

School Administrative Unit #101
Wakefield School Board
August 20, 2019
SAU Conference Room
Minutes – Approved

Present: Bob Ouellette, Chair, Tracey Kolb, Vice Chair, Jen McCawley, Sandy Johnson, Relf Fogg; Administration: Jerry Gregoire, Principal Jim Lampron, Vice Principal Jenn Spector, Director of Student Services Anne Kebler, Business Administrator Marie D’Agostino, Facilities Manager Joe Williams, Transportation Director Admin. Asst. Larissa Mulkern; Public: Donna Martin, Clearview TV, and Frank Zappala, who joined the meeting in progress

Call to Order: Mr. Ouellette called the meeting to order at 6 p.m.

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

Minutes: Motion to approve minutes with amendments presented, by Mr. Fogg seconded by Mrs. Kolb, all in favor 5-0.

Principals Report: Mr. Lampron reviewed his report, outlining activities and progress over the past month. Fourteen Paul School staff members attended a [grant-funded] conference on social emotional learning in Conway. A speaker was invited to address the full staff. Discussion ensued regarding social emotional learning and the new sensory pathway. A welcome letter was sent to Paul School staff with a welcome to new and/or reassigned staff members.

Facility Report: Mr. Williams discussed the Request for Proposals for Mechanical and Plumbing Maintenance FY 2020-2023. He said he was looking for approval to get a jump on things and so he can alert some companies. Mrs. Johnson expressed concern that the timing was too early – perhaps he could seek Board approval to put the RFP out later this year. Members noted that this was work that must be done anyway – even if something else comes up. The current contract expires June 30, 2020.

Motion: Mr. Fogg made a motion to approve the RFP as presented and sent out to advertisers by February 28, 2020, seconded by Mrs. Kolb. Discussion ensued. Mr. Fogg suggested adding that the contractors provide an estimate of tying the old oil burner system in with the new system. Mrs. D’Agostino noted that the plan is to request a Feasibility Study that would look at our entire infrastructure; the study would recommend what would be the best long-term return on investment. Amended Motion: to approve the RFP as written, amend to post the need for the RFP by September for a decision on the award by December 1, 2019. Members voted all in favor, 5-0.

Mr. Williams continued with an update on work underway in the building, including construction of the Learning Centers, music system installation, security system installation and more. Mrs. Kolb said the school looks fabulous. Mr. Williams noted that it was a collaborative effort.

Old Business:

- a) HB: 1612 – Mrs. Johnson asked where we stood in relation to compliance with HB 1612 (data security.) Mr. Gregoire said there wasn’t a lot of news, but he will work with a consortium of

schools who will work with a collective of vendors. The price to join the consortium is based on the number of students in the school. Mr. Gregoire will obtain more information for the budget soon, but the cost will be upwards of \$30,000 likely paid with monthly installments. He will work with other districts and get the best price.

New Business

- a) Hiring Update – all positions have been filled with exception of the custodian position. Mr. Williams will review applications.
- b) Student Handbook – Board members made a variety of comments and suggestions to the Student Handbook draft, presented by Vice Principal Jenn Spector and Principal Lampron. Changes will be made, and board members will receive an updated draft.

Motion: Mr. Fogg made a motion to give general approval to the unamended Student Handbook, [with the amended version provided to staff by Aug. 28], seconded by Mrs. Kolb. Members voted all in favor, 5-0. Mr. Lampron noted that working on the handbook overhaul forced an alignment with the school board policies.

Policies

- a) DAF – Administration of Federal Grant Funds: Mrs. Kolb reviewed sections 3 and 4 of the proposed policy (required by law). Board members requested copies of the Assurances, general and program, which Mrs. Kebler will provide. Mrs. Kebler noted that General Assurances and Program Assurances apply to all Title I Grants.

Other Business

School Bus: Mr. Gregoire reported that the successful bidder for the 77-passenger school bus and the mini-van decided not to purchase the bus; he sought a consensus to put the bus out to bid again.

Motion: Mr. Fogg made a motion to publicly notice the 77-passenger bus and the minivan out to bid, seconded by Mrs. Kolb; members voted all in favor, 5-0; However, Mr. Williams said he could use the minivan for errands, equipment pick-up, etc., and requested the van for facilities use. Mrs. McCawley asked what the bid price was (\$831) then agreed the van should be kept for Facilities use. A second motion was made by Mr. Fogg to just put the 77-passenger bus out to bid; seconded by Mrs. Kolb, all in favor 5-0.

Curriculum & Assessment Committee: Mrs. Kolb updated the board on committee progress. The school is now partnering with the NH Department of Education and the Demonstrated Success team at no cost to the district.

End of Year Financials/Revenue Results: Superintendent Gregoire reviewed highlights of a lengthy report, [FY 2018-2019 School Year final Actual Financial Results, August 20, 2019](#), that showed the total fund equity ending balance, as of June 30, 2019, of \$154,591.22. Discussion and explanation ensued with Mr. Gregoire, Mrs. D'Agostino, and board member queries regarding how the district went from an anticipated budget deficit to being in the black.

Adjournment: Mr. Ouellette made a motion to adjourn, seconded by Mrs. Kolb, at 8:33 p.m. Members voted all in favor 5-0.

Respectfully submitted:
Larissa Mulkern
Administrative Assistant