had a good, informative meeting with LGC. They will come to the Board meeting on April 18th and some Selectmen will be there from the Town.

*Payroll Manifest – had to scramble last week. Payroll will be available Wednesday mornings to be signed. Feels it would be best if Board members signed it no later than Thursday mornings. L. Schmidt will bring the Payroll Manifest with her to Wednesday's meeting this week.

J. Cardinale asked that members do a reply to all if responding about going to sign the Manifest, etc.; they only need two Board signatures for the Manifest.

E. Jackson advised if they have a schedule set up, when the Manifest is ready the Board members could go and sign it. Feels it is easier if the same two people could go. E. Jackson and J. Cardinale agreed they would sign the Manifest on Thursday mornings at 7:00 am. at the SAU. They will contact other Board members if they are unable to make it.

L. Schmidt will send a reminder e-mail.

PRINCIPAL'S REPORT – P. Bigelow:

The Board received P. Bigelow's report in their packet.

*Enrollment numbers fluctuated.

*Discipline – worse month we've had. Bus incidents doubled; most incidents were in 4th and 5th grade.

K. Whippie thinks students who have recurring issues should need to have their parents take them to school.

P. Bigelow explained the bus company has a procedure to take kids temporarily off the bus routes. She is concerned about the bus situation.

T. Croteau asked if a volunteer with a background check can ride the bus.

P. Bigelow will check on that.

K. Whippie feels the sixth grade should be commended. They were the only grade with zero reports. He would like P. Bigelow to let them know the Board noticed.

*Professional Development – Maura Hart will be coming to the school during the second half of the year to work with staff. Monies are coming out of State funds.

*The State is giving funding back for the Ready-for-Kindergarten program.

*Shelter-in-Place – explained difference between a lockdown. There was an issue in Brattleboro; school felt it was too close to Winchester so Shelter-in-Place was put in effect. P. Bigelow would like the Board to consider the Robo Call system. They can check with W. Vaughn.

K. Whippie feels they should ask Hinsdale about their system.

P. Bigelow advised they are using Hinsdale's system, but only for staff notifications.

K. Whippie asked for information for the next regular Board meeting.

D. Chamberlain advised a pipe broke in the book closet. The coil froze on the coldest day this year. They were fortunate they were at school. He will give the bill to the insurance company for reading books that were ruined; doesn't know what the deductible is. The staff did a good job trying to save what they could.

R. Horton asked if a student gets an F on a paper are parents immediately involved. He feels if they get an F, the paper should go home and require a parent signature; they need to know.

P. Bigelow advised it would be on Power School.

R. Horton feels some parents can't get on Power School.

R. Horton advised the Board wants parent involvement, so feels we should feed them as much information as we can.

E. Jackson explained Keene has a system to e-mail student's progress weekly. Could Winchester do that?

K. Whippie can check with W. Vaughn. He will also see if they can do a printed report as well, that's the same for parent's without e-mail.

R. Horton asked W. Vaughn to talk to teachers about e-mailing newsletters in a word document; not everyone can open it. A PDF File is better.

P. Bigelow advised she will bring suggestions to the staff.

SUPERINTENDENT'S REPORT – J. Lewis:

*Focus program: - Hinsdale would like to possibly tuition a student here. They will be meeting with the parent and the child Tuesday.

*Room 207 – there are a couple more students who will be starting; one student started yesterday.

K. Whipple asked if the Student Credit Earned Report and the list of students is available, as requested at the last meeting.

J. Lewis advised he hasn't received it from Keene yet; they will be at the next Board meeting.

*J. Lewis advised Keene High School will be releasing students 16 minutes later next year. They currently get here about 3:00 pm; will be here next year about 3:15 pm. What do we do about that? He presented options to the Board and the Board discussed.

K. Whipple feels maybe they can get feedback from the Union along with feedback on the calendar.

R. Horton thinks the students need more instruction time.

After discussion with the Board, J. Lewis advised they have time to decide; could solicit some parent feedback, too.

COMMITTEE REP. REPORTS:

Scholarship Committee:

K. Whipple e-mailed J. Gile regarding Senior Recognition Night. Hopefully he will hear back shortly.

R. Horton advised the Valentine's Dance will be held on 2/15 and Math Night on 2/18.

Keene Study Committee:

T. Croteau asked R. Horton and E. Jackson if they had anything on the Keene Study Committee yet. Feels they should get going on that.

J. Lewis is not sure if the information is on the website yet.

L. Schmidt or M. Braley will post in the Sentinel and on the website that those interested in being on the committee, should send a Letter of Interest by the end of February.

CITIZEN'S COMMENTS:

Sue Rice asked why all employee checks are not direct deposited.

L. Schmidt advised they can't legally make people do direct deposit.

S. Rice feels it would save a lot of time.

L. Schmidt advised about 20 people receive checks now.

J. Lewis advised he would like to see everyone on direct deposit by 7/1/13.

L. Schmidt advised she is looking to do a lot electronically to cut back on chasing paper work, i.e., W-2's, leave requests, etc. That is the direction she is working towards.

K. Whippie MOVED to go into non-public session under RSA91-A:3 IIa at 8:11pm; SECONDED by: J. Cardinale, E. Jackson – yes, R. Horton – yes, T. Croteau – yes, K. Whippie – yes, J. Cardinale – yes.

K. Whippie MOVED to leave non-public session at 8:33pm; SECONDED by: E. Jackson J. Cardinale– yes, R. Horton – yes, T. Croteau – yes, K. Whippie – yes, E. Jackson – yes.

The Board will send a note to J. Gardner advising that the Superintendent and Principal job descriptions will be on the website after the next meeting.

K. Whippie MOVED to adjourn the meeting at 8:34 pm; SECONDED by: R. Horton, VOTED: 4-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary