

**WINCHESTER SCHOOL BOARD MEETING
WINCHESTER SCHOOL LIBRARY
SEPTEMBER 5, 2013**

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

None.

MINUTES:

R. Horton MOVED to approve the Minutes of August 22, 2013, amending Page 2 to reflect that D. Chamberlain was not present at the meeting, also on Page 2 under Minutes, amending the figure of \$3,274 to \$3.274 and on Page 5 amending the spelling of W. Vaughn's last name to *Vaughan*; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

R. Horton MOVED to approve the Non-Public Minutes of August 22, 2013 as printed; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

MANIFEST:

The Board reviewed the Manifest and asked questions.

FINANCIAL:

L. Schmidt distributed a spreadsheet of supply costs and reviewed with the Board. Explained supply requests were very high. The budgeted amount was \$20,000; not out of line with what has been purchased in past years. Explained they had to cut back in the past couple of years because the budget amount was previously exceeded. L. Schmidt feels she was being fiscally responsible by not spending all monies in that line item. Anyone with over \$1,000 in supply costs was asked to revisit their requests. There were very few changes, so L. Schmidt went through the requests with P. Bigelow and J. Lewis to reduce the cost. Felt they didn't need everything the first day. A huge order of two-three pallets is coming. It was late and not here for the first day of school. The concern is whether the supply line is sufficiently budgeted. Where do we go from here?

L. Schmidt feels they should continue to monitor and revisit the line item; not necessarily increase it. Need to provide guidelines for each grade group. Need to make sure all orders go through P. Bigelow with justification and she will approve them.

R. Horton feels they need a better system; need to buy a little at a time.

P. Bigelow – need to be sure they teachers have what they need.

L. Schmidt advised that the SAU has discussed monitoring a central storage unit. She is willing to take that on.

B. McGrath feels they need to standardize ordering.

E. Jackson advised if there is something specialized to buy, it would need to be approved by J. Lewis.

- P. Bigelow – The Board has said they want teachers to have the supplies they need.
- R. Horton advised they budgeted on what was spent in the past.
- P. Bigelow thinks teachers would like some guidelines.
- R. Horton feels it needs to be a group effort.

A Kindergarten teacher feels they don't know what size/amount for example, of pencils they will need. Haven't received most supplies yet; have nothing.

R. Horton feels if they have a central inventory, teachers can get what they need now and someone could be watching the inventory.

J. Lewis thinks teachers used everything in the past two years when they kept their ordering minimal, now there is nothing left.

Val Wilbur explained different grade levels need certain things. What would prevent another grade from using the supplies needed for the first grade if they were in a central cabinet? Teachers use the all-staff e-mail looking for supplies. Teachers do share. At the end of the year they offer up supplies if they are not going to use them. Not ordering and hiding stuff in rooms and not sharing. Kids use supplies differently than adults; have no idea how much they're going to use. May be forced to over-order, doesn't mean wasting. They can order less next year if there is left over. Teachers have asked to be given a number they cannot exceed. Just because you say they can't spend more than \$1,000, doesn't mean they will spend up to \$1,000.

J. Lewis advised if they have a limit we would be ready for budget time, too.

L. Schmidt is not suggesting everything be in one central room. There are some specific needs that need to be kept in the classrooms.

P. Bigelow – would need to specify that.

J. Cardinale advised can order a gross; many teachers are requesting the same items. Then can spread out the ordering.

Mel Harrison advised she orders for her whole group and this year they have nothing. That is the real issue.

L. Schmidt explained they ordered late and that was compounded by the vendor being late.

L. Schmidt advised she went through the order today and let the groups know when there items will be coming and asked if they wanted to cancel anything and reorder. Some items will not arrive until 9/16.

Mel Harrison advised she has two new staff members; supplies are very thin. They need pencils for NECAP testing.

Joan Franklin advised she needs Dixon Ticonderoga pencils for first graders; other pencils are inferior. Joan Franklin advised the graphite in cheap pencils comes out. Students chew on them and they don't sharpen right. She has 21 students and they each use two pencils per month. She wants to have 420 pencils; could deal with buying half now and half later. She has asked the manager of Walmart for a donation. Last year were told to only order if they absolutely, positively needed it. Teachers shared; needed a lot this year.

R. Horton advised from Board's point of view gave \$20,000 in the supply line for last year.

They are a month away from the budget; will need information.

Joan Franklin feels teachers can help with this.

Joan Franklin advised they are only allowed to order twice a year.

Kindergarten teacher advised she doesn't necessarily want each student to have the same supplies. If a list goes to parents, how can we hold them accountable? Explained often she doesn't know Monday what she will use Tuesday and what if she doesn't have access to the central location?

R. Horton is not saying they can't have extra supplies in their own room, maybe need to look at things differently.

L. Schmidt can research different vendors.

E. Jackson explained that the bank allows any business customer to purchase at their discounted rate. She will check into it.

R. Horton wants supplies added to the agenda to discuss this at the next few meetings until it is straightened out.

Joan Franklin – Need to take action. They will need to order soon for next year.

Val Wilbur advised they do an order in the Spring, but to question it in July was in error this year. A delay in supplies has not happened in the past. When they order in July won't have that problem. Feels if teachers have a dollar amount to spend, the order will get in in July without a problem.

L. Schmidt advised with School Specialty teachers can do a separate cart electronically and it will be approved by P. Bigelow. That is probably available with other companies, too.

Thea Marsh advised in past years teachers have been asked to have their orders in at the end of May. They get the number of kids coming in, so they have an idea. Reading journals were ordered a year ago, but the number of students changed drastically. Feels like the Board thinks they are blowing money. Explained they look in their closets very carefully. She did not have one single pencil in her classroom; doesn't give them out easily. Teachers are very aware of what they have. Not aware of any stockpile.

P. Bigelow makes sure that teachers submit receipts for supplies they have purchased themselves.

R. Horton advised they don't think anyone is hoarding, just need to figure out how to do it better.

Thea Marsh explained when thinking about how much to spend; there are high years and low years, maybe the way to look at it is to take an average. Feels it is dangerous if teachers feel if they don't spend the allotted amount it will be cut next year.

R. Horton – We need more information, need teacher's input.

Val Wilbur feels teachers could get into thinking they better spend very little because if they spend more it will be questioned.

R. Horton advised what he is saying is that they need more information.

Val Wilbur explained when they went to the Common Core there were curriculum changes, hadn't ordered games, etc. Needed to make things instead; so that ate away at things that would have gotten us by.

R. Horton advised when the budget process starts the Board would love to have all the teachers here. Feels need to work together and make it work.

A teacher advised in the past when they were told to order as little as they can, everything ran out. Do we look at that?

R. Horton advised what changed this year is that we don't spend money from last year. Spend what we need in the budget year.

T. Croteau feels if we give students supplies, there would be no reason they don't have them.

L. Schmidt explained that the recent internet outage was as crippling to the SAU as the supply situation was to the teachers. W. Vaughan is looking into a back-up plan. If the internet won't work, want to look into the cost of a hot spot. Need internet for the accounting system. Looking into the Cloud with Hinsdale, but that would still be for the internet.

B. McGrath asked if it is possible to have the school website timed. It logs him off.

J. Lewis advised there is a way to do that; they could show B. McGrath.

B. McGrath asked questions on the Manifest.

B. McGrath asked if we get quotes on janitorial supplies.

D. Chamberlain advised all the time.

R. Horton MOVED to approve the General Fund Manifest in the amount of \$172,812.28; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

R. Horton MOVED to approve the Payroll Manifest in the amount of \$1,184.15; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

SUPERINTENDENT'S REPORT: J. Lewis:

The Board received J. Lewis' report.

*The ribbon cutting ceremony was held for the playground. It would not have happened without the help of R. Horton and J. Cardinale. Kids were excited. Winchester said we were going to do it and did. It shows kids they can do anything.

*Special Ed population is growing; want Board to be aware of that.

*Reverse 911 – there are a couple of bugs to be worked out.

*Negotiations is coming up. Have heard from Sherry; would like to meet at 5:30 pm. instead of 5:00 pm. Board reps agreed.

*Memo of Understanding regarding changes to the school day - The Board feels that works in lieu of a new contract. It would need to be signed by Sherry, the Winchester Teacher's Association and T. Croteau for the Board.

T. Croteau MOVED to sign the MOU with the Teachers' Association which changes the time worked to hours instead of days; SECONDED by: B. McGrath, VOTED: 5-0, MOTION PASSED.

M. Braley wants two signed copies of the MOU; there is an MOU and an actual amendment. Sherry advised the teacher's would sign them.

- *Brenna Iselin will be taking time off to have a baby beginning November 12th.
- *Hinsdale wants to speak with the Withdrawal Committee. Asked if the Board can attend their Meeting on October 9th at 6:30 pm.
- *J. Lewis wants to set dates for the budget; asked the Board if any dates are bad. He will make a schedule and bring it back to the Board.
- *Lice Policy – Invited nurse to the next meeting for feedback. They currently have a policy, but it is in conflict with what’s in the handbook because one got changed and the other did not.
 - B. McGrath asked for a copy of what is in the handbook.
- *Need SLP – Speech.
- *Late bus – do we want one?
 - J. Lewis thinks we need one; doesn’t think it is in the budget.
 - E. Jackson advised at the end of the year there was a late bus one day per week.
- *J. Lewis called the name given to him regarding the work order system; the contact was deceased. J. Lewis was very embarrassed. Said he would look into it himself.

After discussion, **E. Jackson MOVED to approve a late bus one day per week; SECONDED by: B. McGrath, VOTED: 5-0, MOTION PASSED.**

B. McGrath asked if J. Lewis had visited other schools as he had mentioned previously.
 J. Lewis explained that he did a presentation to the Board at a meeting when B. McGrath was not here. Advised the visits were extremely helpful. Thinks Winchester should be putting on workshops.

R. Horton advised Keene High School has a \$2,000,000 surplus, but our tuition rate is based on actual cost. Feels it should have been written in the contract with KHS that we would get a return.
 L. Schmidt advised she can call Keene.
 B. McGrath feels it doesn’t hurt to ask.
 R. Horton feels it would set the stage for next time.

R. Horton asked if multiplication kickball will be starting again.
 J. Lewis advised absolutely; usually starts after February vacation.

PRINCIPAL’S REPORT:

The Board received P. Bigelow’s report.

- *Despite issues with supplies and internet, our teachers made sure the opening of school was successful for all students. Great turn-out at open house.
- *Ellen Mendelson and Danielle Milde will be working on bus interventions with students who are repeat offenders on the bus. This will include assigned seats. Some parents object to the assigned seats, but administrators have found it is effective. Hopes the Board will support the effort.
- *Soccer season begins soon; 40 kids tried out. It is one of the biggest groups they have had.
- *P. Bigelow informed the Board that they will be using the “School Dude” work order system.

*First Ready-For-Kindergarten workshop for parents will be held September 18th. P. Bigelow asked the Board that if they know anyone who has Kindergarten students to talk it up so they can get registered. It is free

*Will be offering CPI training sessions for staff this month.

*First Joint Loss Committee Meeting will be held on September 19th. The time has been changed to 3:30 pm.

FACILITIES REPORT- D. Chamberlain:

*Received good feedback on proximity cards; no problems.

*Elevator inspection is next Friday.

*Oil tanks will be inspected on September 16th. They are inspected by the State and EPA each year. The cost is \$885.00. D. Chamberlain has the monthly logs ready.

*Received a list of items that need repairing, etc; some he was aware of and some he was not. He will be working on them.

P. Bigelow has a copy of the list so everyone will be on the same page.

R. Horton feels they need to think ahead regarding things that are going to need to be done. Not saying things haven't been done, just trying to help.

P. Bigelow advised that D. Chamberlain spent two days lining the ball field and one day doing the proximity cards. She thanked him!

J. Lewis appreciated Sherry and the students for doing plantings.

R. Horton asked if they are getting a quote for the additional door.

J. Lewis advised B. Moser knows someone who could give us a quote.

R. Horton advised they don't want to cut corners.

J. Lewis – Need to look at policies. Feels should give 15 minutes for each one and go through as many as they can in that time limit.

COMMITTEE REP. REPORTS:

Budget Committee:

R. Horton advised there is a budget meeting on September 12th. He would like to have a figure of where they ended up to give the Budget Committee.

L. Schmidt wants to have something for the next Board meeting.

R. Horton advised he may come to L. Schmidt for information.

CITIZENS COMMENTS:

A staff member advised that Ethan Marsh worked on the playground a long time; she wanted to acknowledge him.

R. Horton agreed and also thanked others that helped.

Danielle Milde has thank-you cards for the volunteers that helped with the playground.

E. Jackson thanked P. Bigelow for fixing her e-mail.

R. Horton MOVED to go into non-public session under RSA 91-A:3c at 8:16pm; SECONDED by: B. McGrath, E. Jackson – yes, B. McGrath – yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.

While in non-public the Board discussed Dianne Willis' position and whether it was exempt or non-exempt, the insurance and calendar year versus hourly.

R. Horton MOVED to seal the Negotiations portion of the Non-Public minutes until Negotiations are complete; SECONDED by: E. Jackson, E. Jackson – yes, B. McGrath – yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.

R. Horton MOVED to leave non-public session under RSA 91-A:3c at 9:44 pm; SECONDED by: J. Cardinale, E. Jackson – yes, B. McGrath – yes, T. Croteau – yes, J. Cardinale – yes, R. Horton – yes, MOTION PASSED.

R. Horton MOVED to adjourn the meeting at 9:46 pm.; SECONDED by: J. Cardinale, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary