

**School Administration Unit #101**  
**Wakefield School District Board Meeting**  
**Tuesday, August 6, 2019**  
**SAU Conference Room**  
**Public Minutes - Approved**

**Present:** Chair Bob Ouellette, Vice Chair Tracey Kolb, members Sandy Johnson, Jen McCawley, Relf Fogg; Administrators: Superintendent Jerry Gregoire, Business Administrator Marie D’Agostino, Student Services Director Anne Kebler, Transportation Director Brennan Peaslee, Administrative Assistant Larissa Mulkern; Other: Donna Martin, ClearView TV, Mary Wing Soares

Mr. Ouellette called the meeting to order at 6 p.m., and led the Pledge of Allegiance

**Consent Agenda:** Motion to approve consent agenda made by Mrs. Johnson, seconded by Mrs. Kolb; all in favor 4-1 with Mr. Fogg opposed.

**Meeting Minutes:** Motion to approve public and nonpublic minutes of July 16 made by Mr. Fogg, seconded by Mrs. Kolb. All in favor, 4-0-1 with Mrs. McCawley abstaining.

**Superintendent’s Report:** Mr. Gregoire and Mrs. D’Agostino provided board members with a Wakefield School District Budget Update 2018-2019 Draft [dated as of 08.06.19], and deficit in General Fund Appropriate Summary of (\$242,861.84). Mr. Gregoire reviewed line items including Line Item 1100 Regular Education, with deficit \$77,130.02), due to unanticipated additional health insurance, regular ed tuition, and contracted ESOL service; Line Item 1200 Special Education (\$309,692.38) due to unanticipated additional salary, benefits, contracted services & SPED tuition. Line Item 1410 Co-Curriculum & Activities, (\$14,497.01) due to underbudgeting salary, benefits and Camp Calumet expenses. Line Item 2310 School Board Services (legal services) was (\$28,202.61) due to collective bargaining; Line item 2320 SAU Administration Expense, was (\$8,827.18) due in part to transitioning to a full-time superintendent, offset somewhat by a surplus of \$27,947.76 in the 2410 Principal Line Item; Line Item 5221 Transfer Funds to Food Service Fund (\$15,310.90). Total negative balance (\$242,861.84).

Discussion ensued regarding the mandate that the school district provide special education services to students who need those services. Mrs. Kolb wanted to confirm that the SPED costs were not controlled by the board; Mr. Gregoire noted that these were costs that had to be incurred; in discussion with DRA (Department of Revenue Administration), it is the only Function that can legally be overspent. The school can’t cost the services. Mr. Fogg asked if there would be savings should the school provide the SPED services in-house; Mr. Gregoire would have to look at personnel costs as well as creating space to provide those services, some of which the school could not provide. Mrs. McCawley brought up the question, as raised by the Budget Committee, what would happen if the school didn’t provide SPED services. Discussion ensued. Mrs. Kebler added that significant legal fees would be incurred; the school would be violating the law; parents could file complaints with the NH DOE, which could result in the district paying compensatory costs if the district was found negligent. School districts could be, and have been, sued individually by parents, she added. Mrs. McCawley stressed that the school board should be armed with this information before going to the Budget Committee. Another question that comes up is if parents’ can be asked if insurance could pay for the child’s special education costs – it is illegal to make that request. Mr. Gregoire returned to discussion of the budget; including anticipated and unanticipated revenues, the

bottom line of the General Fund 100 was in the black by \$154,591.22. Thus, the school district does not have to go to the Town with a warrant article to pay the projected deficit for the past year, Mr. Gregoire said, adding that the district consulted with the NH DRA to find that trust funds and additional unanticipated revenue could be applied. That meant that the district will only use \$46,000 of the \$200,000 raised in a deficit appropriation warrant article this year, with the rest being returned to the Town. Mrs. D'Agostino noted this report was a draft and there may be additional changes. She noted that thanks to grants, the district did not have to come up with \$393,000 for special ed costs; she thanked Mrs. Kebler and staff. The bottom line is that the district is allowed to utilize the unanticipated revenue to offset the negative fund balance.

**New Business:**

- a. **School Bus Drivers Handbook:** Mrs. Peaslee reviewed the updates in the Handbook; amendments were offered, including changing references to 'handicapped' students to 'student(s) with disabilities.'  
**Motion:** Mr. Fogg made a motion to approve the School Bus Drivers Handbook with amendments, seconded by Mrs. Kolb. Members voted all in favor, 5-0.
- b. **School bus schedule:** A couple of typos will be fixed.
- c. **Request for Proposals:** Mechanical and Plumbing; and Landscaping, Lawncare, Winter Plowing & Roof Maintenance. Mrs. Johnson asked about the timing of putting the bids out for work that won't begin until next year. Discussion ensued. Mr. Fogg suggested tabling the RFPs as this was the first time seeing them. Mr. Gregoire noted that Mr. Williams wanted to get things prepared ahead of time. These were for three-year contracts. **Motion:** Mr. Fogg made a motion to approve the Request for Proposals for the landscaping and maintenance services, seconded by Mr. Ouellette; motion passed 5-0 all in favor. A vote on approving the RFP for Mechanical and Plumbing was postponed to next meeting.
- d. **NHSAA Collective Bargaining Retreat:** Mr. Gregoire, Mrs. D'Agostino, Mrs. Kolb and possibly Mrs. McCawley will attend; Mr. Fogg expressed an interest in attending if Mrs. McCawley cannot attend. The conference is Aug. 13 in Concord at a cost of \$165 per person. As a result, the Curriculum & Assessment Committee Meeting was moved to Monday, Aug. 12.

**Policies:**

DAF: Administration of Federal Grant Funds, review of sections 1 and 2. Mrs. Kolb provided an overview of the new policy, created in draft by the NH School Boards Association. The board will treat this as a first reading and review sections 3 and 4 at next meeting.

**Public Comment:** None.

**Nominations/Resignations:** Library Aide Gabriele Clarke submitted her resignation and has accepted a job with SAU 9. **Motion:** Mr. Fogg made a motion to accept with regret Ms. Clarke's resignation, seconded by Mrs. Kolb. Members voted all in favor 5-0.

**Correspondence:**

**The Wakefield Education Association** submitted a letter of intent to bargain a master contract for the contract year beginning 2020. Mr. Fogg asked if there was a time when the whole board can take time and discuss [in nonpublic session] what would be pertinent to discussion? Mr. Gregoire said he thought that initially that would have to be discussed in public but will check and send out a decision to the board via email.

**Town of Wakefield – Eversource Construction**

The School District received a letter informing them of the Planning Board Notice of Decision to allow Eversource a conditional use permit to install new distribution circuit lines and new utility poles. From Rines Road to the Sanbornville substation.

**Consensus:** Mr. Relf asked for the board’s approval, by consensus, to allow him to do some research, to contact Eversource, and investigate the potential of creating a solar farm on school-owned property off Rines Road. The board concurred.

**Other:** Mrs. Kolb distributed a Goals Chart that Mr. Gregoire prepared, for discussion at the next board meeting.

Mrs. McCawley asked about the testing results. Mr. Gregoire said we had some high points and some areas that need improvement. He would defer detailed response from Mr. Lampron.

**Adjournment:** A motion to adjourn at 7:23 p.m. was made by Mrs. Johnson, seconded by Mrs. Kolb, members voted all in favor 5-0.

Respectfully submitted:  
Larissa Mulkern  
Administrative Assistant

*The next Wakefield School Board meeting will be held on Tuesday, Aug. 20 at 6 p.m. at the SAU conference room.*