

**WINCHESTER SCHOOL BOARD MEETING  
MARCH 4, 2021  
VIA ZOOM**

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

The meeting was called to order at 6:42pm by School Board Chair, L. Picard as there were technical difficulties that needed to be dealt with.

L. Picard read the Right-to-Know meeting checklist, took roll call and all Board members advised if anyone was in the room with them. T. Perkins advised her family was at home and T. Kilanski advised his wife was at home. All other members were alone.

**T. Perkins MOVED to approve the Public minutes of the 2/18/21; SECONDED by: T. Kilanski, VOTED by roll call: T. Perkins – yes, E. Holmes – yes, T. Kilanski – yes, L. Picard – yes, J. Rokes – yes, MOTION PASSED.**

**PRINCIPAL’S REPORT – V. Carey:**

V. Carey advised they are moving forward with the in-person plan to begin on 3/8/21; things are moving quickly. Huge kudos to Maintenance! Although vacation was last week, many teachers were in getting ready to bring the kids back. Everyone is very excited about kids coming back. Teachers have been in contact with parents.

V. Carey advised they have made adjustments; some Title 1 staff will be in teaching positions for the rest of the year to provide what is needed for students and in-person learning.

L. Picard thanked V. Carey and admin/staff for all of their hard work. She looks forward to an update on how it all went at the next Board meeting.

**BUSINESS MANAGER – D. Jack:**

**Manifests:**

**L. Picard MOVED to approve the Accounts Payable Manifest of 3/5/21 in the amount of \$223,095.88 and the Payroll Manifest of 3/5/21 in the amount of \$181,390.41; SECONDED by: E. Holmes, VOTED by roll call: T. Perkins – yes, E. Holmes – yes, T. Kilanski – yes, J. Rokes – yes, L. Picard – yes, MOTION PASSED.**

**Year-to-date Budget Update:**

D. Jack advised the adjustment in Pupil Transportation was the most significant change. The revised number is now a deficit -\$94,252. He reviewed information with the Board. He explained currently the bottom line is at 1,283,079. He expects the number to go down significantly; working to make sure they have anticipated everything else.

L. Picard asked with the update at the first April meeting, if there will be more Special Ed lines encumbered and identified so they will have a better idea of the number.

D. Jack – For that piece, definitely.

L. Picard will be curious to see if any money left in the accounts is due to this year and COVID so they know when planning the next budget.

D. Jack explained he would not use the past 15 months as a comparable. There are so many things that are different here and not historically correct, due to COVID.

L. Picard advised that was why she was thinking about it. Just because there is an anomaly doesn't mean they go back to that when they build the budget.

L. Picard – Any money left will assist in paying down the deficit.

### **FACILITIES REPORT – I. Spencer:**

\*Found a company to do tents for \$2,000 for eight days which would include both the School Board and Town deliberative sessions. The Facilities Committee met today to discuss.

T. Kilanski advised he is not keen on putting a bunch of holes in the brand new parking lot. Could cause leaks. Also, since the kids are going back to four days of in-person learning, does Administration think there is a chance of using the school building due to the weather and not wanting to put holes in the parking lot?

L. Picard explained that the school is being open for students; they are coming in in cohorts. The Deliberative Session would require having more people in the gym; couldn't have more than 120-130 people at one time.

J. Rokes advised he is on the same page as T. Kilanski as far as the holes in the parking lot.

Ben Kilanski would love to have a meeting with the Town and School Board, Moderators and Town/School Clerk to discuss and come to a decision regarding organization of the three days. He does have a concern with the holes. Feels they should have an organizational meeting.

L. Picard feels it could be a very large meeting. Maybe they should streamline things and include two members from each Board. Tents go quickly; she is concerned with missing out on them. Asked if monies are coming from COVID funds.

Ian Spencer – Yes, he believes they have some left and there are more coming that could be used.

Ben Kilanski advised the Town did not get the same COVID funds as the School.

L. Picard – If the Town decides not to have the tents or can't get them, the Board could agree to get them for at least one day and then a couple of members could meet with the Selectboard, Moderators and Clerk.

Ian Spencer will reach out to the vendor either way after tonight's meeting. He feels if using tents for only one day, it should be less of a cost.

Ben Kilanski is not saying the Town is not interested; that is not the case at all. The meeting would be an organizational meeting for those days and to find out where the Town could obtain funds for the cost.

L. Picard agrees they need an organizational meeting. She hopes Ben Kilanski can add it to agenda of the Selectboard's Wednesday meeting.

L. Picard advised Ben Kilanski to reach out to I. Spencer for additional information, if needed.

After further discussion by the Board, **T. Perkins MOVED to allow Ian Spencer to go ahead and secure three tents with the business in Greenfield for \$2,000; SECONDED by: E. Holmes, VOTED by roll call: T. Perkins – yes, E. Holmes – yes, T. Kilanski – yes, J. Rokes – No, L. Picard – yes, MOTION PASSED.**

Ian Spencer will do his best to place the tents in a way that is the most unobtrusive to the property.

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

\*2021 Calendar – The Board reviewed for the first time. Teachers and Support Staff have reviewed and provided feedback. After discussion, **T. Perkins MOVED to approve the 2021-2022 School year calendar; SECONDED by: E. Holmes, VOTED by roll call: T. Perkins – yes, E. Holmes – yes, T. Kilanski – yes, J. Rokes – Yes, L. Picard – yes, MOTION PASSED.**

\*Will need non-public session tonight regarding hiring of two staff members. Jen Heise will be the host.

**CHAIR REPORT/COMMENTS – L. Picard:**

\*Scholarship Night hosted by the Winchester School Board will be held on Wednesday, June 2<sup>nd</sup> for Winchester Seniors. Keene High's Scholarship Night is on the 16<sup>th</sup> of June.

\*Business Manager Salary – D. Jack has been putting together information and doing a Needs Assessment and salary proposal. The Board received salary comparisons for review.

K. Dassau is asking for an agreed-upon salary range so they can post it with the position on School Spring.

D. Jack advised there is \$78,000 in that line item for next year; \$76,500 this year.

D. Jack doesn't think we will get any attraction if we leave it at \$76,500. It doesn't stabilize the need; want to retain people. He saw two more openings in the State as recently as yesterday.

We want people to stay and want the best support around them.

K. Dassau advised D. Jack will probably tell you the work is getting done; but not in the best fashion.

T. Kilanski asked about the average insurance cost for an employee.

V. Carey advised a Family Plan around \$29,000 for District cost and a two person plan is \$19,000-\$20,000.

T. Kilanski asked about D. Jack's contract cost.

K. Dassau advised his hourly rate is \$95.00 and there is also a mileage and travel rate.

After discussion, **J. Rokes MOVED to set the range to between \$75,000 and \$95,000 for the Business Manager position; SECONDED by: L. Picard, VOTED by roll call: T. Perkins – yes, E. Holmes – yes, T. Kilanski – yes, J. Rokes – Yes, L. Picard – yes, MOTION PASSED.**

K. Dassau advised as part of D. Jack's ongoing assessment, he meets with the Administration team on Wednesdays.

D. Jack explained people are stepping up and getting things done. It is hard to ascertain what the exact hours are. Able to do what they have to as opposed to a 50 hour-a-week person plus a 24 hour Payroll person. D. Jack is doing 22-25 hours a week with one day on-sight. That works for the first few months, but the longer it goes on, it doesn't work as well. We use to have 75 hours – missing large amount of time now. He doesn't think 75 hours was getting the job done. He doesn't have the capacity to give 20 more hours himself.

D. Jack explained he is concerned about the separation of duties. Need proper checks and balances and if that person is away that is an issue. He feels another way of looking at it is by outsourcing Payroll.

K. Dassau explained there is one person who does Payroll; in a crisis need to pay people. Asking the Board about outsourcing and give that duty to a Payroll Company. This would bring stability, everyone gets paid and if someone leaves someone else doesn't have to be trained and we don't have to replace them. Also, the Business Manager would not have all the heavy lifting to do and have a modicum of support.

L. Picard advised it is hard for people to hear there will be new duties/training when they already have a variety of duties to do.

D. Jack has begun the exploration of costs and new laws into the Needs Assessment for the office and will come back to the Board with a recommendation.

K. Dassau advised this idea was explored by a previous Board and Superintendent.

**T. Perkins MOVED to have D. Jack and the Executive Team look into the matter closer with the recommendation of a couple of different companies for the Board to look at; SECONDED by: E. Holmes, VOTED by roll call: T. Perkins – yes, E. Holmes – yes, T. Kilanski – yes, J. Rokes – No, L. Picard – yes, MOTION PASSED.**

D. Jack advised by the end of April/beginning of May he should have the Assessment for the Board.

### **COMMITTEE REPORTS:**

Keene High Committee – The Committee met. L. Picard advised people to feel free to solicit information from Keene students to see how things are going and bring back to the Board. The Committee will review updated reporting from KHS.

V. Carey will follow-up with the new Principal for a meet and greet and see how they are reporting metrics.

Staff have been hearing a lot about Transportation from the 8<sup>th</sup> Grade contacts. The Board wants to bring back Transportation. If the Default Budget passes, it would not include transportation to KHS. Need people to know that.

The next KHS Committee meeting will be held on 3/25/21 via Zoom.

L. Picard has been following a number of Senate and House Bills with regard to education and reviewed with the Board. The Board should let T. Perkins or L. Picard know if they hear from a citizen with a concern on a Bill.

### **CITIZENS' COMMENTS:**

Rob Bushie thanked the Board/Admin. for allowing the meetings to be live streamed and would like all members to be visible on the screen.

Bridget Pence thanked the Board/Admin for posting the video.

Barbara Depew was concerned with space if they will be using the front lot for tents.

T. Kilanski responded to Rob Bushie. Explained he does not have internet; uses another source, so he can't use video. E. Holmes has problems with hers, too. That is why all members cannot be seen.

L. Picard read a letter from Peter Eisenstater in reaction to HB544. He is in total disagreement with the proposed bill.

Peter Eisenstater – If it comes to the School Board he encourages them to oppose it as strongly as they can.

L. Picard advised the proposed Bill has currently been heard in one session of a Public Hearing; thinks it is being heard again. She will continue to follow it.

T. Kilanski agrees 100% with Peter Eisenstater's letter. He would be happy to give a hand where he can.

L. Picard will send the link of the Bill to the Board and keep them in the loop.

**T. Perkins MOVED to go into non-public session at 8:47pm; under RSA 91-A:3 (b) SECONDED by: E. Holmes, VOTED by roll call: T. Perkins – yes, E. Holmes – yes, T. Kilanski – yes, J. Rokes – Yes, L. Picard – yes, MOTION PASSED.**

**T. Perkins MOVED to leave non-public session at 9:01pm, SECONDED by: E. Holmes, VOTED by roll call: T. Perkins – yes, E. Holmes – yes, T. Kilanski – yes, J. Rokes – Yes, L. Picard – yes, MOTION PASSED.**

V. Carey was not able to get back to the public portion of the meeting due to computer issues.

L. Picard advised while in non-public session the Board approved the hiring of two teachers. Parents are already aware so there is no reason to seal the minutes. L. Picard will sign the contracts tomorrow.

The next Board meeting will be held on March 18<sup>th</sup>.

The Board should receive information from L. Picard regarding the Deliberative Session.

**L. Picard MOVED to adjourn the meeting at 9:02pm; SECONDED by: T. Kilanski, VOTED by roll call: T. Perkins – yes, E. Holmes – yes, T. Kilanski – yes, J. Rokes – Yes, L. Picard – yes, MOTION PASSED.**

Respectfully submitted,

Peggy Higgins  
School Board Secretary