

Wakefield School Board
November 19, 2019, 6 p.m.
Paul School Room 401
Minutes – Approved

Present: Bob Ouellette, Tracey Kolb, Relf Fogg, Sandy Johnson, Jen McCawley, Superintendent Jerry Gregoire, Business Administrator Marie D’Agostino, Student Services Director Anne Kebler, Principal James Lampron, Asst. Principal Jenn Spector; Facilities Manager Joe Williams, Clearview TV, members of the public: Norma Joy, Steve Brown, Tara Sue Meyers

Guests/Presenters: Tom and Jen O’Neill of MoxDog Media; Brad Prescott, Project Manager, Banwell Architects, and Mike Davey of EEI Systems

Call to Order: Mr. Ouellette called the meeting to order at 6 p.m. with the Pledge of Allegiance

Presentations:

- a. **MoxDog Media:** Mrs. O’Neill reviewed the highlights of the company’s web design/construction and support services proposal, initially submitted in October 2018, with the interest of improving the Wakefield School District website, www.sau101.org, to better organize the content and make it more user friendly and the data easier to find. Project Scope includes Planning, Design, Deliverables of two concepts, Website design and content, Marketing including a custom email marketing template, and Social Media embeds. The site also comes with a (SSL) security certificate, ongoing hosting, weekly backup, with some training of key personnel. The planning, redesign and build work was quoted at \$3,000, with a monthly cost of \$99. An update to the original proposal of October 2018 include 15 minutes of website changes per month, which, if unused, will accumulate monthly. The O’Neill’s, who have a child at the Paul School, noted the current website is cumbersome and difficult to navigate. A big part of this project would be to organize the content and displaying it in a way that users can find the information they want. Mr. Fogg said he suggested the board and district reach out to SAU 13 to find out about the web service they use for free, and that he has not received any information about this. Mrs. Kolb said she brought the website topic back to the table as the current site is lacking; she had asked MoxDog specifically for information, and she offered to call other providers. Mr. O’Neill added what the district would be paying for with MoxDog is knowledge and expertise. Various features of a reconstructed website were discussed. The board made no decisions and thanked the O’Neill’s for the presentation. [Click here for a copy.](#)

- b. **Banwell Architects & EEI:** Brad Prescott, project manager at Banwell Architects, spoke followed by Mike Davey, of EEI. With assistance from a PowerPoint presentation [\[click here for a copy\]](#), provided to the board and public, Mr. Prescott reviewed his company’s expertise with having completed work at hundreds of schools; 83 percent of the company’s business is with public schools. They have worked on wide range of projects from small to large construction. He discussed in detail the bond vote process, which includes on going committee meetings, analysis of existing conditions, multiple options for review, budget estimates and schedule, quality graphic and marketing materials, attendance and support at public meetings, and social media. The company can provide 3-D models, computer animation, and

supplementary information for a school's website, brochures and newsletter and can attend public gatherings of any size. He discussed methods to engage stakeholders and provided examples of pre-bond brochures for projects in Windham and Newmarket. Mr. Davey's company EEI works with Banwell; it specializes in energy efficiency and seeking ways a district can save money, i.e., projects in Belmont and Canterbury, with new heating controls, lighting, boilers, etc. This project went to the voters as tax-neutral with substantial energy savings, \$2.8 million, \$20,000 more than projected. It may be time to take a big picture view of the Paul School and potential for energy savings. He recommended not to move forward with a school LED lighting replacement project until a feasibility study is conducted, and needs are identified. He also answered questions on construction, energy savings materials and solar power. Discussion ensued with board members.

Public Comment: Steve Brown said Wakefield has always had a part time superintendent and it was never an issue. He asked why there were four versions of the budget. Norma Joy asked if the feasibility study was going to be put on a warrant article and encouraged public involvement in the study. Tara Sue Meyers praised the presentations and encouraged creation of technical curriculum and multi-media centers.

Consent Agenda: Mrs. Kolb made a motion, seconded by Mrs. Johnson, to approve the Consent Agenda (AP & Payroll Manifests); members voted 4-1 in favor with Mr. Fogg opposed.

Minutes:

Public minutes, budget workshop, Oct. 29: Mr. Fogg made a motion to approve the minutes of Oct. 29 with any amendments offered, seconded by Mrs. Kolb; members voted all in favor 5-0.

Public Minutes, November 5: Mr. Fogg wanted the minutes to reflect that he shared with Mr. Kearns that the current contracts are not legally obtained or binding. Mr. Fogg also added to these minutes that when he made a Right to Know 91-A request regarding what the current curriculum was, he felt the superintendent was not providing that information. Mr. Fogg had stated that he did not receive the information he requested from this 91-A request. Mrs. McCawley asked for clarification whether it was permissible to ask that something be added to minutes and Mr. Ouellette said we've always done that.

Motion: Mr. Fogg made a motion to accept the minutes as amended seconded by Mrs. Kolb; members voted all in favor 5-0.

Student Services Report

Mrs. Kebler reviewed her report.

Mrs. McCawley stressed the need for the Paul School to offer programming for above average students and not just for challenged students. It was implied that grants were available. Mrs. Kebler said she is looking for grants and is at the first stage; she has been talking about a multi-tiered system of support since she's been here but it's difficult to put in place. With that system in place they would look at data and identify those students who require a challenge and provide that challenge for them. A board member is needed for that grant's stakeholder group and Mrs. McCawley said she'd be glad to help. Mrs. Kolb asked about the \$63,000 overage in the Special Education budget; Mrs. Kebler explained Contracted Services were not budgeted properly; originally Special Education tutoring was put in for \$18,000; that was taken out of budget with the intent of hiring a reading specialist. The line for ABA tutors was also not budgeted correctly. In other topics, Mr. Fogg asked if the district is willing to increase class sizes, as it appears kids in grade 3 are learning and the teachers are happy. Mrs. Spector addressed the query, explaining that would be difficult with grades such as 7th and 8th that move around to different places during the day. Members discussed the potential for larger class sizes.

Motion: A motion to extend the meeting beyond 8 p.m. was made by Mrs. Johnson and seconded by Mrs. McCawley; members voted 5-0 in favor.

School Administration Report

Mr. Lampron and Mrs. Spector reviewed the Administration Report. Included was a request from two groups who requested the fee be waived (\$60 for the gym and \$20 for a classroom) for use of the facilities.

Motion: Mr. Fogg made a motion to waive the fees for both groups, seconded by Mrs. Johnson; members voted 4-0-1 with Mrs. McCawley abstaining. Mr. Lampron continued discussion of his report highlighting various activities, including a Novel Writing workshop for 7th and 8th graders, the Scholastic Book Fair, SEL learning, and announced Staff Member of the Month, Heidi Smith.

November Monthly Finance Report

Mr. Gregoire and members discussed an upcoming budget workshop and Budget Committee meeting and concurred that a follow up board workshop could be held on December 2 at 6 p.m. to finalize the numbers for Version 4 of the school district FY20/21 Budget.

New Business

Advisory: Mrs. McCawley discussed a communication from Mrs. Colbath regarding a student's petition regarding the Advisory period at the Paul School, which contained complaints about the sessions, which are new this year. Mr. Lampron said he received the email as well and had the student come to him first, he would have had a meeting to address concerns. Board members and educators discussed the Advisory session, the complaint, and the ensuing productive dialogue that resulted from such.

Policies

Second Reading:

EFAA – Meal Charging, new, required by law: Mrs. Kolb made a motion to accept, seconded by Mrs. McCawley; members voted in favor 4-1 with Mr. Fogg opposed for the record; he inquired as to whether the recorded policy would indicate that he opposed the policy. Mr. Gregoire will get clarification from the NH SBA.

GADA- Employment References & Verification: Mr. Fogg made a motion to accept, seconded by Mrs. Kolb; members voted all in favor 5-0.

Other Business

Forum: Mr. Gregoire presented three potential dates for a rescheduled forum on NH Standards, and the board chose Tuesday, Dec. 10, at 6:30 p.m. at the Paul School.

Expenditures: Mr. Gregoire requested authorization for the following expenditures: Security equipment, \$4,313.72 (out of a grant); a replacement dryer for \$389; \$1,220.08 for maintenance products such as paper towels; and \$286.30 for 10 cases of copy paper. With exception of the dryer expense, the board agreed on the purchases. Mr. Fogg may have a dryer the school can have.

Mr. Gregoire noted he spoke with Police Chief Ventura regarding the SRO position covering High School truancy within the boundaries of Wakefield, beginning next year.

Mr. Ouellette requested an updated meeting list.

Resignation: Mrs. Kolb made a motion seconded by Mr. Fogg to accept the resignation of Stephanie Stewart with regret; members voted 5-0 in favor.

Members entered into a nonmeeting regarding labor negotiations at 9:10 p.m.

Nonpublic Session: Mrs. Kolb made a motion, seconded by Mr. Fogg, at 9:23 p.m. to enter nonpublic session under NH RSA 91-A:3, II (c): Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant. Roll call vote: Kolb, aye, Fogg, aye, Ouellette, aye, Johnson, aye, McCawley, aye.

Mr. Fogg made a motion to reenter public session, seconded by Mrs. Kolb, at 10 p.m. Roll call vote: Kolb, aye, Fogg, aye, Ouellette, aye, Johnson, aye, McCawley, aye.

Adjournment: Mrs. Kolb made a motion to adjourn at 10:01 p.m., seconded by Mr. Fogg; members voted all in favor 5-0.

Respectfully submitted:
Larissa Mulkern
Administrative Assistant