

WINCHESTER SCHOOL BOARD
NOVEMBER 3, 2022
WINCHESTER SCHOOL LIBRARY

Board Members Present: L. Hildreth, L. Picard, J. Blake, J. Hadler, J. Rokes,
Administration Present: L. Carey, M. Pouliot, T. Taylor, M. Hill

The meeting was called to order at 6:31 pm. by Board Chair, L. Hildreth.

MINUTES

L. Picard moved to approve the public and non-public minutes of October 20, 2022; SECONDED by L. HILDRED,
Voted: 5/0, Motion Passed

PRINCIPAL REPORT: Reviewed the updated Sports Pass for the student Athletic Handbook. LH-Motion, LP-
Second, Discussion – None, Vote 5/0 – Motion Passed.

BUSINESS MANAGER

Review of the Manifests:

L. Hildreth moved to approve Payroll Manifest dated 10/28/2022 in the amount of \$219,100.4 Seconded by L. Hadler,
Vote 5/0, Motion Passed

L. Hildreth moved to approve Accounts Payable Manifest dated 11/4/2022 in the amount of \$254,588.93, Seconded by L.
Picard, Vote 5-0, Motion Passed

L. Hildreth moved to approve Accounts Payable Manifest dated 11/4/2022 in the amount of \$190.40, Seconded by J.
Blake, Vote 5/0, Motion Passed

The DOE25 was shared with the Board for review, questions and signatures.

2023-2024 Budget Review

Third Review:

TT reviewed the updated spreadsheet for the noncbu – Admin/SAU Staff/Specialist

The Board reviewed the 2% wage increase, NHRS % decrease for FY24. L.H. Just want to make sure I understand the recommendations was to give these positions a 2% increase? TT. Yes. L.P. was there consideration of any other percentage increase (2.5 or 3)? L.C. would welcome an additional increase but would leave that decision to the board. L. H. would like to see a breakdown of what 2.5 and 3% would look like. At the current rate of inflation I don't think 2% would be enough. Granted right it affects the tax payer – my opinion 2% is a bit insulting. I would like to know what other members of the board thinks. L.P. agrees and would like to see the breakdown. The Town went to a salary schedule for all positions which is based on a 2.5% increase. J. B. would like to see a 2.5 and 3 also. TT will bring back for next meeting. Let me ask this at the last meeting is was approved for others am I doing it across the board? L.H. yes will make a motion to reconsider that approval. LP 2nd. Vote, Yes – JB, JH, LP, LH – No – JR – Motion passes.

L.P. now we can consider and discuss. L.H. I would also like to see on the admin. SAU staff what 2.5 and 3% will look like and we can make a decision. L.C. at the last meeting voted on 3% for custodians. L.P. We usually hear from the Facilities Manage about these lines are there any particular employee that might be considered for additional or was that a reasonable - been a lot of work done by that department –I am use to Matt being hear for this discussion.

JH- are we missing the food service salaries? T. T. we contract with the service. TT. Gave you the report of the proposed budget as it is a moving target and provided the comparison report. TT printed the five year comparison to review and look at. FY 23 is a moving target. Professional Development lines were reviewed (2210 – page 8) The Non-CBU School line has been zeroed out and consolidated the Non-CBU line. ESSER Funds and Title II Funds have been paying for a lot of staff development workshops. J.H. questioned the WTA line – TT that is a contracted figure. L.P. we have several alternative programs right now for employees who are moving into teachers is all of this covered under the WTA? TT. No if they are not falling under the WTA this would not be paid with the WTA money. L.P. this would fall under the

noncbu? TT. Correct – L.P. Is this enough. TT – currently yes. LP would like to split the difference and have it be for 7500.00. L.H. what lines are we talking. L.P. 2210 – page 8/9. JR. The proposed budget? LP yes it would be to zero out and amend noncbu line to 7500.00. MP we have several staff members under an SOE –and can take up to two years to complete. LP any idea of the cost? MP the cost of tuition, classes they need to take a couple of thousand. LH We are talking about moving the 2210 to the 23201 because we feel it is the same? TT – yes. LH last year we approved 10,000 and were not under knowing about the SOE. I will make a motion to have staff development noncbu 7500.00, JH 2nd, any discussion?

JR – the numbers are not the same. LH you have the 5 year comparison is the expenditure only? JR look at 53201 on page 9 last year 100.00 you look on it says 3524.00 and all of these numbers are almost identical what we spent last year and this year total. TT – these are the issues I am running into. This is why I did not use this form last year I exported the information and created the excel sheet. The historical report is pulling the information but the proposed report is not pulling in the field it should. TT – a lot of items were level funded for 22-23. L.P. they are pulling back from the expenditures. TT-Correct. LP – this history is correct. TT-the five year comparison is correct. LH – is there a need to have five years of history. TT-You asked for that. L.H. I did not I want to know if we approve 10,000.00 this year and only spent 5000.00 are we are asking for 10,000.00 again I want to know why. TT- That is what I brought last time. TT. I can put on I form. LP- One reason we went back five years because the 18/19 captures the history. JR -place item 53201 and 53202 and make one line for 7500.00. LH – any further discussion – no. Vote Y – 5/N-0. LH – any other professional development lines to review? TT-No.

School Board – 2310 lines. TT. You were questioning if an increase recording secretary have not seen. She sends invoice at year's end which is paid through accounts payable. LP- Are you saying she is sending her invoice and we are paying the same? TT – Yes. JH-adler – are secretary and treasurer combined? TT – No. LP recommended level fund to 4500.00 LH-Knowing in the last five years have not spent 4000. Would make a motion for 4000.00 LP-2nd Vote 5/0. JR – Board election services are they shared with the town – Yes. JR Motion to change to 1000.00 LH 2nd for discussion. LH all in favor Y-5 N-0.

LP – This is the last year of the Audit contract? TT – Yes LH –last year was 18400. Do we need to increase to 18400 for next year if still in a contract? TT – I don't anticipate an increase. LH – the contract is 17500.00 TT- they bill us for the time so not necessarily set. I don't anticipate we will go over. LH – motion to approve audit expense at 17500.00? JR – do we have to do each line. LP – we need to if make increase. JR makes a good point. LH – withdraw my motion. JR – the Annual Report what line – LP-Printing. JR make a motion to approve school board services 68200.00 LH- 2nd any discussion none – vote Y-5 /N-0. LH – Board stipend we are removing and moving to a warrant article when would we discuss. LP – The meeting before the budget committee we would discuss. January 10 last time to meet.

LH – Transportation – TT-2700 lines. A copy of transportation contract (last page) which explained the yearly costs for the length of the contract. TT- \$481,000.00 is for 4 regular ed buses there was 2 sped buses but we only have 1 sped bus and 5 regular ed buses. LH- we are proposing for FY 23-24 is what is in the contract? TT- Yes I am pulling the numbers right from the contract. The other transportation line is for out of district students. LH- Athletic transportation – recommend to level fund. Only year close to the amount was 19/20. TT- we had the budget to do it but they did not have the staff. This year running a little bit into the same issue. LH – Filed trips – last year we had a 1000.00 prior to the last couple of year we had overspent do we need more? TT-no one has presented additional trips coming up. LH- the bus monitor services is the aide required for pk student. I think we should hold on review until we have the final numbers. LP- the rest is an overall contract amount the only ones that could change would be field trips/athletics.

LH – Deliberative session – LP – Select board is in agreement with February 4th –No issue with making the 4th and can hammer down the times. LH – Motion to set deliberative session for 2/4/23 with time to be determined at a later date. JR-2nd Vote – Y/5 N/0. LH – Warrant articles are due by 1/10/23.

LH – Second review School Administration, Teacher, Support Staff, and SAU Specialists. I asked about the various services positions. J. Heise is here tonight and would you like to explain the services. The question is we have a number of support services which I know some are probably requested by student's services. What services are required if we did not have in-house what would it look like – J. Heise – passed out a breakdown of the special services the school provides for students. J. Heise – reviewed the following school psychologist is required to provide evaluations, group services along with the social worker and guidance counselor. We had to in previous years outsource the school psychologist and

it cost of double of having the person in-house for a cost of 150,000.00. Speech-Language Pathologist – full time necessary to complete evaluations, provide services to special education student, provides RTI services, and also supports 504 students. Speech Language Assistant provides direct services. They are not able to write IEP's or evaluations. Provides direct services to students. A Speech Language Therapist is needed to provide supervision for the SPLA. We also have some tele therapy for students. They currently provide the services for 18 students some are out of district students. LP- in addition to our 2 full-time we also need a teletherapy? JH – Yes. JH Adler – we pay for students who attend charter schools? JHeise.-Yes. we also have an occupational therapist hired full-time here however are reimbursed for 2 ½ days from Hinsdale. The positions provides evaluations, and preventive measures as well as 504 students and provides RTI services and you cannot have a COTA w/o an occupational therapist to supervise. Cote is split 40% by Winchester and 60% Hinsdale – we reimburse Hinsdale for part of her time. LP – I cannot think how many time budget committee asked about these jobs and this is the conversation that comes up every year. This chart shows where all the people are moving throughout the day and managing the various IEP's and really utilizing these personal. Both of these documents would be helpful in the budget book to help elevate the understanding. LH – I want to call out there has been a marked increase of students identified on the autism spectrum. LP – Could you briefly explain behavioral and sensory to the public? J Heise – across the US because of the pandemic children are not able to do the things they were able to 5 years ago, sitting, paying attention, having needs met, you say No and there is an explosion or they run out of the room or table is flipped over and we are seeing at pk level rather than K level. A lot more physical aggression. Instances of five staff members being hurt in one day because a student cannot control behavior. There sense of touch, sense of hearing, loud noises they shut down or have to get of the space. We are working really hard with limited staff trying to help the children to be okay to learn. JH Adler- Adjustment Counselor can we change name to IEP Coordinator? M Pouliot – it is a term used by other districts. Goal is to help students adjust, social/behavioral support to be in school environment. LH – LH – Any additional questions for JH or MP on job descriptions. LH – Any other questions SAU, Administration, and Specialists.

LH – School Administration TT – Page 11. LH – salaries we will hold but visit other lines. JR – Where did the postage go? TT – the postage line was coming out of 2400 and was only going to be in SAU. Was added into the SAU line page 10. LH – reviewed five year comparison - LP recommend to level fund at 3500 and zero out 2400 account. LH – any other questions related to school administration line items. LP – Decrease to supplies and dues/fees. TT – Yes after looking at historical data.

LH – Teacher/Support – TT – lines reflect contract agreements with WTA & WSSA. LP – Substitute Line – 1200-52110 LP – Substitute line – 1200-51200 LH – one for paraprofessionals one for teachers. TT- This year we have had substitutes for paraprofessionals. LH – So for substitutes is there a five year history for the two or one? TT – The paraprofessionals no one was substituting for them. There has been a lot of discussion this year they have been using again this year for a lack of positions being filled. LH – In the past five year have only had 1 line. MP-Yes. This year we have so few paraprofessionals that if someone is out we do call a substitute in. MP – we pay sub paraprofessional pay. LH – is there a difference for teacher vs. paraprofessional. MP – Yes. JR on page 4 the para line has then been used. TT – this line is now new but was not used. We only hired subs for teachers. LH – Page 3 summer school special Ed paras' salaries. TT – I am working on updating the codes. LH – Where do we get the history front these line items – as you are moving the items where would we get the history? Jr – breakdown on KHS reg ed sped ed tuition. We are down 9 students so I figured the rate would be down. TT – we don't have the new rates now – I used our anticipated number of 163 students based on current school year rate as soon as I have the information it will be updated. LP – Current is the 10/1 numbers we have in our board packet for current correct. JH Adler – Summer school historical different for special ed dollar amount there is nothing in the budget for Summer school. TT – The line item was moved. LHildreth – Teresa that was a line item moved. LH – Any questions on staff we will be revisiting.

LH – next TT- 2500 Business Office – LH- just salaries – TT – correct. LP – was going to revisit, business manage, superintendent, support sau. When making significant changes we do market research and like to make sure at next meeting we have that documentation. Little concerned that we don't take a step backwards with our superintendent and want to ensure that it is adequate for that. This will be a question that comes up with the budget committee. LH – SAU support person is likely more than 1 person – is maybe responsible for more in that position than what should be and possible a 1 ½ position and market adjustment for experience. LP – also possible that position will be more like 2 or 1 ½ position when there is a change. LH – anything else related to business office.

SAU Office Specialists 2220 – majority if salary. TT – 2320 unemployment, workers comp. Based on documents will be able to reduce. LP – reduced significantly. TT – the numbers were provided by Primex. LH – any additional questions?

JR – Software SAU management – TT- Infinite visions accounting software. JR –last year 1700, about two years 11,000 and the year before I don't know we if we bought it was 21,000. TT- A lot of items were placed into technology. I have been moving the items to the proper lines. LP – some kind of little key or something we can put to our side. This will probably come up during the Budget meeting. A key showing the item was shifted from this account to this account. JR has already picked up on a couple of things already. TT- I gave it last year because I couldn't get out of the program what we really needed, I exported out of excel and made comments on the side. LH _ any other questions.

First Review of Facilities/Technology

M Hill Would like to bring two custodians up a dollar each. LP – in 22/23 one at 14 and one at 15.50 your recommendation is 14 should be 15.00 and the 15.50 should be 16.50. JR-What was the wage last year. The 14.00 was 12.75 and 15.50 not sure. JR want to go 3% on top of the increase. MH – They each can get 1.00 everyone else is 3%. LP – the 20, 17 & 17.50 were adjusted last year and for longevity, they also came out of the bargaining unit last year and we adjusted. LP Motion to approve 1.00 increase for the 2 positions, JR 2nd, Vote Y-5/N-0. LP – Will leave others at 3% increase and would to see total dollar amount. LH – Anything else we need to review. MH – Propane/Oil – proposing a 25,000.00 increase because of rising costs bring to 90,000.00. TT – was first year of running propane for school. LP – talk about electricity should it be level fund? MH – we have an agreement with a provider. TT – the rates were at 0.6%. LH – How long is this rate locked in? TT – this one has just started and is for five years. LP –Moving forward just to the election line there is a lot of movement for group- rates, as well as solar project, as the school contract expires it might be a good idea for the School/Town to work together. M Hill – New electric company doing an audit. Would like to adjust the furniture line. Would like to increase from 3500.00 to 5000. Could replace a room per year. TT- At some point that line has been decreased it was at 5000.00. JR – We have spent 20,000. Some of these numbers look high – LH – Last year we did not spend some of the other funds because of staff shortage and used the money for capital reserve project. LH – will revisit with updated wages. LP – Do you have an updated capital plan, is that coming. M Hill – it will be presented at next meeting.

LH – Projected enrollment. TT – hope to have a graph at next meeting. LP – pretty consistent numbers. TT – Maybe 520 total next year. Kindergarten is the wild card. Going out 3-5 year projections. Could drop to a total of 505 student. LP – Staffing overall looking at the school as a hole – not seeing a need for an increase but possibly a shift. LH – any questions for projected enrollment/staff.

LH – KHS tuition – TT – do not have new costs for next year. The numbers currently are this year's rate. LP – Town Clerk, School Moderator on board for the deliberative session date. Will move forward at next Wednesday's select board meeting.

LH – Special Education Out of District – TT- line number 1200. The numbers of split by high school and elementary school students. LH – J Heise do we anticipate a bump? J Heise – Yes – LH- we should get that added. Will it be ready for next meeting? J Heise – Yes. LH – any other questions.

LH – Anything with warrant articles. LP – Capital reserve will follow up on, Special education, I will say we might want to consider the special education bump up from the 25,000.00 because we tapped into it last year. TT – we pulled out 125,000.00 and currently have about 225,000.

LP – we should come to agreement what the format of the budget will look like. LH – would like to review organizational chart at a regular board meeting.

JR – Budget Committee 12/1, 6 and 8 at 6:00 p.m.

JR – is this last year of bond payment – TT – August 2023 is the last payment.

CITIZENS' COMMENTS:

A.Hill - WTA members has a meeting Wednesday. Was wondering if citizen comments could be at the beginning of the meeting and second special education transportation for the pre-k students. TTaylor – white top bus is the sped. Transportation. Small van is the feeder. Laws for transportation of PK has changed need a monitor and car seats. First student has purchased 30 car seats for our PK students. Every bus that has a PK student will have a monitor and a cost of 125.00 per day.

A Hill – SPL/OT a huge chunk of time is with home visits also meeting with early intervention. Need to have a high school student on the board by January. Feels like celebrating high school students has been lost. LP – We did and yes a lot has been lost due to COVID.

LP – should put in some money for live streaming. 2 or 3 year contract. About 5000.00 at most. LP – Motion to add 5000.00 where appropriate. LH – 2nd – Discussion No – Vote Y-4/N-1

LH – make motion to go into non-public under RSA 91-A:3 II

Roll Call vote – JB-Y, JR-Y, LH-Y, LP-Y, JH-Y – we are now in non-public

Return from Non-Public at _____ – while in non-public discuss retirement of J. Heise

L. Picard MOVED to adjourn the meeting at 8:10 pm; SECONDED by: J.H, VOTED: 5-0, MOTION PASSED.