

**WINCHESTER SCHOOL BOARD MEETING
WINCHESTER SCHOOL LIBRARY
APRIL 4, 2013**

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

The meeting was called to order by Chair, T. Croteau at 6:34 pm.

Committee Assignments:

T. Croteau feels he gave all Board members at least a couple of the committees they had asked for. He reviewed the list of committee assignments with the Board. Members will receive information as to when the committees meet.

MINUTES:

B. McGrath sent corrections for the minutes to M. Braley. T. Croteau advised they should be sent to the Board Secretary. The minutes can be corrected, but the changes would need to be voted on at the next meeting.

R. Horton MOVED to approve the public minutes of 3/21/13 as amended; changing the *SECOND on Page 4 to J. Cardinale*, amending the spelling of *Sandi to Sandri*, also on Page 4, and amending the spelling of *ensor to sensor* on Page 6; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED

R. Horton MOVED to approve the non-public minutes of 3/21/13; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED

R. Horton MOVED to approve the public minutes of 3/25/13; SECONDED by: B. McGrath, VOTED: 5-0, MOTION PASSED.

FINANCIAL – L. Schmidt:

L. Schmidt explained numbers will be presented in more detail at the second meeting of each month.

Grant Update: Things haven't progressed as planned. L. Schmidt has blocked off Monday and Tuesday to get the Title I and II grants current and then will work on the IDEA grant from there. Major grants need to be made current.

Audit Update:

L. Schmidt advised the 2011 audit is at the partner review level. Legal request letters have been sent out. The 2012 audit is scheduled for the week of July 15th. L. Schmidt has received the documents needed from the auditor and she will be sure to send them back in advance of the audit.

Oil – 5000 gallons was delivered to the elementary school. All of the oil was put into the one tank. There is still a little over 5,000 gallons that has been prepaid. L. Schmidt will compare usage of oil from two years ago when we had another cold winter.

B. McGrath is concerned about condensation.

R. Horton explained ground tanks are much less susceptible to condensation.

LGC - Will speak to the Board April 18th. L. Schmidt asked if the Board had any specific information that they would like. She will ask LGC to speak about premiums and how they are affected by our pool size.

T. Croteau asked if they would give the Board information on the second law suit.

SUPERINTENDENT'S REPORT – J. Lewis:

*Distributed fourth grade multiplication survey results from the school website to the Board. Explained the result was an overwhelming yes. J. Lewis explained he will present the survey results in his newsletter. He is pleased; thinks the town is behind us.

*LGC and Don Hackler from Amer Electric will be here at the next meeting to talk about swipe cards and insurance.

*The student from Hinsdale is doing quite well in Winchester. J. Lewis advised this shows what we can do with the talent here to bring in revenue. Explained MFS is interested in using part of the third floor of the school building. The Board asked about safety, entrance to the building, cost, etc.

J. Lewis believes the cost would be \$120,000 and MFS would pay one third of it. They are at the beginning stages.

J. Cardinale wants to explore solar heaters before summer.

*Monadnock's Open House will be held April 9th. They were one of the schools Winchester had spoken to as part of the Keene Study Committee. It might be a good idea for Board members to attend, if interested.

*May 14th is data crunching release time day. J. Lewis read a letter from the teachers; they find pre-assessments very valuable.

PRINCIPAL'S REPORT – P. Bigelow:

J. Lewis distributed P. Bigelow's report to the Board and reviewed, she is away at a conference.

*B. Moser had discussed with P. Bigelow getting books for the bookmobile. He has brought in some books.

J. Lewis advised the bookmobile has been very successful. They will be bringing it to the beach this summer.

COMMITTEE REP. REPORTS:

Budget Committee:

R. Horton explained the Town is in a tough position with the budget; ran into increased cost of health insurance. He asked L. Schmidt if we always forecast with the highest possible increase.

L. Schmidt confirmed yes.

B. McGrath advised two years ago the Town told the Budget Committee they knew the actual cost before the budget was processed. Feels something has happened and they don't have that now.

R. Horton advised Kathy Hebert is the new Chair of the Budget Committee.

MANIFEST:

The Board reviewed the Manifest and asked questions. L. Schmidt explained prior development costs that need to be changed to Professional Development from Supplies. The Board asked L. Schmidt to change the signature page of the Manifest to remove K. Whippie and add B. McGrath.

After discussion and questions, **R. Horton MOVED to approve the Manifest in the amount of \$155,953.35; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.**

L. Schmidt advised that next year she will post a payables calendar that will allow the Board to have invoices and information prior to the Board meeting.

E. Jackson explained that in the past the Finance Committee met 15 minutes prior to the Board meeting to review the Manifest.

R. Horton asked L. Schmidt to review the bid process.

L. Schmidt believes they post it in the Keene Sentinel. D. Chamberlain has been managing bids; she doesn't think the stoves were put in the paper.

R. Horton advised there is a website for the State of NH that lists all public bids.

J. Cardinale advised he has access to that site.

R. Horton wondered if when looking for sprinkler bids, etc., maybe we are not going to the right place.

L. Schmidt advised she is not sure of the process for maintenance type bids; D. Chamberlain handles that.

B. McGrath asked if there is an established policy.

J. Lewis advised anything \$5,000 and over requires three quotes.

T. Croteau doesn't know if it needs to be in the paper.

J. Lewis advised it needs to be posted somewhere.

CITIZENS' COMMENTS:

Melanie Harrison advised Title I –School Partnership printed fliers for distribution. She wants to try not to have a dilemma with the number of Kindergarten students that will be coming in next year. The flier will be going out in the Monadnock Shopper News so it should get to all area households. She also left some for the Board to be posted if anyone has a place to post them. They are trying to get information out there so families will register students on time.

M. Harrison advised there is \$420,000 in total grant revenue to be spent down. L. Schmidt did a great job recouping monies, but now in the same position as last year; nothing has been spent down.

M. Harrison advised she is not able to do it. She appreciates L. Schmidt blocking Monday and Tuesday off to work on grants, but they won't be done; not pointing at L. Schmidt personally.

M. Harrison reviewed the grant process.

L. Schmidt realizes it may not be possible to process every month in a two day period.

Explained she ran into this with the 21C grant. It went very smoothly after the two day block of time. On Monday and Tuesday she will go back, analyze the information, correct the posting

and generate the report. After that, she will be able to copy, paste and drop the numbers in and it won't be a big deal.

L. Schmidt explained now that she understands how it works for next year she can build general ledger accounts for grants from M. Harrison.

M. Harrison is afraid of the grants being cut.

L. Schmidt advised she has a meeting with M. Harrison set up for Tuesday. She will keep her in the loop.

J. Cardinale asked that the Board discuss this again at a future meeting.

R. Horton advised when they approved L. Schmidt as full time, part of it was the Board looking at the grant piece and that it needed to get done.

The Board appreciated M. Harrison coming to the meeting.

R. Horton MOVED to go into non-public session under RSA 91-A:3 (a) at 7:37 pm; SECONDED by: E. Jackson, T. Croteau – yes, J. Cardinale – yes, B. McGrath – yes, R. Horton – yes, E. Jackson – yes, MOTION PASSED.

R. Horton MOVED to leave non-public session under at 8:48 pm; SECONDED by: J. Cardinale, T. Croteau – yes, J. Cardinale – yes, B. McGrath – yes, R. Horton – yes, E. Jackson – yes, MOTION PASSED.

R. Horton MOVED to seal the non-public minutes until April 15, 2013, SECONDED by: E. Jackson; after discussion, VOTED: 5-0, MOTION PASSED.

R. Horton MOVED to adjourn the meeting at 8:50 pm; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary