

**WINCHESTER SCHOOL BOARD MEETING
DECEMBER 2, 2021
WINCHESTER SCHOOL CAFETERIA**

Board Members Present: T. Perkins, L. Hildreth, J. Rokes T. Kilanski, L. Picard – via phone
Administration Present: K. Dassau, T. Taylor, V. Carey, M. Hill

The meeting was called to order by V. Chair, T. Perkins at 6:38pm.

MINUTES:

L. Picard MOVED to approve the Public Minutes of 11/18/21; SECONDED by: T. Perkins, VOTED: 5-0, MOTION PASSED.

PRINCIPAL'S REPORT – V. Carey:

*Just wrapped up the first trimester; conferences have begun. The conferences for the younger students are being done virtually and the older students in person; to limit the number of families in and out of the building.

*NH Cases of COVID have reached a new high; 35 students either have COVID symptoms, someone in their household has COVID or they themselves have tested positive. Continue to have no evidence of community spread.

T. Kilanski asked about COVID numbers. He thought last night at the Selectboard meeting the Health Officer mentioned the Town had 30 something cases; is that just kids?

V. Carey explained that is definitely kids, too. In her number of 35, they may not have tested positive, but if they are in a household where someone is positive, they have to stay out of school for a period of time. Or if students have symptoms they have to stay out of school until they produce a negative test or 10 days from the start of their symptoms. That is what the 35 is.

SUPERINTENDENT'S REPORT – K. Dassau:

*Everyone now has budget books.

*A brief non-public will be needed tonight for one resignation.

POLICIES:

The Policy Committee has agreed to changes on two policies that need Board approval.

L. Picard MOVED to approve Policy ACAC –Title IX Sexual Harassment Policy & Grievance Process as presented; SECONDED by: L. Hildreth, VOTED: 5-0, MOTION PASSED.

L. Hildreth MOVED to approve Policy BHE – School Board Use of Email & Other Electronic Communications; SECONDED by: L. Picard, VOTED: 5-0, MOTION PASSED.

T. Perkins MOVED to approve the Payroll Manifest dated 11/12/21 in the amount of \$226,884.74; SECONDED by: L. Hildreth, VOTED: 5-0, MOTION PASSED.

T. Perkins MOVED to approve the Payroll Manifest dated 11/26/21 in the amount of \$230,908.45; SECONDED by: L. Hildreth, VOTED: 5-0, MOTION PASSED.

T. Perkins MOVED to approve the Accounts Payable Manifest in the amount of \$3,699.07; SECONDED by: L. Hildreth, VOTED: 5-0, MOTION PASSED.

T. Perkins MOVED to approve the Accounts Payable Manifest in the amount of \$189,693.94; SECONDED by: L. Hildreth, VOTED: 5-0, MOTION PASSED.

BUSINESS MANAGER'S REPORT – T. Taylor:

*The Board received a copy of the current year-to-date budget versus expenditures and T. Taylor reviewed and answered questions.

So far expenditures are \$2,671,530; encumbrances, everything for the entire year that we know we will incur is \$6,860,257. At this point, the unexpended fund balance is \$3,435,709. T. Taylor explained the 26.94 percent is what is remaining; unexpended budget.

The Board received a copy of the 2022-2023 proposed budget. There were changes to it as there is one anticipated student who will be out-of-district. So that hit the bottom line pretty hard. Feels if they don't budget for it, will be in trouble next year.

T. Taylor explained she needs to add the cost of a fuel surcharge of \$6,365.00 to the bottom line. She will make the changes for Tuesday's budget meeting and make copies for the budget books.

L. Picard advised with the addition of \$6,365.00, which is the only change, it comes to a total operating budget of \$12,834,234.05. L. Picard advised that represents a decrease from last year's approved budget.

J. Rokes disagrees with that. Technically, the budget was \$400,000 less, but doesn't think they should count the Warrant Article as part of the budget. People will think the budget went down, but in reality it didn't.

T. Taylor explained the operating budget would have gone up \$260,000. We were originally right around the \$99,000.00 mark, but had to add a student and a couple of other expenditures that factored into it. So it went up.

J. Rokes feels in 2020-2021 it looks like we had over \$1,000,000 – people will think we have that amount.

T. Taylor explained the process by the auditors and the DOE. Four Hundred Thousand Dollars was required to be put back in by the DOE as we were in a deficit for the FYE 2021 school year. Then we had a positive fund balance of \$125,000 so she is now required to put the \$25,000 into the Special Ed Fund.

L. Picard – with no other changes the bottom line is still the 12.8 million dollars and there is an increase of \$160,450.50 from the last operating budget.

L. Picard MOVED to approve the proposed budget for the fiscal year 2022-2023 in the amount of \$12,834,234.05; SECONDED by: T. Perkins, J. Rokes and T. Kilanski asked about salaries and T. Taylor reviewed; T. Kilanski advised he did not agree with the stipends voted on for Board members. He asked does that mean that he needs to say yes that he agrees to all of this. He also didn't agree with the 4% raises. Doesn't think it is right to approve the budget if he didn't approve those items at the time.

L. Hildreth explained there is a trail. The Board votes on the budget items in pieces; not everything was necessarily supported by everyone;

MOTION VOTED: 3-2 (T. Kilanski – no, J. Rokes – no) MOTION PASSED.

