

**WINCHESTER SCHOOL BOARD MEETING  
DECEMBER 3, 2020  
VIA ZOOM**

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

The meeting was called to order at 6:36pm by Chair, L. Picard.

L. Picard read the Right-to-Know Law and the meeting checklist.

The meeting is available on the Zoom link, web page and Board page. The public can participate.

L. Picard took roll call; L. Picard – yes, T. Perkins – yes, T. Kilanski – yes, J. Rokes – yes, E. Holmes – yes; each advised they were alone in the room.

**T. Kilanski MOVED to approve the public and non-public Minutes of 11/19/20; SECONDED by: T. Perkins, by roll call VOTED: T. Kilanski – yes, T. Perkins – yes, E. Holmes – yes, L. Picard – yes, J. Rokes – yes, VOTED: 5-0, MOTION PASSED.**

**PRINCIPAL’S REPORT – V. Carey:**

V. Carey advised the number of students participating in the assessment this year was at 90%; which was excellent given the circumstances. Six families opted out; they have that right.

V. Carey advised the Budget Committee had some questions regarding budget lines; she reviewed.

**Professional Development:**

100-2210-53201-30 – Non-CBU:

To access funds for Staff Development to maintain staff certificates, attend conferences, workshops, etc.

100-2210-532020-31 – Non-Discretionary:

Developed because teachers need the opportunity for professional development when Administration feels it is needed. The monies are only accessed at the direction of Administration when improvement is needed.

100-2320-53200-30 – SAU:

Conferences, training, workshops, etc; to maintain certification and increase knowledge.

V. Carey explained the document providing additional information regarding the budget is now in draft form, but will be added to the budget book and shared with the Budget Committee. The school is an environment with certified staff; need to maintain that. This is how we fund it. It is not over and above what we need to do. Job requirements are constantly changing in education.

**Staffing:**

Reviewed scenarios previously discussed and advised the Board had voted on Scenario 2 – reviewed further. She wants to be very clear in what it means. We will need 4-1/2 additional teachers in scenario two for remote-only learners.

L. Picard advised the Board and Administration are very aware and said in a previous meeting, if we are no longer in a COVID situation and don't need additional staff, won't use the funds. However, they need to plan for it in case we do need them. Need to be prepared.

V. Carey – If we don't have a plan in place that would mean we would be stuck in a hybrid or remote model and losing out on education for multiple years. Really need to have a goal to get our kids back into the school for in-person learning five days per week and need staff to do that.

V. Carey feels it is important to reiterate to the public regarding the additional 4-1/2 teachers; we won't hire them if they are not needed.

#### Increase in Supply Lines:

V. Carey had two responses. For this school year they cut that line in half or more. She explained this year they were able to sustain some costs lost as they didn't need to purchase all supplies, but others they did need. Some material costs have increased.

In cases where supplies were needed and we aren't as a district providing them; teachers, the principal, administration, etc. are purchasing them. The district needs to provide them and that is what those lines are for. Those costs are what we need to adequately fund curriculum and supply lines. We had to cut where we knew we shouldn't.

#### Receptionist/Secretary:

L. Picard advised there were questions on the switch-back from the Receptionist model to Administrative Secretary. She thinks we may need more information to clarify.

V. Carey and M. Henry will provide additional information as to what the position consisted of before it was reduced, for the next Budget Committee meeting. They are doing okay with the Receptionist position only because they reduced the number of students in the building so reports required are reduced on any given day.

J. Rokes lost phone connection.

#### **BUSINESS MANAGER – M. Henry:**

The Board asked questions on the Manifests.

**L. Picard MOVED to approve the Accounts Payable Manifest of 12/4/20 in the amount of \$144,487.19; SECONDED by: T. Perkins, by roll call VOTED: T. Kilanski – yes, E. Holmes – yes, T. Perkins – yes, L. Picard - yes, MOTION PASSED.**

**L. Picard MOVED to approve the Payroll Manifest of 12/4/20 in the amount of \$201,425.65; SECONDED by: T. Kilanski, by roll call VOTED: T. Kilanski – yes, E. Holmes – yes, T. Perkins – yes, L. Picard - yes, MOTION PASSED.**

\*Reviewed year-to-date budget report; currently at 84% spent year-to-date.

M. Henry advised we are currently at \$157,822 less than what was budgeted for from Keene tuition.

V. Carey advised there have been five new enrollments in the past week and two are in the 8<sup>th</sup> grade.

M. Henry – So that number will go up. We cut it very close last year.

\*M. Henry advised she is working on the default budget. The number is floating right around \$1,000,000 under the proposed budget. If the default passes, everything stands still. The budget we have now would be the budget we live with for the 2021-2022 school year with the exception of a few

things; but it is a bottom-line budget. She will send it to the DRA and hopefully will have an answer and then she will send it to the Board to sign at the next Board meeting.

T. Perkins asked if the default budget is voted in, could transportation to the high school be done on a warrant article. There was discussion by the Board.

M. Henry advised if the proposed budget is voted down, there will be items we will lose including high school transportation and full day kindergarten.

M. Henry hasn't heard back regarding Winchester's portion of \$10,000,000 and whether we will receive it.

#### **SUPERINTENDENT'S REPORT – K. Dassau:**

\*Had a visit today from Interim Business Administrator, David Jack. He will be working approximately three days a week, part-time. Some teachers, Administration, Board members and K. Dassau met with him. K. Dassau explained how procedures will change a bit from the Business Manager procedures in place now.

K. Dassau advised David Jack is currently working at the school that M. Henry will be going to, so they are discussing some continuing transition plans. M. Henry advised it will work both ways. An advertisement for a permanent Business Manager is out there. In January, if they have had no luck, will look to hire a temp.

M. Henry reminded the Board that four districts are searching for a Business Manager and they pay over \$90,000. She feels the Board really needs to look at that.

#### **SCHOOL BOARD CHAIR COMMENT/REPORT – L. Picard:**

\*The Policy Committee met and went through seven more policies, made changes and presented them to the Board.

**L. Picard MOVED to approve the list of policies, SECONDED by: T. Perkins, after discussion and questions by the Board, by roll call VOTED: T. Kilanski – yes, E. Holmes – yes, T. Perkins – yes, L. Picard – yes, MOTION PASSED.**

- 1) ADC/GBED/JICG-Tobacco Products Ban Use & Possession in & on School Facilities & Grounds
- 2) GCCBC – Family Medical Leave Act
- 3) JCA – Change of School or Assignment Policy
- 4) JEC – Manifest Educational Hardship
- 5) JLCE – First Aid & Emergency Medical Care
- 6) JLCH – Do Not Resuscitate Orders
- 7) JLCI – Coordinated School Health Program

The Policy Committee will meet again and go through more policies.

The Board took a two minute break and the meeting resumed at 8:23pm.

M. Henry spoke to the Deficit Warrant Article – total amount is \$712,501.77. She has spoken with the DRA. She explained there are a few options:

- 1) We could put the full amount on the Warrant and pay it over a few years.
- 2) Could do the same thing except also tap into the Special Ed Reserve balance.
- 3) The Budget Committee can ask for some money to be returned out of the Town's fund balance to put toward the deficit of the school's general fund or put a warrant article on for something else the Town wants approved. That will be a wash; the school tax goes up, but there is no increase on the

Town side.

K. Dassau feels rather than to do a warrant article for the deficit amount, if hypothetically the Board took \$200,000, (not necessarily the number to be used) from the Special Ed Reserve warrant article and \$200,000 from the Town's unreserved balance, the School could pay the \$300,000 remaining over three years.

M. Henry feels it is worth having a conversation with the Budget Committee and the Selectboard. The Budget Committee has to approve it. They are trying to make it palatable and not put the Town in a difficult position.

T. Perkins asked if the Budget Committee would consider putting in half and then we could ask the town for half over two years. Then we wouldn't have to touch the Special Ed fund.

The consensus of the Board was to educate the Budget Committee and review options to make the number easier for everyone and get clarification as to whether they are interested. The Board has to put in the warrant article regardless. They will bring updated information to the Budget Committee on Tuesday as discussed/reviewed tonight.

The Budget Committee asked for information on enrollment for Regular and Special Ed Services. What falls under that?

V. Carey thinks they are asking what the changes were covering.

V. Carey feels there is only so much information they can give without allowing them to identify students. She advised they do have some information they can provide without violating anybody's confidentiality.

L. Picard asked for the SB2 timeline.

M. Henry reviewed the required dates.

L. Picard advised they need to have the warrant articles ready by 1/12/21. The number needs to be in the system by 1/25/21 so they have the proposed budget and the default budget ready.

L. Picard – By 1/7/21 the Budget Committee and School Board need to come together or compromise on the budget, warrant articles and deficit warrant article. January 7, 2021 still gives them time and allows the Budget Committee to post their Public Hearing.

V. Carey thinks potentially the Budget Committee could add another meeting for the School.

The Board will have a non-meeting tonight after the Board meeting.

L. Picard advised there was low attendance on Zoom and on-line tonight. She encouraged the Board to remind people to tune in to the Budget Committee and School Board meetings.

At the Selectmen's meeting yesterday they voted to not have a meeting on 12/23; it will be the 30th instead.

**L. Picard MOVED to adjourn the meeting at 9:15pm; SECONDED by: E. Holmes, VOTED: 4-0, MOTION PASSED.**

Sincerely,

Peggy Higgins  
School Board Secretary

