

Wakefield School Board
Public Meeting Minutes
March 19, 2019
Approved

School Board members present: Bob Ouellette, Sandy Johnson, Jennifer McCawley, Relf Fogg, Tracey Kolb

Administration, Staff: Interim Superintendent Jerry Gregoire, Business Administrator Marie D'Agostino, Student Services Director Anne Kebler, Principal James Lampron, Asst. Principal Jenn Kuehl, Administrative Assistant Larissa Mulkern

Other: Donna Martin of Clearview TV, Priscilla Colbath, Beth Seldin, Steve Brown

1. **CALL TO ORDER:** Interim Superintendent Gregoire opened the meeting at 5 p.m. with the pledge of allegiance.
2. **BOARD REORGANIZATION:** Mr. Fogg nominated Mr. Ouellette to serve as School Board Chair; members voted all in favor the motion passed. Mrs. McCawley nominated Mrs. Kolb to serve as School Board Vice Chair; members voted all in favor the motion passed.
3. **NON-PUBLIC:** The nonpublic session was moved to the end of the meeting.
4. **PUBLIC COMMENT:** Mrs. Colbath made a correction to the minutes of March 5; she also questioned the formation of a School Board Curriculum and Assessment committee, whether it was a new committee or existing committee, and why it would be a board committee. Mr. Ouellette said the board will give it a shot.
5. **CONSENT AGENDA:** Public minutes of March 5, 2019, nonpublic minutes of Feb. 5, 2019; AP and Payroll manifests. **A motion to approve the consent agenda was made by Mrs. Kolb, seconded by Mrs. Johnson;** (Vote 4-0-1); Motion to approve the draft of the sealed minutes of Feb. 5, 2019. Roll call vote: Mr. Ouellette, aye, Mrs. Kolb, aye, Mrs. McCawley, aye, Mrs. Johnson, aye, Mr. Fogg, abstaining. (Vote 4-0-1); Mr. Fogg requested copies of the manifests from the past 24, 25 months. He was provided with copies of public meeting minutes. He asked for nonpublic meeting minutes as well. They can be provided. Mr. Ouellette reminded members to be respectful and raise their hands if they want to speak.
6. **REPORTS:**
 - a. **Business Administrator Report/Budget Update:** Mrs. D'Agostino reviewed a detailed spreadsheet titled Wakefield School District Budget Update 2018-2019; categories included approved amounts, expenditures, encumbered, available balances, other estimated encumbrances and explanation note. The spreadsheet also summarized revenues, food service fund and expenses, and the list of appropriations from 2018 school district warrant articles totaling \$9,335,720. Also

included in financial reports was a spreadsheet with the Town of Wakefield Capital Reserve accounts changes in fund balances, and Wakefield School District Revenue Fund 10 summary, and Fund 100 expense report. She noted health insurance wasn't budgeted properly for current year; this shortfall accounts for most of the fund deficit. Director of Student Services Anne Kebler provided additional details on the Special Education expense report. Expenses included funding for four unanticipated out-of-district placements for a cost of \$228,232.74; two unanticipated ABA tutors \$118,837; one unanticipated paraprofessional, \$21,000, special ed contracted services (additional day per week), \$18,283; unanticipated speech and language services \$4,200; unanticipated need for piece of equipment, \$5,000, those are the big-ticket items that came out to \$395,952. She will start closing out unneeded encumbered items and expenses for out of district placements will be reduced with one student moving and another graduating early. Mrs. D'Agostino discussed the food service fund, which cannot run with a deficit appropriation. She will find out what trust funds require a public hearing to expend fund by her next monthly report to the Board. Her monthly finance report on Food Service indicates an increase of student meals in both breakfast and lunch through February 2019 versus February 2017. Letters will be sent to parents with instructions on how to use myschoolbucks.com, where they can check their students' account balances, negative balances if incurred, and an option to pay online. Mr. Fogg inquired about what happens with leftover food. After discussion, it was suggested to invite Food Service personnel for a presentation to the Board. A new contract was entered with Café Services under SAU 101. Mrs. D'Agostino also reported the audit with the school district's NH Retirement System that required corrective action has been reconciled and submitted to NHRS for their review. In other business, she asked for approval from the board to pay Pitney Bowes electronically to speed up payment and avoid late fees. **Motion: Mr. Fogg made a motion seconded by Mrs. Kolb to allow electronic payment to Pitney Bowes. Vote 5-0.**

- b. **Principal's Report:** Mr. Lampron thanked the board and staff for the support he received upon the passing of his mother. Highlights of his monthly report included: overview of the program with Dr. Malcolm Smith; the launch of a 7th grade "Kindness Challenge," a video clip of the student chorus and Mr. Frost performing the Star-Spangled Banner at a UNH hockey game; and upcoming fund raisers for Student Activities including a magazine drive. Upon a request from Mr. Lampron to allow students to stay at home during Kindergarten registration on May 3 from 9 a.m. to 3 p.m.: **Motion: Mr. Fogg made a motion to approve this request, seconded by Mrs. Kolb; Vote 5-0.** Members discussed the upcoming Teacher's Workshop day on Friday (March 22) with Dr. Malcolm Smith. The workshop is for teachers only. Mrs. Kebler agreed to provide a summary to share with the board and the community. Mr. Fogg had requested to attend the morning teacher's workshop on March 22.

- c. **Transportation Director's Report:** Mrs. Peaslee reported on state bus inspections. Mrs. Johnson asked about Kenney Communications; a meeting is scheduled for next month.
 - d. **Facilities Report:** Including in the board packet; Mr. Williams will attend a facility managers' round table discussion in Concord on May 10; he is working with the BA on logistics for the security grant.
7. **OLD BUSINESS** – AREA Agreement/Joint Meeting: Mr. Gregoire said the SAU is working to set a meeting date with the Rochester School District. On May 7, Will Phillips from the NH School Board Association will attend the board meeting with a presentation on the NH Right-to-Know law.
8. **NEW BUSINESS** – The board made its sub-committee assignments:
- a. Policy Committee Reps (2): Mrs. McCawley and Mrs. Kolb
 - b. Facilities Committee/Space Needs Reps (2): Mrs. Johnson and Mr. Ouellette
 - c. Tech Committee Rep (1): (no nominees; rep not required)
 - d. Professional Development Committee Rep (1): Mrs. Johnson
 - e. Negotiation Committee Reps (2): Mrs. Kolb and Mrs. McCawley.
 - f. Budget Committee rep: Mrs. Kolb, alternate Mr. Fogg
 - g. Curriculum & Assessment Reps (2): Mrs. Kolb and Mr. Ouellette
 - h. Transportation Committee: Mr. Fogg
 - i. Capital Improvement Program (CIP) Committee: Mrs. Kolb
 - j. Wellness Committee: Mrs. Johnson
9. **PUBLIC COMMENT:** Mrs. Colbath asked if the board has frozen the budget; the answer was no; she asked for information to post following the upcoming Teacher's Workshop with Dr. Malcolm Smith. Mr. Brown asked a couple of budget and special ed questions to which Mrs. D'Agostino and Mrs. Kebler responded. Mr. Brown asked if a superintendent's search has begun to which Mr. Ouellette responded not yet.
10. **NONPUBLIC SESSION: RSA 91-A:3 (c):** Mrs. Kolb made a motion to enter nonpublic session seconded by Mrs. Johnson. Roll call vote: Mr. Ouellette, aye, Mrs. Kolb, aye, Mrs. McCawley, aye, Mrs. Johnson, aye, Mr. Fogg, Vote 5-0. The board reconvened to public session at 7 p.m. on a motion by Mrs. Kolb seconded by Mrs. Johnson, all voting in favor. A motion to seal the nonpublic meeting minutes was made by Mrs. Kolb seconded by Mrs. McCawley, roll call vote, Mr. Ouellette, aye, Mrs. Kolb, aye, Mrs. McCawley, aye, Mrs. Johnson, aye, with Mr. Fogg, nay: Vote 4-1.
11. **ADJOURNMENT:** A motion to adjourn was made by Mrs. Johnson, seconded by Mrs. Kolb, vote 5-0 at 7:04 p.m.

Respectfully submitted:
 Larissa Mulkern
 Administrative Assistant