T. Taylor reviewed anticipated revenues based on property rental fees, refund of prior year expenditures, local revenues, adequacy aid, state revenues, etc. If we took into account revenues that we know of and what is anticipated, the difference would be what needs to be raised. In the end they will take the placer for the \$500,000 and \$200,000 into consideration which will bring the amount to be raised by taxation to \$7,321,546.00.

L. Hildreth explained if the budget is \$12.9 million and because we get revenues from other funds then really we are raising \$8.1 million from taxes.

K. Dassau advised we need to raise and appropriate the funds for the total budget regardless of the source; even if it is a Grant. On the Warrant Article you will see the full amount to be raised, but that is not the tax impact.

J. Rokes asked what was needed to raise through taxation last year.

T. Taylor knows, but she doesn't have the number with her. She will have information for Tuesday's meeting; can have for tomorrow.

T. Taylor advised after calculation, \$7,303,755 rounded is what we would be raising from taxes. She will correct the document.

DEFAULT BUDGET:

T. Taylor explained the process for calculating the Default Budget number. The Default Budget will be \$12,557,611 and the Operating Budget \$12,523,784.

J. Rokes and L. Hildreth questioned the number in the operating budget voted on tonight.

T. Taylor explained if they subtract back the \$25,000 and \$125,000 from the \$12,834,234 that should technically be the operating number that she should have used. So, the proposed 2022-2023 Operating Budget plus Article 6 and Article 7 should equal the proposed budget that was just voted on; \$12,684,234 and the Default Budget with rounding, will be \$126,623 over that. T. Taylor will correct that.

J. Rokes asked about time clocks.

T. Taylor's understanding is they kind of got squashed.

K. Dassau explained it didn't make sense to go forward. With budget cuts, they didn't have the same amount of staff.

V. Carey – time clocks are for hourly employees.

T. Kilanski feels they should be implemented as it was voted on and they have everything here; just need to do it.

T. Taylor explained there is definitely a cost; software, training, etc. It could be as much as \$5,000. We don't currently have the software.

J. Rokes feels electronic time clocks would be more efficient.

After much discussion by the Board, K. Dassau advised he will go back and review what they have and don't have with regard to time clock equipment. He doesn't want to speculate, but it would only be hourly employees and that number has changed. He will bring information back to the next meeting.

J. Rokes asked if it could be on the agenda.

K. Dassau advised it could.

J. Rokes asked about outsourcing Payroll.

T. Taylor explained it would cost more and we would still need people in-house to gather information, record vacation/days off, etc.

V. Carey explained it is not cost effective, so we no longer pursued it.

L. Picard - As it won't affect the budget and T. Taylor is busy with numbers, does the Board agree to add the time clocks to the agenda in January?

The Board agreed.

T. Taylor advised she will go back and make the needed adjustments to the budget.

DRAFT WARRANT ARTICLES:

The Board reviewed the draft Warrant Articles and provided updated figures.

L. Hildreth MOVED to approve Warrant Article Two for a total Operating Budget of \$12,834,234 and a Default Budget of \$12,557,611; SECONDED by: T. Perkins, VOTED: 3-2, (T. Kilanski – no, J. Rokes – no), MOTION PASSED.

L. Picard MOVED to approve Article Three with figures as noted; SECONDED by: T. Perkins, VOTED: 5-0, MOTION PASSED.

L. Picard feels Article Five needs to be cleaned up so it is not so confusing.

L. Picard MOVED to approve Warrant Article Five with numbers as noted for 2022-2023 and 2023-2024; L. Hildreth advised she is not ready to approve the Warrant Article now.

L. Picard Withdrew her MOTION.

L. Picard advised it would be helpful if they could have the language for the Warrant Article for the meeting on the 7th so they can approve it on the 14th.

CITIZENS' COMMENTS:

None.

L. Picard reminded everyone that the Budget Meeting on Tuesday begins at 6:00pm not 6:30pm.

K. Dassau advised the rooms usually used are being occupied. Could use the cafeteria or the Town hall. The Board agreed it would be better to do it at the school in the Cafeteria.

T. Kilanski asked about public comments – are they designed more for discussion that night; give or take.

K. Dassau – Give or take.

T. Kilanski advised sometimes not all the people that speak get answers that night because there is no information. His concern is that at the last meeting we had a public comment and it seemed like that was a prepared thing. Doesn't think it should have happened – it should have been on the agenda.

K. Dassau explained his response was from information that was in the newspapers about a particular group putting bounties on teachers. He had prepared himself for that question; he believes he sent the information out to the Board so they were aware of it.

T. Kilanski doesn't think they should prioritize what information is important and what isn't.

After further discussion, K. Dassau advised sometimes the Board can't answer a question because the answer comes from somewhere else. He was anticipating that the question would come up.

V. Carey explained they had received very fresh information and were able to respond when it was asked that night.

L. Hildreth MOVED to go into Non-Public Session at 8:39pm; SECONDED by: T. Perkins, VOTED: L. Picard – yes, L. Hildreth – yes, T. Perkins – yes, T. Kilanski – yes, J. Rokes- yes, MOTION PASSED.

L. Hildreth MOVED to leave Non-Public Session at 8:42pm; SECONDED by: T. Perkins, VOTED: 5-0, MOTION PASSED.

T. Perkins MOVED to adjourn the meeting at 8:42pm; SECONDED by: J. Rokes, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary