

Wakefield School Board

Public Meeting Minutes

Tuesday, June 18, 2019

Approved

School Board members present: Chair Bob Ouellette, Vice Chair Tracey Kolb, Members Sandy Johnson, Jen McCawley and Relf Fogg

Administration, staff: Superintendent Jerry Gregoire, Business Administrator Marie D'Agostino, Student Services Director Anne Kebler, Principal James Lampron, Vice Principal Jenn Kuehl, Transportation Director Brennan Peaslee, Facilities Manager Joe Williams, Administrative Asst. Larissa Mulkern

Other: Gabe Smith of Clearview TV, Beth Seldin, Rebecca Libby

Call to Order: Chair Ouellette called the meeting to order at 6 p.m. and led the group in the Pledge of Allegiance.

Public Comment: Beth Seldin asked about items to the board agenda and about the budget deficit process; Mr. Gregoire replied he is bringing a letter with deficit information to the board at this evening's meeting.

Consent Agenda: Mrs. Kolb made a motion to approve the consent agenda (accounts payable and payroll manifests), seconded by Mrs. Johnson. Members voted 4-1, Ouellette, aye, Kolb, aye, Johnson, aye, McCawley, aye, Fogg, nay.

June 4 workshop, public and nonpublic minutes: Mr. Fogg made a motion to approve the public and nonpublic minutes and the workshop (Right to Know Law workshop) minutes of June 4 with amendments offered. Members voted all in favor 5-0.

Reports:

Business Administrator: Mrs. D'Agostino reviewed the highlights of the monthly Finance Report for June 2019, including Food Service, Capital Service and the FY-2019-2020 estimate payment schedule for the Wakefield School District. A USDA notice regarding the availability of free meals this summer has been distributed through the community, school and SAU website. Regarding Capital Reserve Fund balance for Educating Educationally Disabled Children Fund, she informed the board the balance of the fund had decreased to \$106,425.34, due to the investment portfolio, so the district was unable to withdraw the \$107,000 as previously authorized at the May 20, 2019 board meeting and public hearing. The superintendent will recommend an amount less than the balance. This amount needs to be transferred into the general fund as soon as possible, she added. Mr. Gregoire noted that he checked with the attorney – a second public hearing is not required since the transfer will be a lesser amount [\$105,000]. The Financial Report included the estimated FY 2019-2020 appropriation payment schedule as stated in a letter to the Wakefield Board of Selectmen, 12 payments of \$796,851 each, an amount to be amended when the tax rate is set.

Financial Status: Mr. Gregoire presented an overview School District Budget Update 2018-2019 and reviewed individual line items with a total anticipated negative balance of \$413,811.33, which included a

\$75,470.18 deficit in the Regular Education line, for unanticipated health insurance, regular ed tuition, and contracted ESOL (English as a Second Language) students. The Co-Curriculum & Activities line (\$15,052.74 deficit) had not been budgeted properly, with more students than anticipated for Camp Calumet. Regarding the line item for Truant Officer, Mr. Fogg asked whether the School Resource Officer oversaw truancy issues. Mr. Gregoire said before they had an SRO, the school had a memo of agreement with the truancy officer and the SRO did not get implemented until after the March (2019) election. Mr. Fogg asked whether the Truant officer line could be dissolved; Mr. Gregoire will investigate any overlaps in duties. The School Board Service line, at -\$24,699.11 was primarily due to legal expenses that were not budgeted for. The SAU Administrative Expense line, at -\$25,647.91, is due to personnel change to full time; the Principal line item has a balance of \$28,744.43 due to a change in personnel. Other balances include -\$17,092.22 in the Operations/Maintenance line, \$40,301.41 in Regular Transportation \$34,899.24 in SPED Transportation; and \$36,218.32 in the Disability/Workers' Comp/Unemployment line, and -\$2,800 in Food Service, a portion of which is due to negative balances in lunch account. The school charges \$2.85 per student lunch; the federal government allows charging up to \$3.00. Mr. Fogg said he heard a story about a \$100 million in undisbursed state education funds that hasn't been disbursed. Mrs. D'Agostino said distribution is based on a formula and that the district does qualify.

