

**Wakefield School Board Meeting**

Tuesday, June 2, 2020, 6:00 p.m.

Meeting held remotely via Zoom

**Minutes – Approved**

**Present:** Chair Bob Ouellette, Vice Chair Relf Fogg, members Tracey Kolb, Mary Collins, and Sandy Johnson; Superintendent Jerry Gregoire, Business Administrator Marie D’Agostino, Student Services Director Anne Kebler, Principal Jim Lampron, Assistant Principal Jenn Spector, Transportation Manager Brennan Peaslee, Facilities Manager Joe Williams, Administrative Assistant Larissa Mulkern, Clearview TV and others tuning in.

**Public Hearing**

Chair Bob Ouellette called the meeting to order at 6:10 p.m. and opened the public hearing to expend funds from the Transportation Expendable Trust Fund for the anticipated purchase of a school bus. Mrs. D’Agostino noted it was not to exceed \$95,000. Mr. Fogg discussed whether the district had to buy a bus, given the COVID 19 crisis, it’s unclear whether we’ll bus children to school next year. He suggested the district wait another year to act on the bus bids. Mrs. D’Agostino noted the hearing was to get permission to expend and did not mean we had to spend the money. Mrs. Kolb said the district asked for funds for a bus and voters approved. A member of the public, Mr. DeColfmaker, said the bus was already approved and it is a good idea to provide it for our children. Mr. Gregoire said that yes, we’re not quite sure where school is going with COVID 19 next school year but the consideration is whether we need a bus; if we implement some hybrid of in-school and remote learning, we may need more buses than we already have to maintain the social distancing the CDC is recommending at this point. Mrs. Peaslee added that we will need another bus to get half of the kids to school and because an extra bus route was approved last year.

**Motion:** Chair Ouellette made a motion to close the public hearing, seconded by Mrs. Kolb. Members voted roll call vote, 5-0, Ouellette, aye, Fogg, aye, Kolb, aye, Johnson, aye, Collins, aye.

**Public Comment:** None

**Consent Agenda:** Mrs. Johnson made a motion to approve the consent agenda (AP and Payroll manifests), seconded by Mrs. Kolb. Roll call vote, 4-1, Ouellette, aye, Kolb, aye, Johnson, aye, Collins, aye and Fogg, nay.

**New Business** *moved up from agenda:*

**Paving and Sealcoating RFQ:** Mr. Williams discussed the request to approve the RFQ for work to sealcoat and fix the cracks in the school parking lot.

**Motion:** Mrs. Kolb made a motion to accept the proposed Request for Quotes for paving and sealcoating the school parking lot, seconded by Mrs. Johnson. Members voted roll call, 5-0 in favor, Ouellette, aye, Fogg, aye, Kolb, aye, Johnson, aye, Collins, aye.

Board members discussed the procedure for opening bids. Mr. Fogg said the board members used to open them at the board meetings. Mr. Gregoire said currently the policy is to open bids at the SAU; if the board wants to change that policy that’s fine. Mrs. D’Agostino stated the need for timeliness – there cannot be a delay in opening bids as per the due date and time. She’ll check on the law. Also,

Mrs. Kolb said she likes having the bids open and the details on a spreadsheet next to one another as its more efficient.

Mr. Williams said the bids in the packet are for HVAC preventive maintenance; no action needs to be taken at this meeting. The next meeting will be to award the bid to one of three contractors.

**Expenditure Request:** Mr. Williams requested a funds to cover several tasks, including ServePro duct cleaning work, out of the contracted services line, supplies from Home Depot including lumber and paint, for a total of \$4,957.14. [Upgrade wiring: \$522.14, Scissor lift for gym: \$810, ServePro \$2,700, Home Depot supplies for repair of building \$925 from line 2610-54300.]

**Motion:** Mrs. Kolb made a motion to approve the expenditure for regular school maintenance for not more than \$5,000, seconded by Mr. Fogg. Members voted all in favor roll call vote, Ouellette, aye, Fogg, aye, Kolb, aye, Johnson, aye, Collins, aye.

### **Meeting Minutes:**

**Public – May 19** - Mr. Fogg made a motion to approve the minutes of the public May 19 meeting with any amendments offered, seconded by Mrs. Kolb. Mr. Fogg added there was missing content from the minutes that included a motion he made and that was seconded, regarding teachers step and teacher’s contract plan accountability (page 3 of the minutes, ‘Pay for Unaffiliated Staff’). He suggested postponing approval of these minutes to allow the secretary to review the tape and update the minutes for review at the next board meeting. Mrs. Kolb noted there was missing text on page 10 of packet, page 3 in minutes, including a vote. Mr. Kolb’s second on the motion was removed.

**Public minutes May 13, and May 19 nonpublic sessions I and II** – Mrs. Kolb made a motion to approve the public minutes of May 13 and nonpublic minutes of May 19 with any amendments offered, seconded by Mr. Fogg. Mr. Fogg added a question he asked, [in the nonpublic grievance hearing], why someone with an extensive background asked for a mentor with very little background, was not included. The secretary made a note to amend the minutes. Members votes roll call vote, 5-0, Ouellette, aye, Fogg, aye, Kolb, aye, Johnson, aye, Collins, aye.

### **Reports:**

#### **Transportation Manager**

Mrs. Peaslee reviewed the highlights of her report, including two estimates she received from Kenney Communications for rental of digital repeater service, with an update and reprogramming of the fleet from analog to digital radios. One was for three years and the second was for five years. The three-year contract was \$525 per month for the first two years, increasing by \$25 per month the third year. The five-year contract was \$450 per month, increasing by \$25 per month in years four and five. [It was noted that the typo in the contract, ‘SAU 110’, would be corrected and a new version sent over to the SAU for signature.] Mr. Gregoire said there was savings in the five-year contract, and that no one else in town provides this service. Mrs. Kolb added it was required by law to have radios on school buses.

**Motion:** Mrs. Kolb made a motion to go with the five-year contract with Kenney Communications, seconded by Mr. Ouellette. Members voted, roll call vote, 4-1, Ouellette, aye, Kolb, aye, Collins, aye, Johnson, aye, Fogg, nay.

#### **COVID 19 Report – Administration**

Mr. Lampron said the student belongings collection went well; there are some items that will be delivered. Parents who would like to pick up items at the school can contact Mr. Williams directly; or if parents are uncomfortable picking up at the school items can be delivered. A second technology

collection day will be held in July. Exceptions will be made for students who require continued use of technology during the Extended School Year program. Yearbooks are ready for pickup during meal pick up times. Regarding next year, he's working on two surveys, one for staff regarding safety precautions, and another on what went well with remote learning. The data collected will be used by the school's Re-entry Committee. Professional Development is currently happening, and Mr. Lampron provided a summary of subjects.

Regarding hiring, candidates for these positions have accepted offers, pending board approval: Library Media Specialist, Music, Reading Specialist, 7th Grade Math, Grade 3 Teacher x 2, Title 1 Coordinator, Social Studies. They are still looking for a 4th grade classroom teacher, recently posted.

Regarding 8<sup>th</sup> grade graduation, Mr. Lampron and Mr. Fogg will coordinate plans for videotaping and live coverage of the ceremony, which includes a vehicle procession from the town ball fields to the Paul School parking lot. Crowell's Towing has donated a flatbed

Request for expenditure. Mr. Lampron requested \$29 to replace a computer camera that had gone out on a teacher's computer.

**Motion:** Mr. Fogg made a motion seconded by Mr. Kolb to approve the purchase, \$29 plus shipping, for a computer camera. Members voted 5-0 in favor, roll call Ouellette, aye, Fogg, aye, Collins, aye, Johnson, aye, Kolb, aye.

#### **COVID-19 Report – Superintendent**

Mr. Gregoire said the planning process has started for next year, and he agreed with Mr. Fogg that there were many variables, and some we're not aware of. Factors that need to be consider are whether we see a continued, and sustained, flattening of the curve. We don't yet have immunizations for COVID 19. The CDA does not yet provide a lot of information specific to re-opening schools. Guidelines from the state are expected in seven weeks or so. One concern is screening – where and when do students get screened and who will screen them. He said we need to get the students back to regular education – Zoom meetings or Google Classroom can't replace face to face learning. Children are also struggling emotionally from distancing from friends. Other factors to consider are the reduction or elimination of school volunteers, how visitors are handled, and how best to keep students and staff healthy and safe. Mr. Fogg asked for a copy of the CDC guidelines. He will bring back recommendations from the Re-entry Committee.

Mrs. Kebler added that in the world of Special Education, parents are all over the place. Some who have indicated that until there is a COVID 19 vaccination, they are not sending their child to school. It's important to think about what teaching and education will look like next school year and its not going to go back to what education was pre-pandemic, according to what she had read.

#### **Old Business:**

**Trust Fund Procedure Draft:** Mr. Gregoire noted the Trust Fund Procedure Draft on page 28 of the packet, for the board's review. No action was taken.

**Sanbornville Water Precinct request:** Mr. Fogg said the board had discussed a letter from the Water Precinct on March 3, but the Precinct never received a response. They are seeking land for well heads and are interested in looking into the school district's property on Rines Road. Mr. Fogg would love to see the school district and water precinct work together. He sees 18-20 acres of property within the aquifer. Wells could supply the school infinitely with water; the school district can save money. He supported responding to the precinct positively. After additional discussion, board members reached a consensus to have Mr. Gregoire craft a letter to the Precinct expressing support for working together.

### **New Business**

**Bidding Process:** Mr. Fogg said it was time to put out an RFP for legal services; it has been a no bid contract for 12, 14 years; it's a sizable fee that is growing every year. Mr. Gregoire said there is a benefit with keeping the same law firm, due to its knowledge about school related business, labor contracts, etc. Mr. Fogg said there maybe several firms out that can provide the same service. Mrs. D'Agostino noted this question has come up before – the legal rates have remained the same for several years. Mr. Gregoire said there is an email from Attorney Loughman in 2000 discussing how the retainer was established. Mrs. D'Agostino said the retainer has remained stagnant; the firm would likely update its fees based on the bid proposal that was sent out. After additional discussion, Mr. Gregoire said he would reach out to other school districts to get an idea of how much they pay in legal retainers. He'll do some research and get back to the board.

**Motion:** Mrs. Kolb made a motion to continue the meeting past 8 p.m., seconded by Mrs. Johnson. Members voted all in favor, 5-0, roll call vote, Ouellette, aye, Fogg, aye, Collins, aye, Kolb, aye, Johnson, aye.

**School Bus Bids:** Mrs. Peaslee reviewed the two bids received to purchase a new 77-passenger school bus. The bids were from W.C. Cressey & Son in Maine and Dattco in Connecticut. W.C. Cressey quoted \$93,520, or \$92,020 when underbody storage is removed; Dattco quoted \$91,695. Members discussed the bids, delivery dates, and funding.

**Motion:** Mrs. Kolb made a motion to award the bid to W.C. Cressey & Son, for \$92,020, seconded by Mr. Fogg. Members voted all in favor, 5-0, roll call vote, Ouellette, aye, Fogg, aye, Collins, aye, Kolb, aye, Johnson, aye.

**General Assurances:** Mr. Gregoire said this was the time of year to approve the NH DOE General Assurances for FY 2021, signed off by the board chair and superintendent.

### **Wakefield School Board Scholarship applicant**

The district received only one application and essay for the WSB scholarship, whose essay was included in the board packet. The applicant, a Paul School graduate, is from Wakefield. Members praised the essay.

**Motion:** Mr. Fogg made a motion to award the scholarship to the applicant, seconded by Mrs. Kolb. Members voted all in favor, 5-0, roll call vote, Ouellette, aye, Fogg, aye, Collins, aye, Kolb, aye, Johnson, aye.

### **Policies:**

The board held second readings and approved the following policies, all of which are required by law. The policies were moved, seconded and passed, 5-0 roll call vote, Ouellette, aye, Fogg, aye, Collins, aye, Kolb, aye, Johnson, aye:

- a. Second Reading Revision: GBED/ADC/JICG - Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes and E-Liquids in and on School Facilities & Grounds
- b. Second Reading Revision: GCO - Teacher Performance and Evaluation System
- c. Second Reading Revision: IFA - Instructional needs of Each Individual Student
- d. Second Reading: IGE - Parental Objections to Specific Course Material
- e. Second Reading Revision: IHAM - Health Education & Exemption from Instruction
- f. Second Reading Revision: IHAMA - Teaching About Alcohol, Drugs & Tobacco

- g. Second Reading Revision: IHBA: Evaluation Requirements for Children with Specific Learning Disabilities
- h. Reaffirm: IHBI - Alternative Learning Plans

**Other Business:**

**Vacation time roll-over:** Mr. Gregoire said the staff worked through April vacation, when many of them may have taken vacation time; he asked that the board allow the year-round, hourly staff to carry over their vacation time to the 2020-2021 school year.

**Motion:** Mr. Fogg made a motion to approve this request on the basis that no costs are associated with it; Mrs. Kolb seconded the motion. Members voted 5-0 roll call vote, Ouellette, aye, Fogg, aye, Collins, aye, Kolb, aye, Johnson, aye.

**Nominations/Resignations:**

Mr. Gregoire announced the resignation of 4<sup>th</sup> grade teacher Cathy Tewell.

**Motion:** Mr. Fogg made a motion seconded by Mrs. Kolb to accept Ms. Tewell's resignation with regret. Members voted all in favor 5-0: Ouellette, aye, Fogg, aye, Collins, aye, Kolb, aye, Johnson, aye.

Mr. Gregoire announced the nominations of the following new personnel:

- Jasmine Robinson (replacing Emily Stevens)
- Diane Pettis (replacing Penny Huckins)
- Alex Beckwith (replacing Michelle Miller)
- Jessica Garneau (replacing Sharon Bonnevie)
- Julie Sullivan (replacing Trevor Frost)
- Cara MacNevich (replacing Donna Martineau)

Two are new teachers – a third grade math and middle school math teacher. They have experience in school but not with their own classroom.

**Motion:** Mr. Fogg made a motion to approve the nominations, seconded by Mrs. Kolb. Members voted roll call, 4-1, Ouellette, aye, Kolb, aye, Fogg, aye, Johnson, aye, and Collins, nay.

**Expenditures:** Mr. Gregoire asked for approval to purchase \$76.77 in office supplies. Motion: Mrs. Kolb made a motion seconded by Mrs. Johnson to approve the purchase. Members voted roll call vote 5-0 in favor, Ouellette, aye, Kolb, aye, Fogg, aye, Johnson, aye, and Collins, aye.

**Public Comment:**

Mrs. Colbath asked about legal expense; there was one year when it had gone up by over \$20,000. Mrs. D'Agostino said she'll have to look but the year prior legal expense was \$53,000.

Mr. Gavin Kearns, co-president of Wakefield Education, asked if teachers would be granted the opportunity to roll over their vacation time as well.

**Motion:** Mr. Fogg made a motion, seconded by Mrs. Kolb, to allow the teachers to roll over their vacation and personal day time as long as there are no costs associated with this. Mrs. D'Agostino pointed out that the cost associated with this would be when substitutes are put into place when the teacher is on vacation. Members voted roll call vote, 4-0-1: Ouellette, aye, Fogg, aye, Johnson, aye, Collins, aye, and Kolb, abstention.

**Nonpublic Session:** Mr. Fogg made a motion to enter nonpublic session seconded by Mr. Ouellette under the provisions of 91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the

employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted; RSA 91-A (d): Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community. 91-A:3, II (k): Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. Roll call vote, 5-0 in favor, Ouellette, aye, Fogg, aye, Johnson, aye, Collins, aye, and Kolb, aye.

**Motion:** Members made a motion to come out of nonpublic session at 9:27 p.m., made by Ouellette seconded by Kolb. Members voted 4-1, roll call vote Ouellette, aye, Kolb, aye, Johnson, aye, Collins, aye, Fogg, nay.

**Motion:** Mr. Ouellette made a motion to seal the nonpublic session minutes for one year, seconded by Mrs. Kolb, roll call vote, 3-2, Ouellette, aye, Kolb, aye, Johnson, nay, Collins, nay, and Fogg, aye.

Adjournment: Mr. Ouellette made a motion to adjourn at 9:29 p.m., seconded by Mrs. Kolb. Members voted 5-0, Ouellette, aye, Fogg, aye, Kolb, aye, Collins, aye, and Johnson, aye.

**Respectfully submitted:**

Larissa Mulkern  
Administrative Assistant