

WINCHESTER SCHOOL BOARD
OCTOBER 15, 2020
WINCHESTER SCHOOL GYMNASIUM

Board Members Present: L. Picard, J. Rokes, Todd Kilanski, T. Perkins
Administration Present: K. Dassau, V. Carey, M. Henry, I. Spencer

The meeting was called to order by L. Picard at 6:32pm.

MINUTES:

L. Picard MOVED to accept the public minutes of 10/1/20; SECONDED by: E. Holmes, VOTED: 4-0-1 (T. Perkins – abstained), MOTION PASSED.

PRINCIPAL’S REPORT – V. Carey:

*V. Carey advised they are planning to submit an updated renewal of the Emergency Operations Plan. She Acknowledged the ELM Center and many public agencies in Town for all their help. There are only a few changes; the biggest is a change to the school opening due to COVID 19.

*V. Carey explained they have accommodated additional students in certain classrooms for hybrid learning. Some grade levels do not have room for any more students in some of the classrooms. Administration had asked parents to pick and stay with a plan through the first semester. In-person class sizes are really capped. There is work to do with some brainstorming; will likely do another survey to parents.

L. Picard – Any concerns should be directed to the Superintendent or the Principal.

BUSINESS MANAGER’S REPORT – M. Henry:

After review and questions on the Manifests by the Finance Committee, **L. Picard MOVED to approve the Accounts Payable Manifest of 10/15/20 in the amount of \$100,093.33; SECONDED by: T. Perkins, VOTED: 5-0, MOTION PASSED.**

L. Picard MOVED to approve the Payroll Manifest of 10/16/20 in the amount of \$199,145.48; SECONDED by: T. Perkins VOTED: 5-0, MOTION PASSED.

SUPERINTENDENT’S REPORT – K. Dassau:

*The Board received enrollment counts and K. Dassau reviewed. Also included was a comparison of prior years.

BOARD CHAIR COMMENTS/REPORT – L. Picard:

L. Picard brought policies that had previously been reviewed by the Board and the Policy Committee.

L. Picard MOVED to approve Policies JLCB, Immunizations of Students and JLCA, Physical Examinations of Students; SECONDED by: T. Perkins, VOTED: 5-0, MOTION PASSED.

Policy JLCE, First Aid and Emergency Medical Care - L. Picard asked about the paragraph dealing with asthma medication. She will bring the policy back to the Policy Committee before a vote from the Board.

L. Picard MOVED to approve Policy GBGA, Staff Health; SECONDED by: T. Perkins, VOTED: 5-0, MOTION PASSED.

L. Picard MOVED to approve Policy JLC, Student Health Services & School Nurses; SECONDED by: T. Perkins, VOTED: 5-0, MOTION PASSED.

L. Picard advised there is a typo and she has a question on the language in Policy JLCH, Do Not Resuscitate Orders. She will ask the Policy Committee to take a look at the policy again.

L. Picard advised there is a formatting question on Policy JLCI, Coordinated School Health Program. She will bring it back to the Policy Committee to look at again.

The Policy Committee will be reviewing and bringing more policies back to the Board.

L. Picard explained that new Board Member training with the NHSBA is difficult during COVID. She will ask for dates and times for possible Zoom meetings. There would be general introduction for new members and budget conversation for all members. She will be looking for availability from the Board.

L. Picard advised at the Selectboard meeting there was conversation/concern regarding the ventilation system. She brought back feedback to Administration as she wanted to ensure that the information had been properly and factually provided. Ian Spencer read his response to the Board regarding the concern with the School's ventilation system from the Budget Committee meeting.

*"At the Selectman's Meeting on October 14, 2020 Selectman Marsh stated that "Our Fire Chief (Barry Kellom) told Ian 2 years ago that this (ventilation issue) was a priority and must get fixed or else they were talking about shutting the school down." This statement is **completely false**. Chief Kellom and I have had no conversations or communication of any kind regarding any ventilation/air quality issues at the school. I have reviewed all of the Fire and Life Safety Inspection reports I have on file dating back to 2011 and there is no mention of any air quality issues whatsoever, nor should there be. Air quality is an important issue, but is NOT part of Fire and Life Safety.*

*Selectman Marsh also questioned why this has not been our 1st priority for years. In response to that I will say that I **have not** been aware of the problem or it's severity for years. During my 1st year (2018) here in conjunction with Precision Temperature Control it was accessed that there was/is a significant lack of fresh air supplied to the elementary classrooms as well as the 4 rooms originally built as a mulita-purpose room in the middle building. In February of 2019 we contracted with Design Day Mechanical to address the HVAC issues in the elementary building. To address all of the HVAC issues (no controls, improper air flow, and aging boiler) in that building it was estimated at a cost of \$600,000 to \$700,000. At that point the Facilities Committee, School Board, and Administrative Team all agreed the project would need to be broken down and done over a number of years. Given that the ventilation side was/is the largest expense (estimated at \$500,000+) and generates no saving it was determined that the controls and propane conversion would be done 1st in hopes of the savings would provide more funding and town support for the rest of the project. When Covid-19 hit this year it emphasized how critical the lack of proper airflow in a HVAC system is. In July of this year I requested that Design Day Mechanical calculate exactly how deficient the ventilation is in the elementary classrooms. We received and reviewed the results on July 29th, and immediately call a facilities Committee meeting to begin bringing the severity of the problem to the School Boards attention. At that meeting it was determined that proper ventilation was now our 1st priority.*

The Budget Committee met Tuesday and started with the Town. November 17th will be the meeting with the Health Agencies.