Mr. Gregoire distributed a letter drafted to Commissioner Frank Edelblut of the NH Department of Education, informing him of and FY2019 deficit and how excess revenues will be utilized to offset the \$413,000 deficit. The district is required to state the reason for the deficit and how it will be addressed. He added a warrant article approved in March for \$200,000, \$105,000 from the Special Education Trust Fund, \$17,063 in Unanticipated General Fund revenue, and yet to be determined amount of revenue from Food Service will be utilized to offset the deficit. The goal here, he added, is to reduce the amount that will have to be raised through taxation. Mr. Gregoire said nothing will be approved until we meet with the Budget Committee; a majority of the Budget Committee and the School Board has to sign off on this. The letter must come from either the Superintendent on behalf of the School Board or it can come from the School Board. If it doesn't get approved, it will be addressed by DRA (Department of Revenue Administration) in the fall. The notification is due to the NH DOE by June 30.

Motion: Mr. Fogg made a motion, seconded by Mrs. Kolb, to sign the letter to the NH DOE Commissioner informing them of the deficit. Members voted, 4-1, Ouellette, aye, Kolb, aye, McCawley, aye, Johnson, aye, Fogg, nay.

Principal's Report

Principal Lampron reviewed his report. State testing has ended, and once final scores have been posted he will send student results home and will present the data to the School Board. The school schedule for next year has been sent out; changes include starting the day of with morning meetings for K-5 and an advisory for grades 6-8. Students competing in Washington, D.C. for National History Day represented the school well. Interviews are ongoing for candidates for open positions. Deb Wilson is this month's Staff Member of the Month. Memorial Day barbecue and assembly on May 24 went well and was well attended. Graduating seniors from Wakefield visited the Paul School where students cheered them on. Two former Paul School students graduated in the Top 10 of the class at Spaulding and a former Paul School student was a recipient of the NH Scholars award.

Assistant Principal Jenn Kuehl reviewed the May 2019 Discipline Report, with 5 out of school suspensions and two in school suspensions The PBIS Targeted Team has been continuing to tabulate the results of the Culture and Climate Survey. With support from the consultant, educators have also begun the process of clearly identifying and defining Tire 1, 2 and 3 behavior supports.

Transportation

Mrs. Peaslee gave an overview. Drivers did 15 field trips. Summer school bus route planning is underway. Mrs. Kebler noted that providing transportation is required for students in the Extended School Year schedule, but for students with disabilities, they developed a tutorial model so that the students may not require transport to school three days a week; parents were also given the opportunity to drive students. The cost of transportation is included in the Title 1 grant.

Mr. Fogg noted the Transportation Committee met recently and suggested considering amending the start and end times for buses, perhaps a later start time for the elementary school so that the buses can get students to Spaulding High on time. Members and staff discussed some of the pros and cons of amending start and end times. This should be an agenda item at a future meeting.

Facilities Report

Water Testing: Mr. Williams informed the board of the results of water testing at the Paul School that detected three problem areas, three specific faucets. This was the first mandated testing for lead and copper. For now, posting a sign that the water from the faucets in question is not to be used for drinking will suffice. More information to come regarding available grant funds for lead remediation. Mrs. McCawley said a notice should go home to parents.

Shrubbery removal: He hasn't gotten a price yet. The shrubbery is dying and needs to be removed. Mr. Fogg suggested getting a volunteer to pull out and dispose of them.

Learning Centers: Mr. Williams is having a hard time finding a contractor for this project but knows two who are willing to provide pricing. Time is of the essence. He recommended to the board to suspend the bid policy to allow the superintendent to hire a contractor for the project if it came in at or below the \$26,000 estimated cost. Contractors in the area are very busy.

Motion: Mr. Fogg made a motion to suspend the competitive bid policy for this project to make sure it is completed in a timely fashion, seconded by Mrs. Kolb. Mr. Williams said he received three bids for the electrical work: \$6,250 from Dame Electric, \$5,787 from J&S Tech Electric of Milton, and \$3,850 from Northwind Electric Inc. The estimates fall within or under the \$26,000 including electrical and sprinkler installation. The bids are apples to apples, added Mr. Williams. Members voted 4-1, Ouellette, aye, Kolb, aye, Fogg, aye, Johnson, aye and McCawley, nay.

Motion: Mr. Fogg made a motion to entertain the three electrical bids Mr. Williams presented for discussion, seconded by Mrs. Kolb. Discussion ensued. All three companies are bonded and professional.

Motion: Mr. Fogg made a motion to award the electrical work to J&S Electric for \$5,787, seconded by Mrs. McCawley for discussion. Why award the bid to J&S when it's more expensive than the lowest bid? Mrs. Kolb preferred to go with Northwind since she had experiences with the company this year. Members voted in favor 2-3 with Mr. Fogg and Mrs. Johnson voting in favor, and Ouellette, McCawley and Kolb opposed. Motion failed.

Motion: Mrs. Kolb made a motion seconded by Mrs. McCawley to award the electrical work to Northwind Electric for \$3,850; members voted 4-1 in favor, Ouellette, aye, Kolb, aye, McCawley, aye, Fogg, aye, and Johnson, nay.

Security System

Mr. Williams asked that the four security companies bidding on the project be invited to present to the School Board. A presentation in early July would allow the work to be completed by August 27. Dates were discussed. It was decided that the security presentations be held on July 9th from 6 p.m. to 8 p.m., with half hour presentations per company. The presentations will be held in Non-public session, [*per RSA 91-A:3, II (i) Consideration of matters relating to the preparation for an the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*] The school board will open the July 9th meeting, address a Consent Agenda (accounts payable and payroll), then convene the nonpublic.

Note: The regular school board meeting will be held on Tuesday, July 16th, at 6 p.m.

Walkie Talkies

Mr. Williams received quotes for radio communications; 2-way Communication Service for \$3,597; Kenney Communications, \$3,650, and Maine Radio for \$3,290. Discussion ensued.

Motion: Mr. Fogg made a motion seconded by Mrs. Kolb to award the bid to Kenney Communications. Mrs. Kolb noted the company already has repeaters in place and that it will save money in the long run. Members voted all in favor, 5-0, Ouellette, aye, Kolb, aye, Johnson, aye, McCawley, aye, Fogg, aye.

Old Business

School Calendar: Board members were provided with an updated school year calendar 2019-2020, which changed a teacher workshop day on Aug. 30 to a no school day, due to the failed labor contract. There will be no school for everybody that day, and a motion was needed to approve.

Motion: Mr. Fogg made a motion seconded by Mrs. Kolb to accept the revised school year calendar. Members voted all in favor 5-0, Ouellette, aye, Kolb, aye, Johnson, aye, McCawley, aye, Fogg, aye.

New Business

Grant Assurances: Mrs. Kebler handed out copies of the General Assurances document to be sent to NHDOE; these General Assurances have to be done prior to us applying for the 2019-2020 grants, she said. One problem is a delay in receiving the assurance document as they were sent to the prior superintendent. Mrs. Kebler and Mr. Gregoire reviewed the assurances and Mr. Gregoire signed off on all the ones in which the district was in compliance; others where the district is not in compliance can be initialed to indicate they are in process, and, in the case of a missing policy, DAF, a document can be attached that adds the policy is in progress. The Assurances must be submitted and dated by June 30, 2019, added Mrs. Kebler.

Motion: Mrs. McCawley made a motion to extend the board meeting past 8 p.m., seconded by Mrs. Kolb. Members voted 3-2, Kolb, aye, McCawley, aye, Johnson, aye, Fogg, nay, Ouellette, nay.

Discussion continued.

Mrs. Kolb did not want to miss out on the opportunity to apply for grants. The DAF was very thorough and spelled out. Mrs. Kolb has reviewed the DAF [a grant funding related policy created by the NH School Board Association and required by RSA], which provides guidelines of how to handle bids for varying dollar amounts. The Policy Committee has already reviewed the DAF 1 and 2. She added the Board will have those at the July 19 regular board meeting. Mrs. Kebler explained the General Assurances are the first

phase and each grant additional Assurances. Mr. Gregoire said he's confident the Assurances are current except for DAF. Mrs. McCawley asked if there was a way to keep our ability to apply for grants open until the DAF policies are read and approved; Mrs. Kebler responded that if it's not signed by the school board we would be nonresponsive. Mrs. Kolb added that the board is not approving the Assurances, just confirming that they are in place, and they are except for DAF. Mr. Gregoire has already initialed the Assurance document for each policy that was already in place.

