

**WINCHESTER SCHOOL BOARD MEETING**  
**WINCHESTER SCHOOL LIBRARY**  
**MARCH 3, 2022**

School Board Members Present: L. Picard, T. Perkins, L. Hildreth, T. Kilanski, J. Rokes

Administration Present: K. Dassau, T. Taylor, V. Carey, M. Hill

The meeting was called to order at 6:31pm.

**L. Picard MOVED to approve the Public Minutes of 2/17/22; SECONDED by: L. Hildreth, VOTED: 5-0, MOTION PASSED.**

**PRINCIPAL'S REPORT – V. Carey:**

V. Carey explained when they returned from vacation the School was under new protocol, including masks being optional. The Federal Face Mask Mandate was also lifted for school busses.

Read Across America Week is being held this week with a different theme each day: Monday – Hat Day; Tuesday – Pajama Day; Wednesday – Dress Wacky Day; Thursday – Favorite Book Character; Friday – Foxy Sox Day. Lots of teachers participated. No one came into the building to read. There will be readers from America Reads coming in this year; will get back to other traditions.

**BUSINESS MANAGER'S REPORT – T. Taylor:**

T. Taylor explained the reason J. Rokes and T. Kilanski did not receive the Manifests prior to the last Board Meeting is that they were sent by the old protocol; if the Manifest is not signed it stops and doesn't go on to the next person. Rather than reviewing and signing electronically, if members want to review the Manifests they can be sent by email and reviewed and questions asked at the next Board meeting.

The Board agreed that is how they would proceed.

T. Taylor provided a budget update and reviewed. Explained there is 8.17% left, but there are still unencumbered items. As they move towards the end of the year she will have a better idea of a firm number.

L. Picard asked if there were any concerns about anything unexpected coming up.

T. Taylor explained with Special Education and kids moving in, they could go over, but they are currently sitting at \$439,000. She has no concerns right now.

The Board received the audit in draft form. T. Taylor is hoping they can review it at the 3/17/22 Board meeting. Before then, if Board members have questions they should let T. Taylor know and she can get them to the auditors. Hopefully the audit can be approved that night and she can submit it to the State.

T. Taylor advised she can get a hard copy of the audit to the Board members if they want one.

L. Picard asked Board members to copy K. Dassau when sending any questions they have to T. Taylor.

**L. Picard MOVED to approve the Accounts Payable Manifest dated 2/25/22 in the amount of \$2,352.03; SECONDED by: L. Hildreth, VOTED: 5-0, MOTION PASSED.**

**L. Picard MOVED to approve the Accounts Payable Manifest dated 2/25/22 in the amount of \$156,532.57; SECONDED by: T. Perkins, VOTED: 5-0, MOTION PASSED.**

**L. Picard MOVED to approve the Payroll Manifest dated 3/4/22 in the amount of \$217,464.08; SECONDED by: L. Hildreth, VOTED: 5-0, MOTION PASSED.**

**DIRECTOR OF FACILITIES - M. Hill:**

M. Hill advised they had a Facilities Meeting tonight before the Board Meeting.

\*ESSER funds have opened up with the possibility of doing some roofing. Received new estimates from Melanson which are a lot higher than he was hoping for. It is possible, though, that they can do some roofing with some of the ESSER Grant funds.

\*Discussed why the HVAC in the Music Room is not working properly and not really a good system. It will need to be replaced – waiting for new pricing. There is a delay in getting equipment. M. Hill advised BG Mechanical came in on Tuesday and asked us to have a designer come in and redesign the projects we want to do with ESSER funds. There is a company coming in to give a rundown on what we need to do.

\*There will be a company coming to do a quote on the refinishing of the gym floor. This will be the third quote.

\*Revisited the third floor.

L. Hildreth asked if there is a list of how much has been received and what it has been used for from ESSER funds.

T. Taylor explained she has started to put something together; reviewed with the Board. Advised she had started a list for ESSER III - The funds are supposed to be used for 80% infrastructure and 20% learning loss, but it is closer to 40/60 because we have staff members who were hired under ESSER II. The intention is to keep using those funds for the next two years to fund those positions. Trying to be sure infrastructure and learning loss have been met.

L. Picard advised the Board would like to see the lists at the next Board meeting.

T. Taylor will bring them.

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

\*T. Perkin's last meeting is tonight. Thanked her for her service to the Winchester

School District. K. Dassau explained he will be calling the next Board meeting to order on the 17<sup>th</sup>. He will then hand it over to whoever is voted in as Board Chair.  
\*No non-public meeting is needed tonight.

**Second Reading Policy BJE – Bidding Requirements:**

L. Picard advised she did check with the Town and the Town does open sealed bids at the table, but a Municipality and School are run very differently. There is no committee that would open a bid for a Facilities related quote for the Selectboard. She feels the situation is a little bit different as to how the School Board structures the Committee work and utilizing Committees to do a lot of that work and bring a recommendation to the Board.

L. Picard explained the Policy Committee met to review Policy BJE and worked with T. Taylor. The amount went up to \$35,000 which is only \$10,000 more than the current policy and more in line with the type of bids and work the school has been doing on a regular basis.

L. Picard reviewed the proposed changes with the Board.

**L. Picard MOVED to approve Policy BJE – Bidding Requirements; SECONDED by: T. Perkins**

J. Rokes advised he received the Purchasing Policy from the Town and reviewed with the Board.

L. Picard explained Amy Bond advised this is one of the many policies that needs to be updated. It is an example of the difference in how a Municipality and School Board operates.

T. Taylor advised they looked at a lot of other districts policies.

J. Rokes feels \$35,000, without having it come to the Board, is too much. Thinks \$25,000 is too much.

T. Taylor explained there are certain circumstances where a purchase can come in at \$26,000 and would be asking to go to a hard bid, but not getting those bids for \$26,000. That was the primary point in the beginning. Times are changing and we need to look at when people are taking the time and doing a hard bid. When they are already overwhelmed, they are not taking the time to do that. A \$26,000 job is probably not that intense.

J. Rokes advised his point is that they don't have a say in the amount unless it's over \$35,000.

T. Taylor advised she could bring quotes to the Board. Asked if they are going to look at them each time and make the decision or are they going to entrust that they will be looking at quotes and saying what is out and what is in and move forward.

T. Kilanski doesn't think it is trust, but a checks and balances.

T. Taylor advised checks and balances are all about quotes. She is not getting the quotes and making the decision. In M. Hill's situation, he is getting the quotes and they are conferring, often along with others. So it is not just one person.

J. Rokes advised it could be, according to the policy.

L. Picard advised it is the work of the Facilities Committee. They will always meet and go over those quotes and have a recommendation for the full Board. There are those other checks and balances that occur within other policies.

After much discussion by the Board, V. Carey explained it would be a Purchasing Policy that would be in line with J. Rokes' concerns.

**L. Picard accepted a Friendly Amendment and T. Perkins a Second to the Motion on Policy BJE amending the second sentence in the first paragraph to add the wording *and then submitted to the School Board after (by the SAU Business Manager...)*; and to add to the end of the last sentence, first paragraph, *will follow Purchasing Procedures Policy DJB*; VOTED: 5-0, MOTION PASSED.**

**SCHOOL BOARD CHAIR – L. Picard:**

\*L. Picard thanked T. Perkins for her years of service to the Winchester School District. She greatly appreciates all her support as Vice Chair.

\*The polls are open Tuesday, March 8<sup>th</sup> from 8:00 to 7:00pm. Board members have advised they will be there to help.

T. Kilanski advised at the last meeting there was discussion about a lunch for the teachers and it was mentioned that three Board members made something for it. Asked if there was an e-mail that went out that he and J. Rokes missed.

L. Hildreth explained it was literally the day before that she and L. Picard decided to make something.

L. Picard thought they would get more from the area as well.

L. Hildreth - Next time would ask everyone. Advised it was not intentional to not let people know what they were doing. It was a last minute idea to add a few things to the table.

**CITIZENS' COMMENTS:**

Amy Hill asked about ESSER funds. According to NEA.ORG, which gets their information from the DOE, after the ESSER's are all done, in the end it is almost \$3.8 million dollars. She just wanted to be sure that she is hearing correctly that 20% is all used up for loss of learning.

L. Picard is not sure that is what she heard, but at the next Board meeting will have a much more definitive breakdown of what has been used and what's left.

Amy Hill asked if there is a transparent document. It is her understanding there needs to be one.

L. Picard advised that is what T. Taylor is working on to bring to our next Board meeting.

T. Kilanski - It is all accounted for; it's just not in a document.

L. Picard advised there is a document available, they just don't have it to provide right now.

V. Carey advised what was provided was the ESSER Use of Funds Plan for ESSER III funds that was done by the Reopening Committee. That was open for public comment at a Board meeting in August and, she believes, in October. It didn't have exact dollar amounts for the activities, because that isn't what was required at the time. As T. Taylor mentioned, activities for ESSER III have not been written so that money has not been accessed because they are still spending down ESSER I and ESSER II funds, which had different transparency requirements than ESSER III did.

The Superintendent Search Committee will have an update for the next Board meeting.

T. Perkins thanked the executive team, all of the teachers and staff. They have gone through COVID, 1.7 million slash to the budget and have done an awesome job! She appreciates everyone here at the Winchester School. L. Picard has been such a wonderful asset to the school and the community – thanks her for that.

L. Hildreth MOVED to adjourn the meeting at 7:34pm. SECONDED by: T. Perkins, VOTED: 5-0, MOTION PASSED.

Respectfully submitted,

Peggy Higgins  
School Board Secretary