

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

Board Members Present: 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 Superintendent, J. Lewis at 6:36pm.

**ELECTION OF OFFICERS:**

**R. Horton MOVED to nominate T. Croteau as Board Chair; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.**

The meeting was turned over to Board Chair, T. Croteau.

**E. Jackson MOVED to nominate R. Horton as Vice-Chair; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.**

New Board Member, Bill McGrath arrived at 6:43 pm.; he thought the meeting started at 7:00 pm. T. Croteau welcomed B. McGrath to the Board.

**MINUTES:**

**R. Horton MOVED to approve the Minutes of the March 7, 2013 meeting as amended; under MINUTES on Page 1 changing 3/7/13 to 2/21/13, at the top of Page 2 *striking the comma* after reason and amending Greenfield to *Greenland*, also on Page 2 and Page 6 changing the spelling of Wilbur to *Wilber* and on Page 2, changing the spelling of Kristy to *Christy* on Page three, middle paragraph, striking *Transportation is way over budget* as L. Schmidt advised she did not say it; on Page 4 under Attendance, changing 10-1/2 days to 10 half days; SECONDED by: R. Horton, VOTED: 4-0-1 (B. McGrath – abstained), MOTION PASSED.**

**KEENE HIGH SCHOOL REPORT:**

Principal Lynne Wagner and Rachael Summe-Leonard from Keene High School gave a presentation on the Winchester students at Keene. R. Summe--Leonard distributed the report to the Board, reviewed and answered questions.

R. Summe-Leonard advised the 2011-2012 dropout rates should be received from the State soon, they were not yet available.

J. Cardinale advised he would like to be able to follow a couple of classes from ninth through twelfth grade to see if we are seeing an improvement, decline, etc.

R. Summe-Leonard advised they could do that for next year's presentation.

R. Summe-Leonard advised that 68 Winchester students took part in extra-curricular activities and last year there were 80.

E. Jackson advised last year they were able to breakdown who was participating. The numbers were broken down a lot further in previous reports.

R. Summe-Leonard explained she can get that to J. Lewis and put it on the report for next year.

S. Cooper asked for the Keene High total so we will know what is expected for Winchester.

MAP testing – R Summe-Leonard advised they are not able to compare the numbers to last year; but are using the data for a lot of things, i.e., class placement, Special Ed uses it for benchmarks, etc.: The testing is very valid for showing the progress of individual students. Things are changing; the common core will be changing the data. Testing will begin in May.

### **NECAP:**

Students made significant growth in specific groups. They are expecting scores to increase; there is a little more incentive this year for students to work hard.

The Board wanted to know the number of Winchester students that took the SAT's last year.

R. Summe-Leonard will get that number.

E. Jackson asked if Keene had the actual number that makes up the 69% of students that took the SAT's from Keene High School.

R. Summe-Leonard will get that data.

E. Jackson advised they want to be able to compare Winchester with KHS in the same format.

Lynne Wagner explained they have a standard template that is used for all sending towns. They have not had an opportunity to see exactly what Winchester is looking for.

J. Cardinale feels discipline should be added to the Parent Portal.

R. Summe-Leonard advised every student that is sent to the office has a parent letter sent home.

B. McGrath would think parents would want to move students in the right direction.

R. Summe-Leonard advised parents are very supportive.

R. Summe-Leonard explained Keene High School's dropout rate is the lowest in the State. They offer other options such as alternative classes, GED classes, etc.

E. Jackson asked how we get the dropout rate for 2011-2012. Asked if Keene would be able to give them what percentage the four students who dropped out are, to the total number.

J. Lewis welcomed the new principal, Lynne Wagner, to her first year at Keene High School.

Everyone thanked Keene High School for coming and giving the presentation.

## **MS 22:**

L. Schmidt advised the MS22 is due to the State by April 1<sup>st</sup>. She would like a working session with the Board next week. Advised she can have a draft of the MS22 available, but there is still some tweaking needed. She feels they are pretty close; need to see how detailed the MS22 is.

R. Horton feels there is a lot less information than has been gone over in the budget.

## **MANIFEST:**

**R. Horton MOVED to approve the Manifest in the amount of \$147,858.74; SECONDED by: J. Cardinale, VOTED: 4-0-1 (B. McGrath – abstained), MOTION PASSED.**

## **FINANCIAL – L. Schmidt:**

\*Working on insurance quotes; hopes to have them in time for the meeting on Monday.

LGC reps. will be here for the first April Board meeting to speak with the Board.

L. Schmidt explained the Town does not provide the same coverage as the School and it is not cheaper. The Winchester School District is tied into the bargaining agreement.

After discussion, L. Schmidt advised she will request another quote for health insurance, but won't have it for Monday.

\*21C Grant reporting is done for February. L. Schmidt is still working on Title I, etc. Not all caught up yet.

\*Provided further information to complete 2011 audit and now waiting for Management Letter.

\*Need to schedule 2012 audit - the auditors are booked out until June. L. Schmidt advised she wants to have the field work done by June, 2013. L. Schmidt will ask if they can piggyback the 2012/2013 field work; needs to have a conversation with the auditor. Not sure if it will be possible, but she will stress the desire to do it that way.

\*L. Schmidt looked into questions from the last meeting regarding payments to Hinsdale. Advised amounts and times are comparable for payments made.

\*Called Sandri – oil is now on a will- call basis.

\*Working on self-audits within the office, i.e., retirement plans, etc. Angel has been instrumental.

\*Reviewed Webinar of web based service for Medicaid billing based on number of eligible students. L. Schmidt would like to pursue it. She feels it will give better control over Medicaid billing; will know it is being done accurately.

L. Schmidt explained she feels it can be added to Angel's workload without the need for a full-time position. Does not have a dollar value now; would need to have number of eligible Medicaid students. M. Braley has already been quite involved with setting up students in the system and following that component and giving support to Suzanne Cooper. It would be changing what she is doing; there would not be much additional work.

L. Schmidt explained she has concerned with some pieces of the Medicaid requirement without this in place, i.e., forms not being signed, etc. She is concerned with liability; if they are audited and it has not been done correctly they will be penalize.

L. Schmidt explained there are safeguards in place; if information is left out, the system will not accept it.

S. Cooper advised they receive \$26.00 for every hundred; explained Medicaid billing and reimbursement. Things keep changing; feels having a company to keep track of these things is a good idea.

J. Cardinale is concerned that they would be giving two of our staff more work to do without more money or time.

L. Schmidt explained they would be changing, somewhat, what M. Braley is doing with Medicaid. It would be primarily Angel, but it would not be a full time rated position.

L. Schmidt advised she will do more research.

\*Distributed information on tuitions and reviewed with the Board.

R. Horton feels need continuity with the information received from L. Schmidt and S. Cooper.

S. Cooper explained she has been actively following what is being added to students IEP's and seeing what other options are available at a cost savings.

The Board received Expenditure report with corrections from the last meeting. D. Chamberlain's line item has been changed.

L. Schmidt's feeling is that the Board is interested in seeing the total by function. She is not yet 100% comfortable with encumbrances.

R. Horton advised they are looking at 48% with four months left.

L. Schmidt – Explained that stems from the spreadsheet over volatile areas of the budget.

T. Croteau advised there are no Special Ed account monies.

P. Bigelow – Would ask to have three Science field trips scheduled for the spring.

The Board feels they could set aside money for those.

L. Schmidt advised she is coming to the Board tonight to raise the question of freezing the budget; they have been careful with spending. This would give her time to figure out encumbrances. Explained it looks like we will overspend regular tuitions by just over \$25,000; which includes the late bus one day a week.

After discussion, the Board feels the Business Administrator and Administration are doing a good job and they don't think they need to freeze the budget.

B. McGrath feels if L. Schmidt is doing it and she is a little nervous about it, maybe they should freeze it.

L. Schmidt explained Special Ed is an unknown.

P. Bigelow advised have students coming in that will need related services.

L. Schmidt advised that number is high.

The Board is not sure if freezing is the right message to send; have a good team.

After further discussion, the Board agreed to continue as is and look at the numbers at each meeting. They still want good things, such as field trips, etc. to happen at the school.

R. Horton advised he was very happy with the report from L. Schmidt.

### **SUPERINTENDENT'S REPORT – J. Lewis:**

- \*Hinsdale will not be providing reverse 911 system next year. Met with T. O'Connor – They had a meeting scheduled with the Vermont Yankee people, but they never showed up. J. Lewis thinks it is time for Winchester to get Robo Call on its own.
- \*The tree out front has been taken down and taken away. Now you can see the Julie B. Thayer sign.
- \*School Board training will be held in Concord in a couple of months for new members who are interested.  
R. Horton and E. Jackson went last year and advised it was worth going to.
- \*Classroom observations – Distributed example of Danielson Model and reviewed with the Board.
- \* J. Lewis met with C.A.S.T. There will be a dinner, he believes on May 30<sup>th</sup> to reach out and celebrate successes and to also see what people don't like.

### **PRINCIPAL'S REPORT – P. Bigelow:**

- \*Ready for Kindergarten winter session meeting held last night; there were 20 parents there. P. Bigelow explained the Partnership team has historically given out Kindergarten kits; this year it was suggested to do a bulk mailing with some Partnership monies instead.
- \*Due to the snowstorm Tuesday, the Improvement Team meeting will be rescheduled and the concert was moved to next Tuesday, March 26<sup>th</sup>.
- \*America's Got No Talent is scheduled for April 4<sup>th</sup> at 6:30 pm.
- \*Attended Professional Development Workshop last week – Heard about new standards. P. Bigelow is asking that the School Board consider adopting the standards and give their support.

P. Bigelow gave a presentation on Standards for Professional Learning, distributed information and reviewed with the Board. Advised if they have discretionary spending, this would be at the top of her list.

### **DIRECTOR OF MAINTENANCE - D. Chamberlain:**

- \*New cameras have been installed at the front of the building.
- \*All sensor faucets are in.
- \*Working diligently on the door key system. Pricing between vendors is far apart. Advised Amer Electric can do three doors for \$3,850 with a card system; fully computerized and can limit times of use. It looks like they are the best deal for now and the cheapest. Advised he has gotten three quotes – Amer Electric, First choice and A1 Locksmith.  
J. Cardinale would like to see what manufacturer they are using and have that information written into the quote.  
E. Jackson believes it is the system they have at the bank.  
B. McGrath feels if Amer Electric has references they should call them.  
D. Chamberlain will get information and e-mail it to J. Cardinale and also see how much it will be for additional doors and the maximum number of doors the boxes will hold.  
The Board appreciates all the quotes D. Chamber has gotten.  
D. chamberlain will see if Amer will come in to review the project with the Board.

J. Cardinale asked about the drain hole in the parking lot.

D. Chamberlain advised he will wait until Spring. They have been snowplowing lengthwise so there haven't been any problems; has been monitoring it.

P. Bigelow asked for a Motion from the Board for Standards for Professional Learning.

The Board advised they want to review the information and address it at the next meeting.

\*D. Chamberlain explained the fire doors on the Elementary side were an issue at the Joint Loss meeting; they overlap when closed. They are old doors and need to be replaced. There are six double doors.

After discussion, D. Chamberlain advised he will get a price to do the doors and bring it back to the Board. Explained they have done everything to try to fix them; the doors are warped.

B. McGrath advised he would like to look at them.

### **COMMITTEE REP. REPORTS:**

#### **Facilities/Joint Loss Committee:**

T. Croteau advised reviewed asbestos issue; janitor training will be held on April 25<sup>th</sup>. The Committee looked at accident reports and discussed installing a clock at the front of the building. Kids are getting dropped off too early and once the parents leave they can't get into the building.

E. Jackson will look to see if they have an extra clock at the bank.

#### **Budget Committee Rep.:**

There will be a meeting next Thursday.

#### **Scholarship Committee:**

Senior Night will be held on May 23<sup>rd</sup> at 6:30 in the Winchester Gymnasium.

**E. Jackson MOVED to have R. Horton be the Budget Committee Rep. for the School Board; MOTION WITHDRAWN.**

**J. Cardinale MOVED to appoint R. Horton and E. Jackson as Budget Committee reps; SECONDED by: B. McGrath, VOTED: 5-0, MOTION PASSED.**

T. Croteau reviewed the remainder of the committees with the Board. Each member will pick three to four that they are interested in and e-mail T. Croteau.

R. Horton advised a parent asked if progress reports could be sealed so students couldn't see them before they went home.

P. Bigelow feels that is reasonable.

R. Horton requested discussion again about papers with an F on them. Advised the subject was brought to him by another parent. They feel a problem is not known until progress report time.

P. Bigelow feels any parent who has that problem can contact the teacher directly. She would encourage it. She explained teachers also make phone calls, both negative and positive. Teachers handle issues in different ways. She doesn't want to take away from the teachers what works for them. Parents can also receive e-mails with student progress.

R. Horton advised they are looking for parent involvement. He thinks a Power School seminar for parents would be a good idea.

E. Jackson suggested maybe at Open House.

R. Horton advised the Board that they have received a commitment from Keene Super Cuts for \$250.00 towards a mascot costume. Need to research the cost, what size, etc. Feels it may be a discussion to have with the PTA; could do fundraising, etc. They could also talk to other local businesses. Will need to check and see if Super Cuts wants some kind of acknowledgement as far as their logo, etc.

R. Horton asked about the playground; would like a price on something to start with. Can we have the playground by the end of the year or the beginning of next year?

J. Lewis explained they would do it in phases. Phase one is about \$25,000 and they already have \$18,000. The whole project will cost about \$70,000.

R. Horton – Maybe the PTA can present an idea.

B. McGrath – Target has a program; any parent can sign up and any school can receive a percentage of their purchase.

P. Bigelow advised they were aware of that, but they need to remind the parents periodically.

R. Horton – What is the deadline for the paraprofessional's/teacher's contracts?

J. Lewis advised they need to let the teachers know by April 15<sup>th</sup>.

### **CITIZENS COMMENTS:**

J. Franklin was concerned about health insurance – asked what population L. Schmidt was talking about when she mentioned putting it out-to-bid, i.e., paraprofessionals, support staff, SAU?

L. Schmidt explained she put the Dental, Long Term Disability and Life out-to-bid. She was asked at this meeting to put the Health insurance out-to-bid; teachers and SAU require Union approval.

J. Franklin asked if she is only approaching Delta Dental.

L. Schmidt – Yes, through different brokers.

J. Franklin want folks to know the difference between L. Schmidt putting the insurance out-to-bid and paying a professional company \$42,000 to put it out-to-bid as they did previously.

L. Schmidt explained she is getting prices from Delta Dental brokers and LGC when she says she is going out-to-bid. Doesn't want to mess with the plans, just needs to find a better cost.

J. Franklin thinks if they don't leave it with LGC, they won't get monies refunded to us.

L. Schmidt will check on that.

J. Franklin explained they previously went with Hinsdale because the cost was very high for the Winchester School District only. You said no Health insurance is required for employees up to 30 hours?

L. Schmidt explained we must offer insurance, but we don't have to pay for it.

J. Franklin feels it is a good policy to put the insurance out-to-bid.

L. Schmidt explained she is limited with her current priorities to what resources she can use.

J. Franklin asked about Dental.

L. Schmidt will present to Joanne Gardner, the current Delta rates through Walter Rohr and LGC.

J. Franklin advised she wanted to say that there is a reason schools go through IPG and have faith in that kind of system. She explained she doesn't know where some people go through and that makes her nervous. She would want to run the gamut, not go with just one person.

L. Schmidt advised the agent works with many providers.

J. Franklin – If going to put it out-to-bid should do it on a grand scale and also check on recouping LGC monies.

L. Schmidt advised it would not be prudent to go with a broker who only has access to one company.

Sue Rice wanted to comment on the clock that J. Lewis mentioned. There has been a couple of days that her students have been late, they go to the door and can't get in and have to walk all the way around the building after their parents have left. If there was a clock out front, parents would see the time and know if the students were late or not. Advised as a para that goes in and out to let kids on and off the busses, she would feel better if she had an access card for the doors.

Sue Rice asked about the meeting on Monday.

The Board advised that the meeting on Monday is to complete paperwork to go to the State now from the budget that was voted on.

Val Wilber asked if missing detention could be tied to the transportation schedule. Could students have detention only on the day the late bus runs?

J. Lewis advised they already do that.

Val Wilber advised she would be happy to do a Power School workshop and remind parents of the password to retrieve progress reports and report cards.

P. Bigelow liked the open house idea to do the workshop.

J. Lewis thought maybe at the Cast Dinner.

**J. Cardinale MOVED to go into non-public session under RSA91-A:3a; SECONDED by: R. Horton at 9:55 pm; VOTED: T. Croteau – yes, E. Jackson – yes, B. McGrath – yes, R. Horton – yes, J. Cardinale – yes.**

**J. Cardinale leave non-public session at 10:15 pm; SECONDED by: E. Jackson; VOTED: T. Croteau – yes, E. Jackson – yes, B. McGrath – yes, R. Horton – yes, J. Cardinale – yes.**

**T. Croteau MOVED to adjourn the meeting at 10:16 pm; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,  
Peggy Higgins  
School Board Secretary