

**Wakefield School Board
December 18, 2019, 5 p.m.
Paul School Library
Minutes – Approved**

Present: Chair Bob Ouellette, Vice Chair Tracey Kolb, Members Sandy Johnson and Relf Fogg; Superintendent Jerry Gregoire, Director of Student Services Anne Kebler, Business Administrator Marie D’Agostino, Principal James Lampron, Assistant Principal Jenn Spector, Administrative Assistant Larissa Mulkern, Jim Miller of Clearview TV; **Absent:** Mrs. Jen McCawley

Call to Order, Moment of Silence: Mr. Ouellette called the meeting to order at 6 p.m. with the Pledge of Allegiance and followed with a moment of silence for the passing of retired Wakefield Police Chief Timothy Merrill.

Public Comment: None

Consent Agenda: Motion: Mrs. Kolb made a motion to approve the consent agenda (AP and Payroll manifests), seconded by Mrs. Johnson; members voted 4-1 with Mr. Fogg opposed.

Minutes: Mrs. Kolb made a motion to accept the minutes of Dec. 3 with amendments, seconded by Mr. Fogg. Mrs. Kolb added an amendment to page 3 of the minutes; Article 7, the vote should be 1 to 4, which does not change the outcome, which was to remove Article 7 was removed as a warrant article; On page 3 of the minutes, add the wording ‘to the warrant article’ regarding function line 2820, Technology. Members voted all in favor 4-0 to approve the minutes.

Old Business:

Draft Warrant Article Review

Mrs. D’Agostino presented a draft of the School District Warrant Articles and notes on the School District Attorney’s comments. She asked the board to review whether the sequence of the warrant articles was accurate and to review priority. The warrant was reviewed by the attorney. Article 1 is the election of officers; there is one, three-year term for school board member next year. Article 2 is the Collective Bargaining Agreement currently under negotiation. Article 3 provides an opportunity to vote on cost items in the event Article 2 is defeated. Article 4, a final number for the Operating Budget coming following review with the Budget Committee; Article 5, the \$45,000 for the feasibility study; Mr. Fogg said that Facilities Manager Joe Williams indicated that Bonnette Page & Stone will be sending him a disk or history which includes a feasibility study, which may still be applicable. He hopes the board will embrace that feasibility study, given that the student population has decreased somewhat. Mr. Ouellette asked if he knew whether Mr. Williams asked whether the study requires updating since it is old, and Mr. Fogg didn’t know. Mrs. Kolb said the amount of technology over the past 20 years may greatly offset the costs to the town. To take the warrant off would deny the town an opportunity to use all the current technology [i.e., energy savings in heating and lighting and fuel efficiency].

Motion: Mrs. Kolb made a motion to move Article 5, which failed for lack of a second. Mrs. Johnson didn’t understand the motion.

Motion: Mr. Fogg made another motion to reconsider the vote on Article 5, seconded by Mrs. Kolb. Members voted in favor 4-0; Mrs. Kolb made a motion to move Article 5, \$45,000 for a school feasibility study; seconded by Mrs. Johnson. Members voted 2-2 with Mrs. Kolb and Mrs. Johnson in favor and Mr. Ouellette and Mr. Fogg opposed. Motion fails. Mrs. D'Agostino noted the sequence of warrant article numbers will change based on actions at this meeting. Warrant Article 6, \$200,000 for the Educationally Disabled Children Expendable Trust Fund.

Motion: Mr. Fogg made a motion to forward this article to the warrant, seconded by Mrs. Kolb; members voted in favor 4-0. Warrant Article 7, \$250,000 for the Window Expendable Trust Fund. Mr. Ouellette asked how much has been funded to date; it was \$200,000. Mrs. Kolb said the original quote is about 10 years old; it was increased to \$450,000; the most current company increased price to up to \$450,000. Mrs. Kolb noted that the board voted at last meeting on the warrant articles. Mrs. D'Agostino said the board is now moving the warrant to the Budget Committee. Discussion ensued over whether the board had already moved these warrant articles; the votes are in the minutes of the previous meeting. Mr. Ouellette noted that means the prior 2-2 vote on the feasibility study warrant article does not apply. Mr. Fogg point of order, to review the minutes one more time to see if this meeting was for another review of article prior to submission to the Budget Committee. Mrs. Kolb said she was looking for members' opinions to bring to the Budget Committee; the votes were already taken. Mr. Ouellette said the articles have been voted on; now all they had to do was to put them in order. Regarding Article 7, \$250,000 for the windows, Mrs. Johnson said she felt the amount should be lowered by \$100,000 as she didn't think voters would support this request even though we need them. Mr. Ouellette noted it was a 10-year project; \$200,000 was raised last year. Mr. Relf noted a point of order: if we're being held to the votes of last meeting, it would be superficial to start amending numbers tonight. Mr. Fogg's concern regarding windows was the increase by \$50,000 to \$250,000 this year, without any proposals in hand on actual costs – sometimes projected costs are overinflated. He would recommend to the board not to include warrant articles that include a cushion or slush fund. Mrs. Kolb said this board has returned monies to the trust funds many times if there was a surplus; in 10 years the costs of the windows has gone up; Mr. Williams had brought a quote to the CIP committee meetings with the increase to [this year's request] \$250,000.

Motion: Mr. Fogg made a motion to present to the Budget Committee what the minutes reflect from the last meeting [Dec. 3] as approved by the school board. The motion was seconded by Mrs. Kolb. Members voted all in favor 4-0.

Regarding the warrant article that requests the name change of the *Educationally Disabled Children Expendable Trust* to *Students with Disabilities Fund*, Mrs. Kebler said she no longer supports the name change based on the school attorney's advice.

Motion: Regarding the order of warrant articles 5 and 6, Mrs. Kolb made a motion to move the \$200,000 request for the Educationally Disabled Children Expendable Trust up before Article 5, Feasibility Study, switching 5 and 6; Mr. Fogg seconded that motion. Members voted all in favor 4-0.

Mr. Fogg discussed Article 16, regarding the retention of year-end unassigned general funds balances; he is trying to clarify whether they are talking about the end of the year Operating Budget, or the net assessment of the Town's valuation. The wording of the article leads him to

believe it is the net assessment of the Town of Wakefield; wording needs to be changed. The fiscal year's net assessment of the town is over a billion dollars. Discussion ensued, with clarification of the NH RSA on which this article is based. Mrs. D'Agostino explained the formula, using the Local Education portion of the current tax rate, \$6,987,240; then there is the State Education portion of the tax rate, which is \$2,130,402; added together, \$9,117,642. Two and a half percent of that is \$227,941. That's how you calculate 2.5 percent of your net assessment. It's the net assessment, not the total assessment. If not used, that \$227,941 would go back to the taxpayers the following year. She explained that if the district required the funds, it would have to go through the Budget Committee and the NH Department of Education to access the funds, but it would have been something the school could have accessed last year with the \$400,000 deficit appropriation. It can only be used in an emergency. The wording on this warrant article is as required by the RSA, added Mrs. D'Agostino. Mr. Fogg said he was still a little puzzled by the words, 'current fiscal year's net assessment.'

Regarding the proposed wording change to Article 18, regarding Asbestos Removal, and Renovation; the school attorney's recommendation was not to change the language, as the funds can be used to do either asbestos removal or renovations. The NH Department of Revenue Administration recommended that renaming the fund would repurpose it, which causes difficulty with the earlier warrant articles, added Mrs. Kolb.

Motion: Mr. Fogg made a motion seconded by Mrs. Kolb to delete the warrant article 18 (as numbered on the draft) to change the name of the Asbestos Abatement and Room Renovations Trust Fund. Members voted all in favor 4-0.

Other Business:

Mr. Gregoire requested approval for the following expenditures:

- Check printer, \$2,136, out of the 2320 Function line, Fiscal Services, which has an existing \$3,100 in the budget. This printer uses a special ink. The current check printer is broken. Members voted all in favor of the expenditure, on a motion by Mrs. Kolb seconded by Mrs. Johnson.
- Federal Motor Carrier Association clearinghouse, \$100 charge; they don't accept purchase orders. Mr. Gregoire is seeking permission to authorize ACH payment of \$100 for this service, from the 2721 Function line. Mrs. Kolb made a motion to authorize this transaction, seconded by Mrs. Johnson. Members voted all in favor 4-0.
- Salmon Press advertising for help wanted, \$200 for three weeks. Mr. Gregoire said we had not received many responses to job openings including bus drivers and requested permission to purchase the ad for three weeks, from the 2310 Function line. Mr. Fogg made a motion seconded by Mrs. Kolb to approve this expense. Members voted all in favor 4-0. One ad includes all the job openings.
- Non-alcohol sanitizer, \$261.74, for two units, out of the 2610 Function line; Mrs. Kolb made a motion to authorize this purchase, seconded by Mrs. Johnson. Members voted all in favor 4-0.
- USB attachment for mouse for Facilities Manager computer: \$12.39 from the 2810 function line. Mrs. Kolb made a motion seconded by Mr. Fogg to authorize this purchase. Members voted all in favor 4-0.

- Batteries for machine that cleans cafeteria floor, \$304, out of 3410 Function line; Mrs. Kolb made a motion seconded by Mr. Fogg to authorize this purchase. Members voted all in favor 4-0.
- Business Office – Tax Forms, \$750, from the 2320 Function line; Mrs. Kolb made a motion seconded by Mrs. Johnson to approve this purchase. Members voted all in favor 4-0.
- FYI: the expense for the speaker cages, \$880, has already been encumbered.

Principal Lampron requested permission for the following expenditures:

- \$60 for electrode pads in the nurse's office to keep the AED up to date; funds have been budgeted. Mr. Fogg made a motion seconded by Mrs. Kolb to approve this purchase. Members voted all in favor 4-0.
- Music system, adaptor and cord extender for \$47.96, out of General Supplies. Mrs. Kolb made a motion seconded by Mr. Fogg. Members voted all in favor 4-0.
- Software Program Learning System, A-Z, which provides a whole online library with assessments at the end; the subscription is \$1,200. Last year the expense came of the library budget; Mr. Lampron added this year it may come out of Regular Ed budget. Mrs. Kebler will check to see if there are funds already budgeted in the Special Education function for this. Mr. Ouellette made a motion to approve this expenditure pending additional information from Mrs. Kebler whether its encumbered already, seconded by Mr. Fogg. Members voted all in favor 4-0.
- Annual subscription to Mid-American Books; Mr. Lampron said we have a subscription with this company that sends high interest books from different genres and choose the ones we like and return those we don't. The school has already purchased books for a cost of \$732.35 (books were stamped for purchase prior to approval and the budget freeze). Mr. Fogg made a motion seconded by Mrs. Kolb to approve this expenditure. There are funds in the Library line already.

Other Business: Mr. Ouellette said at a future meeting the board should review the list of committees and allow the public to participate on committees. This topic will go on the agenda for next meeting.

Adjournment: Mrs. Kolb made a motion to adjourn at 5:57 p.m. seconded by Mrs. Johnson. Members voted all in favor 4-0.

Respectfully submitted:
Larissa Mulkern
Administrative Assistant