The Budget Committee will meet with the School on 12/1 and 12/8.

BUDGET DISCUSSION:

The Board followed up on their review from last week. L. Picard would like to try and approve those portions of the budget and move them to the done pile so they can move on fresh to a new grouping without having to go over them again.

Business Support Services:

A Motion by L. Picard and Seconded by T. Kilanski were tabled at the last meeting. When they come to the bottom line, could go back and review subsections.

T. Kilanski advised based on the population of the Town and comments he is hearing regarding bussing and Kindergarten, he would almost say this year it is not best to do \$101,000 worth of increases.

L. Picard asked what number T. Kilanski was referencing; that is not the number she has. The total increase for non-CBU positions is \$31,978 at a 3% increase and \$26,648 at a 2.5% increase. They are requesting an increase in hours to that position which would increase the salary.

T. Kilanski thinks instead of giving out a 2.5% to 3% increase plus an additional increase to bring people to an average, they need to do Kindergarten and Bussing and do a two percent raise and see what voting does at the Deliberative Session and go from there.

K. Dassau explained they gave the Board the information as requested at a 3% and 2.5% increase and a Market Adjustment for a Board decision. If it is zero or whatever decision it is, just need to tell Administration.

T. Kilanski thinks 2% is the way to go and see what the vote is at the Deliberative Session and hope people will see that we are trying to save money and will vote a little more next year.

M. Henry advised there is a nine percent increase in insurance.

T. Perkins feels they need to get to a number to show the Budget Committee.

After discussion, T. Perkins MOVED to approve a 2.5% increase in salary across the board for non-CBU staff and a 2.5% salary increase across the board for CBU staff, without market adjustment; SECONDED BY: E. Henry, VOTED: 5-0, MOTION PASSED.

Staff Accountant:

Increase in hours – M. Henry reviewed the list of responsibilities and L. Picard spoke to the position of Staff Accountant. The auditor has advised that the audit is looking cleaner every year.

M. Henry advised for the 20 positions there would be a \$5,174 savings with a 2% increase rather than a 2.5% increase. It would be a total additional of \$31,929 with an increase in hours and a 2.5% increase.

Operations and Maintenance of Plant:

Ian Spencer reviewed the Capital Reserve Activity Plan with the Board. Revamped current priorities also we receive Cares money and money that the Budget Committee approved for 3% years. The ask will be \$125,000 at the end of 2023. The building can be occupied with proper ventilation.

Ian Spencer explained they are trying to ask the Town for as little extra money as possible. Feels like the ask is already heavy on the Town. He is trying not to add anything that is not critical if we are able to maintain the building. He can provide supporting documentation of the history of the plan if the Board wants it.

Ian Spencer distributed a handout of the Building Infrastructure Fund – Warrant Article Six.

L. Picard requested from the Budget Committee to shift funds from Article Six, which was approved.

The numbers would go down in Business Services - \$165,808, Facilities - \$695,885, School Administration - \$320,078

L. Picard MOVED to approve \$165,808 for Business Support Services with a 2.5% increase in salary and job description change and increase in numbers of hours worked for the Staff Accountant; SECONDED by: J. Rokes , VOTED: 5-0, MOTION PASSED.

Operations & Maintenance of Plant:

After discussion, **L. Picard MOVED to approve the Operations and Maintenance of Plan portion of the budget in the amount of \$695,885; SECONDED by: E. Holmes, VOTED: 5-0, MOTION PASSED.**

School Administration:

Includes change from School Receptionist to School Secretary.

V. Carey explained the history of the rate with the Board. The proposal for next year is \$15.00 an hour, which is a 30 cent increase, and 210 days. Summer School days are in the Special Ed lines. This would equal a \$320,078 increase and proposed position change.

T. Kilanski has a small concern with the Secretary adjustment. The hours for the previous Secretary worked great for nine years; feels they are doubling the salary and paying someone fairly new more than someone who was here for nine years.

V. Carey advised the last person worked 40 hour weeks in the last five years.

L. Picard – Maybe less one, due to budget cuts.

V. Carey reviewed rate history. It was a full time position. They are looking now for an extra half-hour before and a half-hour after school. Feels that is the critical hour.

T. Kilanski asked for the amount of the difference.

V. Carey explained the salary increase is \$13,450 because they currently receive \$11.50 hourly and the position is currently a Receptionist and part of the collective bargaining unit. The Secretary is not.

T. Kilanski – All the extra duties will happen in one hour a day?

V. Carey – Yes.

T. Kilanski doesn't agree with paying someone who has been here less than a year more than someone who has been here nine years.

V. Carey explained increases are not based on longevity.

L. Picard – If the Secretary made it through the cut, we would have paid that position \$14.70. They are proposing an increase of 30 cents an hour for the next budget year. It would have been with 210 days. Need to look at 2019 and 2020 when comparing.

V. Carey explained the Secretary position requires a level of confidentiality. That is the difference between that position and the Receptionist.

K. Dassau feels it is misleading. There currently is no Secretary position. He feels that position should be zero.

M. Henry will create another line within those lines for the Receptionist.

T. Kilanski asked if the increase should happen, maybe they should go to the 2018 budget figure and start with that number.

V. Carey advised the pay rate would be discussion for the Board. She has recommended the position.

M. Henry – Need to attract staff. If we want people and they are good, need to pay them.

J. Rokes asked how many years' experience the current employee has.

V. Carey advised it would be a new position and it would need to be posted. Rates are not based on the current person's experience. The Secretary is not part of the collective bargaining unit. We take that into account, but really need to go by what the Board gives for a salary.

After discussion, **L. Picard MOVED to approve the recommended School Administration portion of the budget in the amount of \$320,078 with the addition of the recommendation of a School Administration Secretary position and a salary up to \$15.00 per hour; SECONDED by: T. Perkins, VOTED: 4-1 (J. Rokes – no), MOTION PASSED.**

School Board Services:

J. Rokes MOVED to accept the School Board Services proposed budget amount of \$67,000 not including School Board stipend and Social Security; SECONDED by: T. Kilanski, L. Picard advised being on the Board and being Board Chair is a lot of work; feels stipend gives incentive.

T. Kilanski advised he took the position to donate his time. He has done a lot of things by donating his time.

L. Picard feels the pool of volunteers is dwindling in Town. A stipend may be the difference between getting past some things and being able to help.

T. Perkins agrees; important to be able to give back, but it's nice to get a little something too and might entice people to help. It shows a value to service that they give to the community.

J. Rokes advised when V. Cole resigned they had a lot of people who wanted to be on the Board; more people than the Selectboard and their stipend is twice the Board stipend.

L. Picard – This year the Board is in the hot seat; not necessarily a trend. Feels making a step in the right direction to building confidence in the process and maybe bring in new people.

E. Holmes feels if take the stipend out, could always put it back next year.

L. Picard feels the worse thing you can do is kick the can down the road. She is hesitant to make any decision based on a current crisis. They have been having this conversation for five years and she feels last year was the first year the Board had approved it; **VOTED: 3-2 (T. Perkins – no, L. Picard – no), MOTION PASSED.**

Information Management Curriculum Development:

L. Picard MOVED to approve the Curriculum Development budget in the amount of zero; SECONDED by: J. Rokes, VOTED: 5-0, MOTION PASSED.

Technology:

V. Carey reviewed the proposed budget with the Board; includes additional position for 34.6 hours.

M. Henry will break down the two positions and where the funds are coming from.

M. Henry will bring back an update for the next meeting.

Ian Spencer asked if the Board needed any additional information regarding the Capital Reserve. He is open to it. Will get any additional information needed. Nine additional classrooms would still not be ready to be used. Not necessarily grade-level classes.

Natalie Quevedo was here for the Sports Boosters. They would like to add basketball to be on the agenda. Would like to use the gym for basketball and for skills and drills, work out a deal on the rent and use uniforms and equipment. They would love to come up with another plan. Thanked the School for all their help with Fall Sports.

L. Picard will be the School Board rep with Joan and Dan and bring information to the Board. She needs to check with the insurance company on a few things.

Ian Spencer will discuss with V. Carey and get back to L. Picard by Monday/Tuesday.

The Boosters meet on Wednesday night.

L. Picard would need more information from the Boosters regarding the School's that will be involved, etc.

CITIZENS' COMMENTS:

None.

L. Picard MOVED to go into non-public session at 9:09pm under RSA91-A:3(c), SECONDED by: J. Rokes, T. Kilanski – yes, E. Holmes – yes, T. Perkins – yes, L. Picard – yes, J. Rokes – yes, VOTED: 5-0, MOTION PASSED.

L. Picard MOVED to leave non-public session at 9:20pm, SECONDED by: J. Rokes; VOTED: 5-0, MOTION PASSED.

While in non-public session the Board reviewed and discussed the Emergency Operations Plan.

J. Rokes MOVED to adjourn the meeting at 9:20pm; SECONDED by: E. Holmes, VOTED: 5-0, MOTION PASSED.

Sincerely,

Peggy Higgins
School Board Secretary