

WINCHESTER SCHOOL BOARD
OCTOBER 1, 2020
WINCHESTER SCHOOL GYMNASIUM

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

The meeting was called to order by L. Picard at 6:32pm.

MINUTES:

L. Picard MOVED to accept the public and non-public minutes of 9/17/20; SECONDED by: J. Rokes, VOTED: 4-0, MOTION PASSED.

PRINCIPAL'S REPORT – V. Carey:

*V. Carey reviewed how things are going with hybrid learning this year. She is very impressed with the teachers and paraprofessionals. They are providing so much support to students and are doing live learning through virtual formats; duplicating what they are doing in person for remote-only students. Teachers are providing extra help for students as needed, dealing with technology issues, etc. Our staff is rising to the challenge. Our hybrid learning is matching what was expected in the State; not all districts are doing that. L. Picard advised as a parent of students in two different schools, she is very impressed that one has class every day; the other doesn't.

BUSINESS MANAGER'S REPORT – M. Henry:

After review of the Manifests by the Board, **L. Picard MOVED to approve the Accounts Payable Manifest of 10/2/20 in the amount of \$243,682.16; SECONDED by: E. Holmes, VOTED: 4-0, MOTION PASSED.**

L. Picard MOVED to approve the Payroll Manifest of 10/2/20 in the amount of \$201,015.70; SECONDED by: T. Kilanski, VOTED: 4-0, MOTION PASSED.

BUDGET YEAR-TO-DATE:

M. Henry distributed the YTD budget update and reviewed with the Board. She explained it doesn't include transportation or out-of-district placements. She will make modifications when the KHS bill is received.

The audit is done. We should receive a summary in a couple of months.

L. Picard feels they should ask the auditor to join us again to go over some points of the audit.

M. Henry advised the auditor said he will do that.

SUPERINTENDENT'S REPORT – K. Dassau:

*There is no non-public or non-meeting needed tonight.

*Will have enrollment counts for the next Board meeting.

BUDGET REVIEW:

Business Administrator and Administration Staff:

M. Henry reviewed the proposed salaries and market adjustments for the Business Administrator and Administration positions with the Board. She also distributed position comparisons of Administrative positions in different districts.

M. Henry explained the Staff Accountant position currently works 24-32 hours; looking to increase the number of hours.

After discussion, L. Picard MOVED to accept the recommendation from Administration for the Administrative Business Support Services lines in the amount of \$172,888; SECONDED by: T. Kilanski

E. Holmes asked what a 2.5% increase would be.

M. Henry advised it would go to \$78,412; if it was just the salary line the benefits, etc. would go down if the salary went down, but explained need an increase in hours.

K. Dassau advised they need a format to use. Does the Board want to settle on that now or as they go through each department?

L. Picard advised she is certainly willing to table the motion, but she is not going to go through the process without a consensus from the Board. She is willing to look at the next few items and come back to this. The Board could decide to change numbers or Administration could change the numbers.

The Motion and Second were tabled.

FACILITIES:

The Board received information and asked questions of Ian Spencer. He explained the full-time Custodian is back in the budget. They are really only able to deal with getting things done in the building due to COVID and the use of less classrooms. They are currently at 160 hours; when they fully open the building it would not be possible to get everything done with the amount of staff they have now. They would have to ask teachers to bag their own trash, etc. The proposal includes 3% raises and one additional full-time employee.

M. Henry advised Ian Spencer has done so much since he has been here. He saved \$57,000 + through utility grants/energy savings. He has received his certification. He has been here two and a half years and in that time has received no increase whatsoever; he has proved to be an above-and-beyond employee. They are requesting a 3% raise and market adjustment.

K. Dassau advised they are not looking to bump up staff to where other districts are, but to move them up a bit at a time.

J. Rokes MOVED to change the amount of the line items for Buildings & Ground Wages, Director of Facilities Salary, Maintenance of Grounds and Repairs & Maintenance for a total in the 2600 lines to \$706,188; there was No Second.

M. Henry advised that is about \$783 less with salary adjustments.

After discussion, the Board decided to review the budget lines tonight and revisit with updated numbers at the next meeting.

K. Dassau will present the Principal and V. Principal positions and V. Carey will speak to the other Administrative salaries, hours, benefits, etc. as well as other lines in the 2400 account.

V. Carey spoke to the Secretary position. The Secretary logs trends in attendance and discipline, takes in reports of bus issues, subs, drafts communication with staff and parents, etc. The Secretary became the Receptionist position and works 8:15am to 3:40pm. with a 30 minute unpaid lunch. V. Carey is proposing a forty hour position, 210 days; it would start a little before and a little after the hours the position currently works. No one has been here in that position in the last couple of years. That is challenging. During the Summer supplies arrive, mail needs to be opened, calls come in. Summer School students are in the building five days a week, four hours a day. Parents need to be able to reach the school. The functions were moved to Administration from the Secretary position.

Ian Spencer advised parents have complained that they can't reach anyone at the school.

V. Carey advised Summer School will be in ESY. This number is for 210 days. There is also an adjustment to the responsibility of duties. There will be training needed.

The Receptionist position includes a market adjustment, but it would be a Secretary position. There was a \$2,200 reduction from the same position in 2019/2020.

V. Carey explained the Secretary position has confidential responsibilities. She is confident responsibilities can be put back in and be done. The Secretary rate of pay is still low to the market. The Receptionist rate of pay is very low.

T. Kilanski is concerned that for one hour more per day they are looking for twice the salary.

V. Carey explained it is the type of functions that position would be doing. There are extremely confidential duties that cannot be done by a Receptionist. The only way to get those duties in is to change the position from a Receptionist to a Secretary.

L. Picard reiterated that the School Secretary really should be compared to 2019 or 2020. The position in the budget now is a Receptionist.

M. Henry advised we are paying \$2.00 to \$3.00 less than in other districts.

L. Picard advised that the Board and Administration had been talking about market adjustments last year and the year before regarding the Secretary position. Some small increases had been started.

L. Picard asked for the job description and market comparison for the next meeting.

T. Kilanski would like the amount of the adjustment that was made to that position.

V. Carey can get that.

SCHOOL BOARD:

M. Henry reviewed and the Board asked questions.

K. Dassau advised they know of only two School Boards in Cheshire County that don't take a stipend. One is Winchester and the other one does not have a school of their own so there is less Board business to do.

L. Picard advised they have follow-up work to do regarding the items discussed tonight. Will revisit these items and look at others for the 10/15 meeting.

J. Rokes asked if they could approve the School Board portion of the budget since there is no salary change.

L. Picard advised she would like additional conversation on the Board stipend and would like that conversation with a full Board.

Ian Spencer asked if the Board wants any additional information from him with regard to the Facilities portion of the budget.

Nothing was requested by the Board, but L. Picard advised if the Board has any questions they should send her an e-mail to ensure they have the information for the next meeting and she can copy K. Dassau.

L. Picard advised Board members could go directly to Administrators, but they should copy L. Picard to keep her in the loop.

L. Picard advised as they are reviewing the budget, the Board asks Administration to be very specific as to the increases and decreases being requested. She is asking for the same standard and support from the Board.

The Policy Committee met last week.

L. Picard – There are six or seven policies that the Policy Committee reviewed and made changes on to come to the Board. Those policies will be in the next packet to review. They will have additional policies over the coming months from the list of 20 received by the Policy Committee.

FACILITIES:

Ian Spencer advised classrooms have a lack of proper HVAC and FEMA has no funds to help with that. He advised the cost is just over \$500,000 to get it up and running right in the Elementary School.

Ian Spencer needs a motion and approval to present to the Budget Committee to authorize us to use funds of \$550,000 that were dedicated to converting HVAC systems to propane, the third floor renovations, repair/removal of the chimney and replacement of the gym roof. He would like to shift funds of approximately \$150,000 for the HVAC system in the Elementary School.

T. Kilanski feels rather than \$150,000, it should be what is left.

Ian Spencer doesn't think it needs to be a specific amount.

Ian Spencer advised he would be asking to add the Elementary HVAC to the list of items in Warrant Article Six.

M. Henry read the RSA. No public hearing is required as we have a Budget Committee and need to designate where funds will come from. We would need to send a request to the Budget Committee in writing.

The Budget Committee's next meeting is 10/13.

Ian Spencer feels they will have a finite number by then.

T. Kilanski MOVED to use the \$550,000 from Warrant Article Six to go toward the HVAC system in the Elementary School with the Budget Committee's approval; SECONDED by: J. Rokes, VOTED: 4-0, MOTION PASSED.

L. Picard will present information to the Budget Committee and then Ian Spencer will look at getting three quotes to finalize the project.

L. Picard feels as the Board is reviewing new and old information in the budget, they should keep the budget meeting that was tentatively set for 10/22 designated specifically for the budget.

CITIZENS' COMMENTS - ON LINE:

Ailliea Carle asked to be put on the agenda for the next meeting for the Sports Boosters. She wants to update the Board for Fall Sports and talk about Winter Sports.

L. Picard advised she could be included in the public comments at the next meeting.

Natalie Quevedo spoke to a stipend for the School Board and Selectboard Members. She explained they are elected positions; a lot of time and effort goes into it. She believes they should be paid for their services; it is absolutely deserved. They are all public servants. It's another job that is deserved to be paid and compensated.

E. Holmes MOVED to adjourn the meeting at 8:30pm; SECONDED by: J. Rokes; VOTED: 4-0, MOTION PASSED.

Sincerely,

Peggy Higgins
School Board Secretary