

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

Board Members Present: K. Whippie, R. Horton, J. Cardinale, T. Croteau, E. Jackson
Administration Present: J. Lewis, P. Bigelow, L. Schmidt, D. Chamberlain

The meeting was called to order by Chair, T. Croteau at 6:32pm.

MINUTES:

K. Whippie MOVED to approve the public minutes of 2/21/13 as amended; SECONDED by: J. Cardinale, changing the spelling of Bostwick to *Brostek on Page 2; on Page 4 adding ask M. Braley after* After discussion, *L. Schmidt advised she will... and on Page 4, second paragraph changing the line L. Schmidt advised there is a system... to 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, VOTED: 5-0, MOTION PASSED*

K. Whippie MOVED to approve the non-public minutes of 3/7/13; SECONDED by: T. Croteau, amending L. Schmidt advised Facility and Food Service report to her *on financial matters...VOTED: 5-0, MOTION PASSED.*

ROBO Call:

K. Whippie advised he ran emergency plans by the plant where he works. There is a reverse 911 system that the school already has access to. He feels they should table Robo Call for now. He will be meeting with Chaney Stevens and J. Lewis to discuss.

NECAP:

J. Lewis gave a presentation on results for this year. He reviewed a comparison with the same size classes in other districts. J. Lewis spoke with the Principal at Greenland Central School. He has been invited to the school to speak with them and observe; they are similar to the Winchester School District in many ways. They are proficient in nine out of ten categories. Wants to find out what they are doing.

J. Lewis has also been in contact with Gilmanton and was invited there as well. He also did a comparison with them. Winchester did beat them in Math in the 5th grade.

J. Lewis advised we have outstanding teachers. We don't have a school problem we have a summer vacation problem. Kids need more of what we are giving them. How do we get them more motivated?

K. Whippie feels the students need more of what is outside the control of the teachers. They need parental involvement. Kids need more school; there is a fundamental time problem.

P. Bigelow advised another issue is we need to get kids here on time for the 180 days.

T. Croteau asked if the Community Center has been approached about possibly adding a 15 minute block to ready kids for math as part of their camp day.

J. Lewis – Not this year; definitely see kids doing well in June, but then the problem is in September.

P. Bigelow advised she will be meeting with Roberta Royce and Jeremy Miller soon regarding a program for preschool age children; need to start young.

J. Lewis advised there is no reason Winchester can't be number one. Will observe Gilmanton and Greenland first with some staff members and then come back with what they have observed. Will keep the Board posted.

T. Croteau thanked J. Lewis for his work on this.

T. Croteau advised Christy Frazier sent him an e-mail regarding two Trust accounts; one in the amount of \$6,000 to be used to purchase books and supplies and the other, the Julia B. Thayer Trust, to purchase books for high school.

T. Croteau advised the way the Julia B. Thayer Trust is written, we couldn't do anything with the money as we don't have a high school.

K. Whippie advised there should be paperwork that could change the logistics. It would take digging into to find the documents.

T. Croteau explained he received a letter from Mrs. Gardner and Mrs. Wilber of the Winchester Teachers' Association. J. Lewis read the letter to the Board regarding comments made at a previous meeting. They feel there was inappropriate discussion at the School Board meeting regarding a teacher. They felt T. Croteau shouldn't have allowed the conversation and J. Lewis should have stopped it. Feel the Board should attend School Board training.

K. Whippie feels the Board could take it under advisement. It is difficult when speaking in generalities, but specific to one person; even if they didn't use the name.

K. Whippie feels they have a valid point. The Board needs to focus on that to make sure it doesn't reoccur.

R. Horton advised that the members all sit on the Board for a reason; they are part of the community. They go to seminars on a volunteer basis. Being a parent as a School Board member is huge – if that's not what the School wants, they are going down the wrong road.

P. Bigelow advised when you discuss your child it becomes specific to one teacher.

R. Horton feels the Union made it personal to him.

Valerie Wilber explained it was not something that came before the Union to be voted on. A member came to her and JoAnn and asked if a letter could be constructed to advise that they felt attacked. There are only two teachers in the grade; both have your son. It made the teachers feel uncomfortable. At the last meeting there was a lot of time spent on that. Advised R. Horton that she can appreciate he is a parent and wants to be involved. The teachers feel they didn't have a chance to discuss it before it was public.

R. Horton advised he does have e-mails regarding conversations back and forth with the teacher. Advised he will not discuss his son's education personally in further conversations.

K. Whippie – Everything has to be general.

J. Cardinale – Everything Board members speak about is from personal experience; they are a professional Board. Would think everyone around should be in the same boat.

T. Croteau read the letter and didn't know what to think. He didn't think R. Horton was talking about a certain teacher.

FINANCIAL – L. Schmidt:

E. Jackson MOVED to approve the Manifest in the amount of \$174,901.07; SECONDED by: R. Horton, after questions and discussion, VOTED: 5-0, MOTION PASSED.

