

**WINCHESTER SCHOOL BOARD MEETING  
FORD BUILDING  
APRIL 18, 2013**

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

The meeting was called to order by Vice-Chair, R. Horton at 6:30 pm.

**Don Hackler, Amer Electric – Swipe Cards:**

Don Hackler from Amer Electric gave a presentation to the Board on the Swipe Card System. The proposed system will be put on one door in the middle school and two in the elementary. There is a NAPCO system currently in the middle school; they can add an access panel to that which makes it more affordable. They will need to put a security panel at the elementary school and tie it into the system. The system allows for eight doors for each school. They could upgrade the panel to allow them to add doors in the Ford Building. D. Chamberlain advised \$3,850 includes three doors, installation and 100 cards.

T. Croteau arrived at 6:43 pm. and R. Horton turned the meeting over to him.

**LGC – Insurance/Health Care Changes:**

L. Schmidt introduced representatives from LGC Health Trust Fund and Property Plant Trust Fund. Lea McLaughlin – Health Trust Pool, Darlene Simmons - Property Liability/Health Care Reform and Ronald O’Keefe - Education/Facility Review

The Board received information from the LGC reps. for review and asked questions.

T. Croteau asked about the status of the lawsuit and how it impacts us.

Lea McLaughlin advised some issues have been resolved. Explained she can tell the Board that they will be receiving a holiday going back to 2011, but can’t speak to the legal aspect. Advised the Board could ask Wendy Parker or George Ball from LGC; they would be more than happy to meet with them to discuss it.

K. Gardner asked if LGC provides all health insurance for the school.

Lea McLaughlin – yes.

K. Gardner advised the Town’s premium went up drastically. Is there a way to get into the pool?

Lea McLaughlin explained the Town is in the under-100 pool which is the January pool and smaller than the July pool. There could be one entity that adversely or favorably affects the pool.

LGC is looking into combinations and what would be required to combine the Town and Schools.

T. Croteau asked if they have other municipalities doing that

Lea McLaughlin advised SAU 1 and SAU29.

B. McGrath is nervous; read that cities and towns had been overcharged. He asked LGC if they are the insurer or if they get quotes from insurance companies.

Darlene Simmons advised they work only with Anthem and go out-to-bid every three years. Explained it is a very long process.

B. McGrath asked about the surplus.

Darlene Simmons explained it was an over-charge from a lower risk-based capital amount which resulted in a surplus from the financial audits in 2011.

LGC's Board decided to take that surplus and return it. They were 2011 contributions for the calendar year that came from all groups.

Lea McLaughlin explained they are providing reporting at the highest level they can to the SAU to help show employee information i.e., what they paid, the type of plan, etc. In previous years, there has always been a rate reduction, not a cash return.

Darlene Simmons advised by requirement of the Bureau of Security, Winchester must be with the LGC in August to get the return.

J. Franklin asked if the employee is no longer with us will the school be penalized with regard to money being returned?

Darlene Simmons – no.

J. Franklin – Does that portion still come back?

Darlene Simmons advised whoever was here in 2011 when the premiums were paid are entitled to the return.

Ken Gardner asked if that also applies to the Town and if they could send the information to the financial person at the Town.

Lea McLaughlin - yes.

L. Schmidt explained LGC has been great; they have sent a revised letter and award to include SAU 38 along with SAU 94. It has been a little challenging.

J. Cardinale asked what the time frame is for L. Schmidt to know what reimbursements will go to people.

L. Schmidt advised LGC is still tweaking the report. She should be able to do it within a day or so of receiving it.

Lea McLaughlin advised she can give an address report for retirees and will help with employees no longer with SAU38 or SAU 94, if they can.

L. Schmidt advised there should be a \$33,000 return from LGC. She doesn't yet know what percentage each individual will receive. Believes it will be basically on average 90/10.

Lea McLaughlin reviewed medical plan options with the Board and answered questions.

L. Schmidt explained part of the reason she requested information was due to the Health Care Reform. They must offer insurance to all employees who work an average of 30 hours or more or be fined \$2,000 per employee. Due to the household income, insurance might not be affordable. She thought perhaps it would be good to offer other insurance options at lower costs. They need to review information sooner than later.

Lea McLaughlin reviewed benefit options for 30 hour employees and the new law and answered questions.

L. Schmidt asked Ronald O’Keefe how safety enhancements affect our liability policy.

Ronald O’Keefe explained they really don’t, it is really based on the number of claims. That is why they push a lot of education and review of the facility to keep claims down. He is happy to do whatever the school wants in the form of education. LGC has programs on-line/E-learning.

LGC left additional information for the Board’s review.

**MINUTES:**

**R. Horton MOVED to approve the public minutes of April 4, 2013 adding Committee Assignments on page 1 (below) and also on page 1 amending IDA grant to IDEA grant and on page 4 amending J. Cardinal to J. Cardinale; SECONDED by: B. McGrath, VOTED: 5-0, MOTION PASSED.**

**COMMITTEE ASSIGNMENTS:**

FINANCE COMMITTEE	Jason Cardinale/Elisha Jackson
FACILITIES/JOINT LOSS COMM.	Trevor Croteau
COMMUNITY RELATIONS COMM.	Jason Cardinale
LEGISLATIVE COMMITTEE	Bill McGrath
BUDGET COMMITTEE	Rick Horton/Elisha Jackson
KEENE SCHOOL BOARD	Jason Cardinale
SICK BANK	Bill McGrath
STAFF DEVELOPMENT	Bill McGrath
NHSBA	Bill McGrath
BOARD OF SELECTMEN	Trevor Croteau/Rick Horton
SCHOLARSHIP COMMITTEE	Trevor Croteau
NEGOTIATIONS COMMITTEE	Elisha Jackson/Rick Horton
KEENE CONTRACT COMMITTEE	Rick Horton/Jason Cardinale
KEENE STUDY COMMITTEE	Elisha Jackson

**R. Horton MOVED to approve the non-public minutes of April 4, 2013; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.**

**FINANCIAL REPORT:**

The Board reviewed the Manifest and asked questions.

E. Jackson advised the Manifest included names at one time; could they be added?

L. Schmidt will see if she can do that.

B. McGrath asked about the \$1,300 from Bee’s Tees.

J. Miller advised it is for the Access Program; will check and get back to the Board as to exactly what it was for.

R. Horton believes it was for t-shirts, sweatshirts, etc. that students could order.

L. Schmidt advised she is happy to answer questions on the Manifest, but if there are questions on specific invoices; she would like to receive them prior to the meeting.

J. Lewis advised a check sent from the Town was never received by the SAU. They went to the town hall and picked up a new one. They will pick it up from now on.

J. Lewis advised at the last meeting they discussed paying down grants. He explained it just didn't happen; they weren't able to get it done.

L. Schmidt explained it is taking longer to do than just Monday and Tuesday. She will be working on Friday and then Tuesday of next week.

E. Jackson asked what has taken priority over the grants.

R. Horton advised they need to know what the plan of action is; are we communicating with the correct people?

L. Schmidt – advised yes, she has a contact at the DOE; will contact her again tomorrow.

L. Schmidt explained she is going to get the job done and then go back and do clean-up later; that is not the way she wanted to do it. We will not be losing grant monies this year. She is concerned about what is being allocated for next year.

M. Harrison advised the State expects it to be done once a month.

L. Schmidt – advised once she gets it straight, she expects to have it done each month. Explained she is working on this fiscal year and the 21-C for March needs to be done.

M. Braley had done the IDEA grant through the middle of March.

L. Schmidt advised her monthly report does not include encumbrances.

E. Jackson asked about freezing the budget.

L. Schmidt explained the Keene tuition bill is down; there is a Special Ed student moving in. She would be comfortable staying with the Board's decision not to freeze the budget at this point.

L. Schmidt explained they spent a lot in professional development. That, too, is coming to a close.

L. Schmidt advised the Board that B. Moser has requested that the accounts payable Manifest be signed prior to the May 2<sup>nd</sup> meeting as he will not be available to sign checks after May 1<sup>st</sup>.

After discussion by the Board, T. Croteau asked L. Schmidt to see if the Deputy can make it to the regular meeting on May 2<sup>nd</sup>.

L. Schmidt advised the Teachers' Union voted to switch vendors for dental insurance. It is a cost savings across the board.

L. Schmidt explained based on current enrollment they project a savings of \$5,543 for 2013-2014 for Life and LTD insurance; same coverage, different vendor.

**R. Horton MOVED to approve the Manifest in the amount of \$1,560,229.09; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

## **OUT-OF-DISTRICT COORDINATOR JOB DESCRIPTION:**

J. Lewis reviewed the job description with the Board. He explained the person hired would handle issues exclusively outside the building; currently there is some overlap. They have received a couple of pretty good applicants from the ad already. They will probably close out applications on Monday, May 13<sup>th</sup>.

## **SUPERINTENDENT'S REPORT:**

\*J. Lewis explained he contacted SAU38 about the items of Winchester's that they still have including files, etc. They will pick them up next week during school vacation.

T. Croteau asked about the money owed to Winchester from SAU38.

J. Lewis advised he will draft a letter to the SAU38 requesting it.

\*The Keene Sentinel was here; they were impressed with what we are doing to get the scores up in Math. Also spoke about the GED program; it is fantastic. Advised the Board there is a young man who is a model for the program. Even adults are checking into the program.

\*The talent show will be held tomorrow at 6:30 pm.

\*Have applied for a new address for the Ford Building. They get a lot of mail and it's confusing which office it is for.

\*J. Lewis advised a Tiger Mascot costume is not cheap. He printed and distributed photos of three he thought looked the best.

After review, the Board thought maybe they could buy just the head and someone could sew the rest.

\*J. Lewis advised they are requesting \$34,000 from the Capital Reserve for sensor faucets and energy-efficient lights.

E. Jackson asked about field trips.

P. Bigelow is not sure why the money for the Montshire Museum is not out of the budget.

L. Schmidt advised it is in a different account; it needs to be moved.

Danielle explained there is a whale watch coming up. The cost is roughly \$8,000 for the 6<sup>th</sup> and 7<sup>th</sup> grade. The cost includes transportation, the whale watch and dinner. The parent's portion of the trip is \$50.00. It is an educational field trip that ties in with the ocean part of the Science curriculum required by the State.

B. McGrath wonders if it would be better to focus on more primary educational courses since not all students are doing well on the tests.

P. Bigelow advised there is classroom learning that is attached to the field trip; the student's miss Nature's Classroom.

After discussion, the Board feels they should research Nature's classroom each year or find something similar.

R. Horton asked for information at budget time.

J. Cardinale asked if there is something similar to Nature's Classroom.

Danielle advised yes, in Maine. She will continue to research that. Typically the 7<sup>th</sup> grade does not fundraise.

E. Jackson feels they need to give each class a chance to raise money to go.

P. Bigelow advised the School Board agreed to fund Nature's Classroom each year and then it got too expensive.

The Board advised it was funded last year.

Danielle explained there was not enough for the cost. Sixth grade teachers want to pick up the field trip.

The Board will discuss this again at a future meeting.

### **PRINCIPAL'S REPORT:**

\*Teachers have depleted the Professional Development account; that is a good thing.

\*Differentiated Instruction – Dr. Hart is coming.

\*Lockdown Drill – Police Department will be coming.

\*Asking for a vote of support from the Board for Professional Learning Standards.

B. McGrath advised he read the brochure cover-to-cover and had questions.

P. Bigelow explained there are currently 10 standards required by the State along with 75 hours in a three year period in certain areas for professional development. Student results are a big piece now.

B. McGrath called the state and they advised that the standards have not been adopted.

P. Bigelow was told everyone would be required to follow those standards.

P. Bigelow explained the process.

J. Franklin feels they need to be proactive; this has been two years in the making. This is the final piece. As Winchester is a school in need of improvement, there are more things they are required to do whether this is adopted by the State or not.

### **R. Horton **MOVED** that the School Board support the 2011 Professional Learning Standards; **SECONDED** by: B. McGrath, **VOTED: 5-0, MOTION PASSED.****

\*Conferences went pretty well; good attendance.

\*P. Bigelow advised she was not able to get scores onto Power School for the Board.

\*Kindergarten registration – about 25 students so far; typically 50 sign up.

J. Cardinale suggested an incentive for early sign-up; possibly a free book coupon.

\*Final round of MAP testing will be after vacation.

\*Sports Banquet will be held May 2<sup>nd</sup> at 6:30 pm.

### **FACILITIES REPORT:**

D. Chamberlain advised he did not have much to report as he was on vacation for two weeks. Asked the Board how they would like to proceed with regard to the swipe cards.

B. McGrath - \$5,000 requires three quotes.

E. Jackson asked if the work would be over \$5,000.

D. Chamberlain – No, explained he brought it to the Board because he thought it could come out of the Capital Reserve Fund.

The Board advised it cannot come out of the Capital Reserve.

J. Cardinale is concerned that it limits teachers from coming in on weekends, etc. when they like to catch up on work.

E. Jackson thought maybe they would want three levels of access.

After discussion, D. Chamberlain reminded the Board that the quote is only good for 30 days.

T. Croteau – need to make a decision at the next meeting.

D. Chamberlain explained Amer Electric is still honoring the price for this month.

D. Chamberlain would like to start with this plan and add doors as needed as they did with the cameras.

T. Croteau asked what the budget looks like.

D. Chamberlain advised there is \$20,000 in Repairs and Maintenance. There are a couple of boiler costs coming up which could run \$5,000 to \$10,000.

B. McGrath asked if D. Chamberlain could do the circulator repairs. L. Schmidt checked with LGC who advised it would be better to have a professional do it.

D. Chamberlain advised he wants to have a professional do it. That way the job is guaranteed.

J. Lewis advised there is a difference between putting one in your home and one at the school.

After further discussion, **J. Cardinale MOVED to approve \$3,850 for Amer Electric to do the three doors; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.**

D. Chamberlain advised Amer Electric can do the doors as soon as they get the parts. W. Vaughn will be involved in the training.

B. McGrath advised D. Chamberlain that he will help him with the fire doors on the elementary side when the hinges come in. Advised he wants to do a walk-through of the building with D. Chamberlain. The Board advised they will meet at 5:30pm. prior to the Board meeting on May 2<sup>nd</sup> for a walk-thru.

#### **CITIZENS' COMMENTS:**

J. Miller advised they received 550 books this week for the bookmobile valued at over \$2,000. He thanked R. Horton for his donation. The Bookmobile has given out over 500 books since December. They gave a presentation at the Women's Club and four members agreed to be readers. They did a birthday party in March and will do more parties.

B. McGrath is hoping to get some books from a friend in Massachusetts.

J. Miller advised there is another GED student enrolled in the program who told two others who are now also in the program

R. Horton feels there is a need to take other paths; not cookie cutter for all students

Danielle asked what the Board is looking for regarding information on Nature's Classroom, cost, specifics on program.

The Board advised they would like information on the whole trip; why they want to spend the money on it.

**R. Horton MOVED to adjourn the meeting at 9:25 pm; SECONDED by: E. Jackson, VOTED: 5-0, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins

School Board Secretary