

**WAKEFIELD SCHOOL BOARD**

1-29-19 Public Minutes

**Approved**

School Board members present:

Board: Bob Ouellette, Tracey Kolb, Sandy Johnson, Jennifer McCawley [joined meeting in progress] and Tani Moody

Administration and staff: Interim Superintendent Jerry Gregoire, Business Administrator Marie D'Agostino, Interim Principal James Lampron, Interim Assistant Principal Jen Kuehl, Administrative Assistant Larissa Mulkern, Trevor Frost, Jeff Boynton, Penny Huckins, Diane O'Neil, Joe Williams

Public: Donna Martin with Clearview Community TV and others

1. **CALL TO ORDER:** Mr. Ouellette opened the meeting at 5:00 and led those present in the Pledge.
2. **FLAG SALUTE**
3. **PRESENTATIONS**
  - a) **Choral Presentation** – Trevor Frost, music director, nominated students to participate in the NH Music Educators Association Elementary Honors Choral Festival; selected were students Samatha Krafton, grade 6, and Sophia Stewart, grade 5. The girls performed the National Anthem. They will perform at the festival on April 12 at the Grappone Center in Concord.
  - b) **Literacy** – Penny Huckins and Diane O'Neil presented a PowerPoint overview of the Fountas & Pinnell Leveled Literacy Intervention (LLI) program initiated this academic year for some students in grades 1 through 4 whose reading levels were in the lower 25 percentile; charts showed improvement in many students' reading skill levels. The educators will provide an update on the program this spring. Huckins said teachers do need books for their guided reading programs.
  - c) **Facility Director Joe Williams update on sprinkler system issues:** Seven leaks were found in the system within a week due to aging pipes. Joe will meet with the fire suppression company regarding repairs and will meet with fire department officials as well. The primary wing of the school was sprinklered with higher quality pipe two and half years ago for \$22,000. He will discuss options such as system replacement and repair, as well as consult with the local fire officials. It will be up to the fire department whether teachers and others can be in the building during repairs that may take place during February vacation. If they are working above a classroom, he would prefer the classrooms stay vacated. Joe will update the board via email.

4. **NON-PUBLIC SESSION**

Mrs. Johnson made a motion, seconded by Mrs. Kolb, to enter non-public session under RSA 91-A:3, 11 (b) The hiring of any person as a public employee, and (c) Matters which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. (Vote 5-0) Roll Call: Ouellette aye, Kolb aye, Johnson aye, McCawley aye, Moody aye.

The board returned to public session at 6:20 p.m. on a motion by Mrs. Johnson, seconded by Mrs. Moody. (Vote 5-0) Roll Call: Ouellette aye, Kolb aye, Johnson aye, McCawley aye, Moody aye.

**Motion:** Mrs. Kolb made a motion, seconded by Mrs. McCawley, to accept the resignation of School Board Secretary Priscilla Colbath, who will be compensated to the end of her current contract. (Vote 5-0) Roll call: Ouellette aye, Kolb aye, Johnson aye, McCawley aye, Moody aye.

**Motion:** Mrs. Kolb made a motion, seconded by Mrs. McCawley to appoint Jerry Gregoire as Interim Superintendent at his current salary; to appoint James Lampron as Interim Principal, using a portion of the former superintendent's salary (\$4,000) as compensation for added duties; and to appoint Jen Kuehl as Interim Assistant Principal, using a portion of the former superintendent's salary (\$4,000) for additional duties. Mrs. McCawley seconded the motion. (Vote 5-0): Roll call: Ouellette aye, Kolb aye, Johnson aye, McCawley aye, Moody aye.

5. **PUBLIC COMMENTS** - None

6. **CONSENT AGENDA**

A motion to approve the consent agenda, with a correction to the January 14 public minutes, was made by Mrs. Johnson, seconded by Mrs. Kolb. Members voted all in favor and the motion passed.

Mr. Gregoire recommended moving the "Reports" agenda category out of the "Consent Agenda," with the Business Administrator, Transportation Director, and Principal's reports presented on the second meeting of the month, and the Superintendent's, Student Services Director's and Facilities reports presented on the first meeting of the month. The board concurred.

7. **REPORTS**

a) **Business Administrator's Report** – Mrs. D'Agostino provided a packet of information to board members. She reviewed the Food Service report that indicated a full year of claims was not included in the 2017-2018 report. Going forward the report will show a full year of claims. The Paul School was awarded a fresh fruit and vegetable grant; bins of fresh fruits and vegetable snacks are delivered to each classroom, served separately from lunch, to all grades. In other business, the service that hosted SAU 64 hadn't been updated since 2017; the SAU Business Office staff has done a great job updating the system. Staff is also working on making corrections following the NH Retirement System audit. Federal tax form 941 was filed in a timely manner; W-2s were distributed today and 1099s are being prepared. She complemented SAU staff for calling and retrieving information, so each vendor will have a W-9 on file before any checks are issued. Regarding the upcoming school district annual meeting, she said Attorney Rick Sager suggested board members assign who will move and discuss each article. This task was moved to the end of the meeting.

b) **Principal's Report** – Mr. Lampron distributed copies of the Principal's Report and Discipline Report and reviewed the contents with the board. Highlights of the past month include providing information to parents in grades 3-6 on how to log into Power school; the school wide spelling bee took place and the winner will compete at the state spelling bee in Concord. The kindergarten hosted an ABC fashion show in the gym, with teachers and administrators participating. Regarding the discipline report, most of the incidents are getting reported from the classroom or playground.

- c) **Transportation Director's Report** – Mrs. Peaslee reviewed her first report and asked board members if there was any specific information they would like to see regularly. A report of ice coming off a vehicle was brought to a driver's attention and immediately dealt with. Currently we have two 77 passenger buses out of service with major repairs. She is looking into the best solution. One CDL driver started in January and another driver should be ready by the end of the week. Mr. Gregoire discussed the School Bus Instructor Development Training Program offered by the NH School Transportation Association, to be held April 23-April 26 in Nashua. The cost is \$575 not including accommodations. The seminar includes day and night sessions, one that goes to midnight. Currently, the district hires outside driver trainers at about \$35 per hour. He is seeking approval to send Brennan to the training, funded out of the Professional Development line. The cost would be about \$1,000. In the event Mrs. Peaslee leaves before the end of the contract, she would prorate the fee and pay back the district. Members discussed where the funds would come from. It would cost \$1,000 to train three drivers using the current outside training program. **Motion:** Mrs. Johnson made a motion, seconded by Mrs. Moody to enroll Mrs. Peaslee in the driver training program contingent upon finding the money already in the budget. Members voted all in favor and the motion passed.
- d) **Professional Development Committee Update** – Mrs. Johnson reported the committee met on January 22. They haven't heard yet from the state regarding their approval for the plan. The recertification process was discussed. Twelve teachers are up for recertification.

## 8. OLD BUSINESS

- a) **FY 19 and FY 20 School District Budget** – Mrs. D'Agostino distributed budget information and reviewed the reports. She noted the potential for a \$190,000 deficit in this current year based on current projections. Revenues are on target. She reviewed the proposed FY 20 budget and warrant articles.
- b) **Ubiquiti – unused networking equipment** – The town indicated no interest in the equipment, so it will be put up for sale.

## 9. NEW BUSINESS

- a) **Query from concerned citizen regarding Mr. Gregoire's contract.** Mr. Gregoire brought to light the concern of a citizen regarding the fact he had a multi-year contract (versus a one-year contract.) The person questioned the legality of the contract. The contract cannot be carried over in the event of a default budget because it was not sanbornized through a warrant article vote.

## 10. OTHER BUSINESS

Two paraprofessionals were hired to replace two vacant positions.

## 11. PUBLIC COMMENT

Mrs. Colbath asked if the superintendent principal and assistant principal positions were interim or permanent. Mrs. Kolb clarified that they were interim.

## 12. RESIGNATIONS/NOMINATIONS

Katie Bilodeau was hired as the new special education administrative assistant

13. **CORRESPONDENCE** – Members acknowledged a thank you note from former administrative assistant Kim Haley.

**OTHER:**

Board members assigned warrant articles for moving and discussion:

Mrs. Kolb noted the attorney said the non monied warrant article did not have to be voted on (to recommend or not recommend). The Chair, Mr. Ouellette, will move the articles. Tracey will speak to Articles 3, 4, 5, 6, 7, 13 and 16; Mrs. Johnson will do Articles 8, 10 and 14; Mr. Ouellette will discuss Article 9, Mrs. McCawley will discuss Article 11 and 12 and 15.

14. **ADJOURNMENT** – A motion to adjourn was made, seconded and passed at approximately 7:30 p.m.

*The next Wakefield School Board meeting will be held on Tuesday, February 5, 2019, at 5 p.m. at the Paul School Library.*