Motion: Mrs. Kolb made a motion to accept the General Assurances (for 2019-2020) for submission by Superintendent Gregoire, seconded by Mrs. McCawley, members voted 4-1, with Ouellette, aye, Kolb, aye, Johnson, aye, and Fogg, nay, strongly opposed for the record.

Policies

Second Reading:

- **JIFCA (Hazing):** Motion: Mrs. Kolb A motion to accept policy JIFCA, seconded by Mrs. McCawley; members voted all in favor 5-0, Ouellette, aye, Kolb, aye, McCawley, aye, Johnson, aye, Fogg, aye.
- **KB (Title 1 Family & Community Engagement)** Motion: Mrs. Kolb made a motion to accept policy KB seconded by Mrs. McCawley; members voted all in favor 5-0, Ouellette, aye, Kolb, aye, McCawley, aye, Johnson, aye, Fogg, aye.
- **IHAK (Character & Citizenship)** Motion: Mrs. Kolb made a motion to accept policy IHAK, seconded by Mrs. Johnson; members voted all in favor 5-0, Ouellette, aye, Kolb, aye, McCawley, aye, Johnson, aye, Fogg, aye.

First reading:

- **JICD (Student Discipline and Due Process);** deletes requirement of a consultation with superintendent prior to a student's suspension;
- **GBEC (Drug-Free Workplace and Drug-Free Schools);** and **ABD (Drug-Free Workplace and Drug-Free Schools);** mirror image policies that reflect changes in federal and state law and duties of the superintendent. Will be reviewing policies in 2019.

Other Business/Correspondence

Mrs. Kolb received a letter from Beth Fox, member of the Governor Wentworth Regional School Board, to update the Wakefield School Board on the status of the ConVal education funding lawsuit. Mrs. Kolb called Governor Sununu to let him know that asking taxpayers to pay all the funding for education is difficult for school boards and people of the community. Mr. Fogg added that it would be good if there was a greater effort on the part of the state lottery system to reduce the educational tax burden.

The Board also received a thank you letter from Brittany Faucher, the student who won the Wakefield School Board scholarship for 2019/2020. She plans to attend St. Joseph's College in Standish, Maine.

Mrs. Kolb asked how much time Mr. Gregoire and staff are spending on addressing 91-A Right to Know Law information requests. Mr. Gregoire said he and Mrs. D'Agostino have spent 28 hours of time on seven requests including those from Jim Miller, Relf Fogg, and David Lee. Mrs. Kolb asked to keep the log going; it's a lot of time to be spent away from students. Individuals are entitled to submit 91-A requests by law, but its not without consequences. Mr. Fogg said its pertinent to the question why 91-A requests are being

submitted and the reason for that is because transparency is not 100 percent with this board. Mrs. Kolb replied the board has done as much research with attorneys and the NHSBA to make sure things are done correctly – that is always the objective of this board.

Public Comment: None

Nonpublic Session: Mrs. Kolb made a motion to enter nonpublic session, at 8:17 p.m. under RSA 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 meeting and (2) requests that the meeting be open, in which case the request shall be granted. Seconded by Mrs. McCawley, roll call vote 5-0, Ouellette, aye, Kolb, aye, Johnson, aye, McCawley, aye, Fogg, aye.

Motion: A motion to come out of nonpublic session was made by Mr. Fogg at 8:49 p.m., seconded by Mrs. Johnson. Roll call vote 5-0, Ouellette, aye, Kolb, aye, Johnson, aye, McCawley, aye, Fogg, aye.

Mr. Fogg stated that no votes were taken in nonpublic session.

Adjournment: A motion to adjourn was made, seconded and voted on 5-0, at 8:49 p.m.

Respectfully submitted,
Administrative Assistant
Larissa Mulkern