



# Wakefield School Board Public Minutes

March 1, 2022

Held in the Paul School Library

Approved

BOARD MEMBERS		ADMINISTRATORS	
Bob Ouellette, Chair	✓	Anne Kebler, Administrator	✓
Relf Fogg, Vice Chair	✓	Michael O'Neill, Financial Manager	✓
Mary Collins	✓	Kristen White, Principal	✓
Sheena Robbins	✓		
Caitlin Gelinas	✓		

Others Present: Sandra Taliaferro, Sandy Ouellette, Brennan Peaslee, John Gavell and Mary Soares from Clearview Community TV  
Facilities Manager Joe Williams

Mr. Ouellette opened the meeting at 6:00 with the flag salute.

## **Public Comment**

None

## **Consent Agenda**

**Mrs. Gelinas made a motion, seconded by Mr. Collins, to approve the Consent Agenda. (Vote 4-1)**

## **Meeting Minutes**

**Mrs. Gelinas made a motion, seconded by Mr. Fogg, to approve the 2-15-22 nonpublic minutes. (Vote 5-0)**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to approve the 2-15-22 public minutes. (Vote 5-0)**

## **Reports**

### **School Administration Report**

On Thursday February 3rd. 2022, the eighth-grade students visited the Technology Center at Spaulding High School. During their tour they were able to observe classes that were in session, meet with the teachers and ask questions of current students. Students finished their tour with a demonstration by the Spaulding ROTC Program'. On Thursday, February 10<sup>th</sup> 2022, Paul School students and staff took part in a lockdown drill. During the drill specific steps were taught and followed when the practice was over, each room was unlocked by a member of the Paul School Emergency Management team and were then given the "All Clear." After the lockdown teachers

debriefed with their students to answer questions and review lockdown expectations. In the event of an unwanted person in the building or a situation that would make it necessary for our students to remain secluded in their classroom, we practice lockdown drills to ensure that our children are comfortable with procedures and safety measures.

On Friday, February 11th, 2022, we celebrated our 100th day of school, students and staff were creative with their costumes of what they would look like if they were 100 years old and made for an exciting day. On Monday February 14th, 2022, we celebrated our 101st day of school with a focus on the book 101 Dalmatians. On Friday February 11<sup>th</sup>, 2022, we had an early release day, the focus of the day was to better understand where staff were at in their understanding of data, how to use data to drive instruction as well as using data to be effective in grouping of students. Training for our staff of grades 3-8 are accessing NWEA data and how to generate groups using RIT scores was a success. The grade levels then went back to their teams to conduct a data dive to generate groups that meet the educational needs of students. Mrs. Kebler worked with our preschool and kindergarten team to discuss the process used to screen our incoming kindergarteners and how to effectively use the data from their recent testing to drive instruction. Ms. Dubois worked with grades 1 and 2, they were able to identify some administrative issues with the STAR testing that they fixed. They reviewed reports that were beneficial for looking at intervention groups. On Monday.

February 14th, 2022, several of our 8th grade students opted in with parent permission to participate in NAEP testing. NAEP is different from our state assessments because it is a common measure of achievement across the country. The assessment is administered by proctors from the National Center for Education Statistics, within the U.S. Department of Education. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policy makers, and the public. Students were assigned to take either a mathematics or reading assessment. In addition to subject-area questions, students voluntarily completed NAEP survey questions. The assessment took approximately 90 minutes for most students, which included transition time, directions, and completion of survey questions.

On Thursday, March 3rd, 4th grade students who have opted in with parent permission will have the opportunity to participate in NAEP testing. The process and procedure will be the same as our 8th grade students experience. Mrs. Stiles has finalized our RISE Professional Development Day with a focus on Professional Development Workshops that are led by our own staff. She sent out an email asking staff who were interested in leading a workshop to reach out to her with an overview of their workshop, this information was sent to staff in a survey form, and they were able to choose three sessions they would like to attend. She sent an email to all staff with their sessions they signed up for. On February 18th, 2022 our PTA hosted an Outstanding Student Pizza Party to recognize our January recipients.

Mrs. Collins asked about positions that needed to be filled. Mrs. Kebler said the openings have been posted on EdJobs, School Spring, Newspapers. Mrs. White said the goal is to fill the Reading Specialist position. Mrs. Kebler said she had reached out to a professor that may be interested in a partnership with student teachers.

### Financial Update

Mr. O'Neill said that the SAU had a Financial Review on the 15<sup>th</sup> and it went well. He said he is still looking at where things should go. He said stipends are coming out of several different sources. He said that they had spent several hours on the 24<sup>th</sup> looking at all the expenditures to figure out where everything should go. He moved \$30,000 into grants and co-curricular activities. He freed up \$250,000 for a current fund balance of \$684,625. Mr. Fogg asked if there were critical areas that need remedying. Mr. O'Neill said getting up to date with grant reporting. He said he just received notes from Mrs. Stiles and will discuss these issues with her.

Mrs. Robbins asked if this is where we should be this time of year. Mr. O'Neill said there is no need for concern like freezing the budget. He said he is working to utilize grants the best way. He said there is a significant amount of Covid grant money left. He said we have until 2024 to spend ESSER 3 money. Mr. Ouellette, Mrs. Collins and Mrs. Robbins asked for a breakdown of the money spent and money left in the ESSER funds and what it was spent on. Mrs. Kebler will put on the next agenda an update on all of the grants. Mr. O'Neill will provide this information to the Board at the next meeting. Mrs. Kebler told the Board that a report was submitted to the DOE on the ESSER 2 grant. Mr. O'Neill said we received \$720,656 in ESSER 2 funds and the total spent is about \$127,000 so far. Mrs. Kebler said there are two big projects coming from this fund. Mr. O'Neill said \$160,000 has been used out of 1.5 million from ESSER 3. Mr. O'Neill said \$1,285,000 has been identified for upcoming projects. Mrs. Kebler explained that the first three pages of the packet the Board received tonight explains what was done in the seven hour meeting with Mr. O'Neill. She said retirement is now up to date. She said a lot of the grant money was allocated for positions that they weren't able to hire. Mr. O'Neill said he would rather wait until everything is in before doing a grant report. When the grant ends the position ends and that is stated in the individuals contract.

### DOE Grant Audit

The Federal Fiscal Monitoring Audit.

The state chose three grants, IDEA, Title 1 and CARES-ESSER. Mr. O'Neill said there were issues with timesheets and the purchasing policy needed to be updated. He said they were all minor issues. The Board discussed timeclocks, an online program and other ways to keep timecards accurate.

**Mr. Fogg made a motion, seconded by Mrs. Collins, to have information on timeclocks and programs on the agenda in a month. (Vote 5-0)**

### Old Business.

#### 2022-2023 Calendar

Mrs. Kebler presented the calendar for 2022-2023 and said the reason the early release days are scheduled as they are is because if they changed them to be incorporated into a short week they were concerned that wouldn't get the required 80% attendance on that day.

**Mrs. Gelinas made a motion, seconded by Mr. Fogg, to approve the 2022-2023 calendar as presented. (Vote 5-0)**

Mrs. Gelinas suggested the calendar should be added to the agenda for the AREA meeting with Spaulding in April.

### Food Service

Mrs. Kebler met with parents, Mrs. Taliaferro, Mrs. Joy and Mrs. Garnett interested in being on a committee to investigate food service options. Food service has to go out to bid in April. She said we need a short term and a long term goal. We don't have time to switch to inhouse service for next year. They will be looking at bids and talking to the current food service. She said she has the names of three food service companies. Mr. O'Neill will have the RFQ for food service, that is written by the state, for the Board at the next meeting.

### COVID Update

Mrs. Kebler said the mask mandate has been lifted by the state including school buses. Masks are now optional. They are ready to bring things back to normal. The fourth and fifth graders will now be eating lunch in the cafeteria followed by the lower grades. Mrs. Collins asked if volunteers could be allowed back in the school. Mrs. White said it would be teacher optional. She will check with the teachers. Background checks will take a while. Teachers want to get back to normal. Mrs. Collins asked about standards that have been lowered for speech. Mrs. Kebler said we are meeting students where they are. We are not lowering the standards. Mrs. Robbins asked if field trips will take place and Mrs. White answered yes, they will.

### Judy Nason Bridge

Mr. Fogg said that he and Mr. Ouellette never met with the Horizons engineer. He said he and Mr. Williams could work on an RFP. Mrs. Kebler said that Mrs. Stiles told the engineer to put this on hold. Mrs. Kebler said she could reach out to the engineer. Mr. Fogg said that the structure was sound when shown to others. Mrs. Kebler said she will make this a priority.

### School Bus Driver Training

Jennifer Kruger is available to train drivers on Saturday. Mr. Gavell said the drivers have all the information they need. Mr. Fogg said the drivers are concerned about transportation being outsourced. Mrs. Collins said that would not be cost effective. Mr. Ouellette agreed and said that this isn't anything the Board has even entertained. He said there will be seven drivers when these next two are trained. Mrs. Gelinas said everything is working well as it is. Mrs. Kebler said no one can be rostered without being an employee. She said the roster list is signed off by the Superintendent designee.

### SAU Management Plan

Mrs. Stiles will work twelve hours a week and this will be covered by the \$22,000 severance paid by the Board.

**Mr. Fogg made a motion, seconded by Mrs. Gelinas, to approve the SAU Management Plan. (Vote 5-0)**

### New Business

#### Kingswood Continuation

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to approve the following students for continuation to Kingswood High School. (Vote 5-0)**

The students and their current grade levels are: Kali Chase 9, Sophia Gutierrez 10, Gaven Peaslee 10, Hailey Peaslee 9, Wyatt Pitts 9, Landen Swain 9 Marquis Williams 10

### IAQ Controllers

Mr. Williams told the Board that the upgrade for the controllers for \$34,500 that would be compatible with what we now have. He hoped to get this done during April vacation but if not, it will be done over the summer.

**Mrs. Gelinas made a motion, seconded by Mr. Fogg, to approve the proposal as presented. (Vote 5-0)**

Mr. Williams said the RFP for sidewalk paving, gym floor etc. will be on the next agenda if everything passes next Tuesday.

The Water Precinct has asked for permission to do some more intense drilling on the school's Rines Road property. Casings will be added, capped and clearly marked. The permission was granted in the first letter.

### High School Scholarship

Mrs. Kebler supplied questions that had been asked in previous years. After some discussion it was decided that Board members would send in questions for the scholarship applicants to write an essay about and Mrs. Kebler will choose the question to be asked.

### Policies (1<sup>st</sup> reading)

#### BEDH-Public Participation at Board Meetings

Mrs. Collins said there are now six items in the rules of order. There will be two opportunities for public comment on items that are on the agenda one at the beginning of the agenda and one before the Board goes into non public session. Any comment that refers to personnel or students will not be tolerated as per RSA 91-A:3 and will be considered out of order. Any comments that do not adhere to the six rules of order or disrupts business of the Board may be ruled out of order. Speakers shall identify themselves clearly for the record. Mrs. Collins said there is no rule of order to relinquish your time to another person. Mrs. Colbath suggested adding the Chain of Command to this policy.

### Other Business

Mrs. Kebler said a nurse from a temp agency will be on board tomorrow.

### Public Comment

Mrs. Ouellette said kids should not be discussed in public. Mrs. Taliaferro said the Chain of Command needs to be followed. Mrs. Peaslee suggested putting the Chain of Command in the Parent Handbook.

### Nominations/Hires/Resignations

None

### Non Public

**Mr. Ouellette made a motion, seconded by Mrs. Gelinas, to go into non public under 91-A 3:ll (c) at 8:15. Gelinas aye, Collins aye, Robbins aye, Fogg aye, Ouellette aye (Vote 5-0)**

The Board returned to public session at 8:59.

**Mrs. Gelinas made a motion, seconded by Mr. Fogg, to seal the non public minutes until March 1, 2023. (Vote 5-0)**

**Adjournment**

**Mr. Ouellette made a motion, seconded by Mrs. Gelinas, to adjourn the meeting at 8:59 (Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary