

**WINCHESTER SCHOOL BOARD MEETING
WINCHESTER SCHOOL LIBRARY
JULY 18, 2013**

Board Members Present: T. Croteau, B. McGrath, R. Horton, J. Cardinale

Absent: E. Jackson

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

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

CITIZENS' COMMENTS:

Rachel Hockington , the new Union Rep. started on Monday and introduced herself to the Board and asked if the Board received the intent to bargain.

Lloyd Condon submitted a bid for construction of the Ford Building and asked if that could be discussed now.

P. Bigelow and L. Schmidt recused themselves due to a conflict of interest.

D. Chamberlain distributed bids to the Board; looked over new specs and drawings.

B. McGrath advised he saw the ad in the paper for bids.

D. Chamberlain advised they received a couple of other calls as well, but decided they didn't want the job.

B. McGrath believes the Board wanted something regarding income. Didn't think the Board had decided regarding MFS.

J. Lewis explained that Jim Wyzik from MFS feels it will be a huge benefit to us and to them to have them here. They are very excited. J. Lewis advised they looked into heating costs, electricity, phones, etc. and came up with a figure of \$632.50; this will be added revenue that we didn't have before. This will be just the back offices; we will continue to pay, i.e. for the amount of electric that we have been paying. If there are taxes to pay, they will pay them.

J. Lewis advised after analyzing all the numbers would go with one year to start with.

R. Horton feels will move Alt Ed outside of the building and the SAU into one building. Not so much as a revenue source.

B. McGrath feels if we make the change there must be added cost for electricity, etc.

J. Lewis advised any additional cost will be minimal; rooms are already heated.

B. McGrath asked J. Lewis to check the recommendation from the DOE that administration have their own separate office.

B. McGrath feels there are a lot of interruptions, interaction. He feels the privacy may make

L. Schmidt more efficient with fewer interruptions.

J. Lewis and L. Schmidt don't want the separation; feel L. Schmidt needs interaction with M. Braley and A. Jackson.

B. McGrath feels it is a requirement.

J. Lewis advised it is not a requirement, but a suggestion.

B. Moser advised at some point, if there is an issue, they could put up a temporary divider.

J. Lewis feels they need more communication.

B. McGrath feels they need efficiency.

R. Horton MOVED to have the SAU enter into a one year agreement with MFS; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

The Board reviewed the specs provided.

B. McGrath asked if the contractors were anyone they knew; did they have references?

D. Chamberlain explained Harold Bigelow has done work here at the school; advised he has seen pictures of his jobs.

Lloyd Condon advised he has done work in numerous schools, Hubbard Farms and for Lorne Michaels. He can get many references and is fully insured.

D. Chamberlain advised they had originally discussed a time schedule, but the Board put things off.

Lloyd Condon advised the job would be done in two weeks. He will have to check with the sheet-rockers as to when they could start.

J. Cardinale asked about the electrical.

D. Chamberlain didn't think they would need an electrician. He would run conduit like we have now.

After discussion, the Board thinks it would be cheaper and easier to have an electrician rough wire through the wall.

B. McGrath asked who would do the electrical.

D. Chamberlain advised Gene Colburn.

The Board feels the cost would be around \$1,000; need to bring it to code.

After discussion, **B. McGrath MOVED to accept the Condon Custom Construction bid of \$6,829; SECONDED by: R. Horton, VOTED: 4-0, MOTION PASSED.**

MINUTES:

R. Horton MOVED to approve the public minutes of June 20, 2013 as printed; SECONDED by: B. McGrath, VOTED: 4-0, MOTION PASSED.

R. Horton MOVED to approve the non-public minutes of June 20, 2013 as printed; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

FMLA:

Marie Braley came before the Board to speak on FMLA.

M. Braley advised Federal Mandate 1250 reads that the previous 12 months qualifies employees for 12 weeks unpaid leave; must keep insurance and we pay the deductible. Do we follow the letter of the law or waiver and allow use of sick time? There is an exception for maternity.

M. Braley advised the employer can make an exception to the government rules.

J. Lewis advised the policy is vague and open to interpretation.

M. Braley advised the issue is more what is in the contract; it contradicts FMLA.

M. Braley feels they need to update the policy.

B. McGrath asked P. Bigelow to look up the policy on the computer.

M. Braley explained FMLA for the employee they were discussing tonight would stop at the end of the school year - 6/25/13 and then restart in August if they were unable to come back.

B. McGrath asked for further explanation regarding the stop and restart times.

L. Schmidt advised it is not triggered by payroll of 21 or 26 pays. No one else works during the Summer either, the time doesn't need to be consecutive.

P. Bigelow advised the policy manual was not uploaded on the website. W. Vaughn is working on it.

The decision will be up to administration and M. Braley will bring back an amended policy.

T. Croteau discussed a printout from Homeland Security about Security grants.

L. Schmidt has asked J. Miller to work on it.

T. Croteau advised there is a Web EOC class through Homeland Security. They can log on if there are issues with Vermont Yankee, a snowstorm, etc. He asked J. Lewis if he would be willing to open up the computer lab for two hours instead of people going to Concord for the class. It would probably be at the end of August and then we will have new computers. T. Croteau advised they could even hold the class in September.

J. Lewis advised definitely yes. He and P. Bigelow will check with W. Vaughn and pick a date and let T. Croteau know.

FINANCIAL REPORT:

*L. Schmidt advised she had the August bond payment; will hold on to it for two weeks so there is no problem like last year.

*The Board asked questions on the Manifest.

D. Chamberlain advised nine ballasts need to be replaced and there will be nine more before MFS comes in.

B. McGrath feels D. Chamberlain should do it; they don't need a licensed electrician.

D. Chamberlain advised he also had the electrician put more efficient ballasts in.

B. McGrath advised D. Chamberlain should order the nine more and put them in.

R. Horton wonders for only \$100.00 more if it is worth having someone with insurance do it and not take away from D. Chamberlain's time.

* D. Chamberlain advised the sinks are repaired.

*The 2011 audit has been finalized and submitted to the Federal Clearing House and reporting has been done to the state.

*The 2012 audit is scheduled for the week of August 19-23.

*Filled oil tanks with 13,000 gallons; all tanks essentially full. L. Schmidt suggested bidding out for 20,000 gallons for the winter. Reviewed bids with the Board.

D. Chamberlain advised it will probably be December or January before we will need oil.

B. McGrath asked if we should hold off going out to bid.

L. Schmidt was told to start early; the town was late last year and we had no say.

Really should have done this in May. She will keep it in mind for next year. Believes with the increase rate of \$3.50 in the budget they will be saving money.

MANIFEST:

J. Cardinale MOVED to approve the 2014 Fiscal Year Manifest in the amount of \$384,961.23; SECONDED by: R. Horton, VOTED: 4-0, MOTION PASSED.

J. Cardinale MOVED to approve the 2013 Fiscal Year Manifest in the amount of \$44,657.46; SECONDED by: R. Horton, VOTED: 4-0, MOTION PASSED.

J. Cardinale MOVED to approve the Payroll Manifest in the amount of \$128,439.37; SECONDED by: R. Horton, VOTED: 4-0, MOTION PASSED.

*B. McGrath asked D. Chamberlain if the backflow devices are tested.

D. Chamberlain advised twice a year. There are seven at a cost of \$35.00 each.

R. Horton MOVED to pre-buy oil with Sandri at \$3.247 for 25,000 gallons; SECONDED by: J. Cardinale; after discussion, MOTION AND SECOND WITHDRAWN.

R. Horton MOVED to pre-buy 25,000 gallons of oil at \$3.274 with the contingency that they will return back any unused fuel and it doesn't expend the budget line, otherwise will make it 20,000; MOTION WITHDRAWN.

L. Schmidt advised this is just for the school; need 400-500 gallons for the Ford Building.

The Board advised they will leave that portion to L. Schmidt's discretion.

R. Horton MOVED to pre-buy 20,000 gallons of oil from Sandri at \$3.274; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

SUPERINTENDENT'S REPORT:

The Board received J. Lewis' report and reviewed.

*J. Lewis read a thank-you note from Jordan Sharra to the Board for the scholarship she received.

*Received notification from the State that they are concerned that we do not have a Health teacher. Need to hire one or adjust the way Health is addressed. J. Lewis wrote back and said they will stay in touch. Need to address the issue. J. Lewis feels they need to get creative.

T. Croteau - what are the ramifications if we don't offer some type of Health instruction?

J. Lewis advised the state will come in. He doesn't believe there will be a fine.

P. Bigelow contacted the State. Advised the State doesn't require World Language but the concern expressed in 2010 was that Winchester students would be going to Keene and would have no language and be uncomfortable with students that did have a language when in Keene.

B. McGrath advised we do not have to teach a language. We have been a school in need for five years. Feels need to concentrate on the basics first.

P. Bigelow – Winchester kids at Keene have Math scores higher than Keene High School students.

Sue Rice advised we also have a lot of students that excel and need the opportunity. We don't want to hold them back while others catch up.

P. Bigelow advised the last time it was offered, kids who needed other courses other than Spanish, didn't take it.

Danielle Milde advised children who take language are in level two or three when they get to Keene High School and way ahead of our students here.

J. Lewis feels Health is more pressing; will work on it.

*Playground installation is scheduled for Friday, August 9th and Saturday, August 10th.

*J. Lewis discussed adding a basketball court to the playground. The price quoted is very high. May push back that portion of the project and do the rest for now.

R. Horton will check with a friend of his and put him in touch with D. Chamberlain to see if he can help.

*Extra 10 minutes will be added to the school day; officially accepted by the State. Will need to advertise this a lot to get the word out; waiting to hear back from the Union. The current contract would need to be amended. Took a straw poll; this was the choice, but an on-line quick vote can be done tomorrow. The change will need to be added to the end of July Newsletter. Need the decision by then.

*W. Vaughn has agreed to stay another year at the same cost.

M. Harrison asked if they had given any thought to giving up three days in August and start school after Labor Day.

J. Lewis advised the argument from others is that this way the students can go in gradually to ease them into the school year.

P. Bigelow advised it wasn't a choice to the teachers and she will ask Sherry to talk about it to add going back after Labor Day as a choice and move the days to the other end of the school year. It would be for next year; not this year.

R. Horton MOVED to approve this version of the school calendar; SECONDED by: J. Cardinale, VOTED: 4-0, MOTION PASSED.

Sue Rice asked about support staff.

P. Bigelow advised she was contacted by the union; she hasn't been contacted by the support staff.

*Jennings Insurance has given \$1,000 toward the Playground Fund.

*Diane and Danielle will be holding a monthly dinner to raise money for the playground.

PRINCIPAL'S REPORT:

- *A lot of Professional Development being done over the Summer.
- *Master Plan has been completed and submitted to the State for review. P. Bigelow will get a copy to B. McGrath; he is on the committee. Meetings will start in September.
- *B. McGrath would like a breakdown of the fall class lists.
 - P. Bigelow will get that.
- *Still in need of a speech pathologist. Once we have someone for that position will have completed summer hires.
- *It has been a busy summer with maintenance, scheduling, upgrading parent and staff handbooks, etc.
- *About 50 Kindergarteners have registered so far. P. Bigelow thinks they did a better job getting the word out this year.

FACILITIES REPORT – D. Chamberlain:

- *D. Chamberlain advised his people are working very hard; are on schedule even in this heat.
- *Sprinklers are going in now; should be done next week.

B. McGrath advised Goof Off is a graffiti remover; his gift to D. Chamberlain. Hopefully by September there will be no graffiti on the building.

- *D. Chamberlain will meet with the contractor in the morning to schedule the project.

Sue Rice complimented Don and his crew. With the staff here, summer camp, etc. they have done a great job.

T. Croteau asked about Reverse 911.
J. Lewis advised training was today.

B. McGrath made an excel spreadsheet for policies and gave a copy to Board members and Administration. B. McGrath copied it at the SAU.

- J. Lewis advised the cost probably should be charged under the Board.
- The Board agreed policies that need to be looked at will be added to the agenda. The Board will do one policy per meeting.
- B. McGrath distributed the policies, legislative information and sentinel article.

CITIZENS' COMMENTS:

Danielle asked if it is possible for the Board to get the Manifest information ahead to speed the meeting along.

- T. Croteau advised they do get it on Tuesday.

B. McGrath – Policy BEDB – Wants Board support to receive the Manifest five days prior to the meeting (not Payroll Manifest). He wants his packet prepared to pick up rather than receiving it by e-mail.

L. Schmidt advised the Board decided e-mail of the packet was acceptable. Advised they have discussed on numerous occasions that the cut off is Friday. If they send the Manifest out on Friday that means payroll or payables need to be done. With an employee at 24 hours per week and very tight staff, that is not possible.

L. Schmidt advised she didn't make it on time this week; there were system problems and it went out on Tuesday and that was late.

L. Schmidt advised they will have the packet ready for B. McGrath to pick up on Monday at 2:30 pm. She will advise B. McGrath of posted hours during school time.

B. McGrath advised it is good management practice to have all information to be prepared for the meeting.

R. Horton advised there was a huge cut in the budget; a lot of work to do with fewer Administration. Need to be giving; can't demand this is what needs to be done and that's it.

J. Lewis will put in folder to talk about the policy at the next meeting with the full Board.

B. McGrath will not be at the next meeting, so can do it at the first meeting in September.

E-MAIL VOTE TAKEN 7/5/13 BY BOARD:

From: Richard Horton

Sent: Friday, July 05, 2013 10:19 AM

To: Jim Lewis; Trevor Croteau

Cc: Jason R. Cardinale; Bill McGrath; Elisha Jackson

Subject: RE: More bang for the buck

I agree. You know best as to what will work. You have my support.

Sent via the Samsung GALAXY S™4, an AT&T 4G LTE smartphone

----- Original message -----

From: Jim Lewis <jlewis@wnhsd.org>

Date: 07/05/2013 10:13 AM (GMT-05:00)

To: Trevor Croteau <tcroteau3@myfairpoint.net>

Cc: "Jason R. Cardinale" <jrcardinale@wnhsd.org>, Bill McGrath <bmcgrath@wnhsd.org>, Richard Horton <rhorton@wnhsd.org>, Elisha Jackson <Elisha.Jackson@td.com>

Subject: Re: More bang for the buck

Absolutely! I plan to submit them for the July meeting.

Thanks!

Jim

The best way to prepare for college is to prepare for Kindergarten.

On Jul 5, 2013, at 9:56, "Trevor Croteau" <tcroteau3@myfairpoint.net> wrote:

> Jim, make sure these e-mails are available as minutes as we are making a decision on a position. If you feel she is a good candidate, then yes for me.

> Trevor

> Sent from my U.S. Cellular® Smartphone

>

> Jim Lewis <jlewis@wnhsd.org> wrote:

>> Hi Jason,

>>

>> Excellent question!

>>

>> As it stands right now, we are all set. Now if someone moves in, of course we would be in a situation to hire, but we are always in that situation.

>>

>> Jim

>>

>> The best way to prepare for college is to prepare for Kindergarten.

>>

>> On Jul 5, 2013, at 9:15, "Jason R. Cardinale" <jrcardinale@wnhsd.org> wrote:

>>

>>> Jim,

>>>

>>> I think it sounds good. My only concern is that as IEP's dictate the number of paras, are we confident that we will have enough paras to cover all needed positions?

>>>

>>> Jason

>>> >>> _____

>>> From: Jim Lewis

>>> Sent: Friday, July 05, 2013 8:42 AM

>>> To: Trevor Croteau; Jason R. Cardinale; Bill McGrath; Richard Horton; Elisha Jackson

>>> Subject: More bang for the buck

>>>

>>> Board,

>>>

>>> You may remember an email from me earlier stating that I would like to hire one case manager for our sped students rather than hire four paraprofessionals. We would likely save money and get more results by doing this.

>>>

>>> I have someone in mind, who would be great and is interested, but is being sought by another district.

>>>

>>> Since we don't meet until the 18th, I'd like to get a verbal email blessing from the board to go for it so we don't lose her. She is Jenna Richards and was working in our Life program until we hired her as a long term sub for Megan Pouliot's maternity leave. Up and coming star!

>>>

>>> To keep us all on the same page is everyone ok with this move?

>>>

>>> Jim

>>>

>>> The best way to prepare for college is to prepare for Kindergarten.

J. Cardinale MOVED to adjourn the meeting at 8:45 pm.; SECONDED by: R. Horton, VOTED: 4-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins

School Board Secretary