*L. Schmidt advised she met with the representative from the software company for nine hours to work on encumbrances; did a lot of clean-up.

*Reviewed financial report with the Board and discussed possible re-shifting of line items. Some supply lines, etc. have been overspent.

R. Horton feels the Board needs to see each line so they know why it was overspent.

K. Whippie feels they could have one example with a change in the line items within categories so they know what it was and what needed to be done.

*L. Schmidt – Keene tuition bill came a month early. Keene will adjust it and send the bill again. It is \$88,000 less now, but could be adjusted additionally. She feels like they are in a good place as far as expense numbers. She is keeping things as tight as possible, but supply requests are being filled. L. Schmidt asked M. Braley for an update of out-of-district placements. She will prepare it for the next meeting.

*L. Schmidt advised they used about 330-340 of 750 gallons of oil in the Ford Building and the school used about 25,000; have about 10,000 left that has been paid for that could be drawn on. She and D. Chamberlain are monitoring it. If they don't use it all, they will request the unused portion be returned. Advised they wouldn't fill the tanks until after July 1st.

D. Chamberlain advised he will call and stop the automatic delivery.

*L. Schmidt advised there was an unusual spike in prices with the new electric company. The representative had been trying to reach her. As the bill with the new company was higher and the rep. couldn't reach L. Schmidt, they switched Winchester back to PSNH. They are actively trying to replace them with another company. This new company is backed by a Fortune 500 company and they are confident it will be a good move.

E. Jackson asked D. Chamberlain about Repairs and Maintenance. It shows \$46.00 for the remainder of the year. She knows they do a lot in the summer.

L. Schmidt will review that line to be sure nothing was incorrectly posted.

L. Schmidt advised the faucets needed to be expended from somewhere until the monies come from the Capital Reserve. They have paid half of the expense so far.

D. Chamberlain advised that is why the line shows \$46.00.

L. Schmidt wanted to be sure whether or not the Board wanted her to touch the budget line items if they are not in a group?

T. Croteau advised L. Schmidt should prepare two reports to show the information both ways and then combine the information into one report as they discussed previously.

CITIZENS' COMMENTS:

S. Rice asked about the difference in aides and para's.

L. Schmidt advised there is no difference.

S. Rice asked that it be consistent.

L. Schmidt explained it will be, but she requested that that not be on the top of her priority list

*L. Schmidt advised as far as revenue, tuition billing and common service providers with Hinsdale and Medicaid claims need to be done. She has not heard anything specific about federal funding. Explained she is somewhat concerned about grants and usage at the State level. There will be a legislative update in a week or two; she will try to attend.

K. Whippie asked that L. Schmidt e-mail any information to the Board as she receives it.
*Payroll – L. Schmidt explained after discussion at the last meeting she realized that she didn't mention an important part of the procedure regarding payroll. There are different categories of employees and there are very specific requirements for leave. They must adhere to those strictly. First there is a conversation, then it is reflected on the time sheet. If received without the additional information as to why they are requesting time off, they need to get that additional documentation to know how to properly account for that time in the payroll system and then sign off on the leave request. The information comes ahead of time when possible. L. Schmidt explained she is trying to strive to use the Employee Portal system efficiently.
*Employment Law Seminar – attended Monday. Explained she continues to stand by the policies and procedures in place. If the Department of Labor knocks on our door, it will be her job; certification, etc. that is on the line. Advised the goal for next year is to have the electronic Employee Portal working smoothly.

Sue Rice appreciated the additional information. When things change, it is difficult if people don't know it. Thanked L. Schmidt for her work on that.

PRINCIPAL'S REPORT - P. Bigelow:

*Classroom counts are up a little.

*Discipline incidents are up; the majority, are bus incidents.

K. Whippie asked if there are repeat offenders and is there a policy for parents.

P. Bigelow advised yes, one child is off the bus for seven days. There is a camera on Bus A so parents can see exactly what is happening with their child.

K. Whippie asked about bus monitors.

P. Bigelow advised that is a possibility and it would be good. She gets requests from parents all the time to put their children on a small bus because they are getting written up. The discipline incidents are primarily bus write-ups, not school write ups.

*Attendance – 45 students have had perfect attendance so far this year. Three other students have been here every day since they moved here. P. Bigelow explained if students miss 10 half days they are habitually truant. The School sends a letter to that effect and they can advise that any absences after that require a doctor's note.

*Discussed P. Bigelow's e-mail regarding possible change in paraprofessional's hours.

K. Whippie asked if it was policy or contract. Feels they should wait until they check that and then vote at the next meeting.

*The School's Improvement Team will meet on March 19th at 2:30. The Board is invited.

*Access is looking for parents and community members to serve on their Advisory Board if anyone is interested.

DIRECTOR OF MAINTENANCE - D. Chamberlain:

B. K. Plumbing is doing an awesome job; there are 14 faucets left to be done. They will work on the weekends. There have been no problems that he is aware of.

Sprinklers – Advised he has asked four companies for quotes and two showed up. He received two very different quotes; one for \$59,430 and the other for \$26,000. Both quotes were specific and comparable. He is familiar with Life Safety who gave the \$26,000 quote. He has worked with them before; they have come here to do the yearly inspection.

K. Whippie MOVED to approve \$26,000 for Life Safety for the completion of the sprinkler system with funds taken from the Building Capital Improvement fund; SECONDED by: R. Horton, after discussion, VOTED: 5-0, MOTION PASSED.

Door Swipe Cards – Still looking at this; the locksmith has come, but everyone D. Chamberlain has talked to has different ideas about what needs to be done. He is waiting to hear from the locksmith with prices so he would like to hold off on this for now.

K. Whippie feels it might be a good idea to have a company come in and give a presentation to the Board.

K. Whippie feels as we expand camera use, maybe they could be used for the doors by adding them to whatever card system we put in.

SUPERINTENDENT’S REPORT – J. Lewis:

The Board received J. Lewis’ report.

*Keene High School Report – Mr. Burke is still ill and will be out until 3/22. J. Lewis asked the Board if they would like KHS to send them the NECAP report regarding Winchester students without a presentation or if they would like to wait.

E. Jackson would like to receive the information as soon as possible and then they could have a presentation for the first meeting in April.

*There was not enough interest in baseball or softball for teams this year.

K. Whippie asked if they could check with the Cal Ripkin league to see if there are spots available.

J. Lewis advised they will do that.

*J. Lewis distributed and reviewed multiplication proficiency data with the Board.

*J. Lewis distributed and reviewed the survey results regarding 4th grade mastery of mathematic skills before promotion. Advised he has only received 18 responses so far. They will send a card home with students.

*Mr. Durkee advised that the tree above the Julia B. Thayer sign was not a gift and the school can do with it what they want. J. Lewis advised they will take it down.

*Spoke with W. Vaughn; he has the opportunity to change the e-mail system to increase the speed, at a cost of \$1,400 to get things up to where they need to be.

K. Whippie MOVED to endorse the Internet upgrade for the school as proposed by W. Vaughn, SECONDED by: J. Cardinale, after discussion, VOTED: 5-0, MOTION PASSED.

J. Lewis spoke on behalf of L. Schmidt. Advised she works hard; gives a lot of free time. Just can’t catch up on everything. When she was full time we were able to start to catch up. Jeremy Miller and Mel Harrison advised there hasn’t been spending down of grant monies.

L. Schmidt advised she doesn’t have time. Feels maybe until April vacation they could make her position full time.

J. Lewis advised she can't work for free. He is appealing to the Board like they did during the budget season.

K. Whippie asked if they can figure out the cost impact of full time until April vacation and then until the end of the year. Is there money in the budget to support one or both options? Advised he never thought this was a part-time position.

E. Jackson asked what L. Schmidt needs to get done.

L. Schmidt explained grant claiming, finish tweaking budget, 2011 and 2012 audit, bank reconciliation on system, working on bids for transportation contract, information/options for life insurance and long term disability, other revenue services, etc. Advised she is falling behind. Had been catching up and maintaining what was done last year.

R. Horton suggested increasing the position to full time until the next Board meeting, get information from L. Schmidt regarding cost and then make a final decision.

L. Schmidt advised with regard to the cost of extending the position to full time until the end of the year; she feels they would be pushing the envelope with the Department of Labor; not sure that is an option.

After discussion, **R. Horton MOVED to approve additional hours for the Business Manager position to make it full-time until the 3/21/13 meeting; SECONDED by: J. Cardinale, VOTED: 4-1 (K. Whippie – no), MOTION PASSED.**

*T. Croteau advised the next Board meeting will be called to order by the Superintendent.

*Have received one Letter of Interest for the Keene Study Committee.

CITIZENS COMMENTS:

Valerie Wilber wanted to comment regarding the Board's discussion on the financial situation. She wanted them to know that this year the teachers requested a lot more supplies from kids coming in to school.

Valerie Wilbur thinks it is a good idea to have teachers sign time cards, but she is not comfortable signing if she doesn't know for sure if the person worked that amount of time.

Valerie Wilbur thinks it is a good idea to increase the internet speed, but feels there are other computer issues that need to be updated.

R. Horton explained there are 15 computers in the budget for next year and other computers available for MAP testing.

L. Schmidt advised scheduling and ordering are important for MAP testing next year.

The Board thanked K. Whippie for his service to the Board and the students of Winchester over the past three years.

T. Croteau MOVED to adjourn the meeting at 8:45 pm; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,
Peggy Higgins - School Board Secretary