



# Wakefield School Board Public Minutes

March 15, 2022

Held in the Paul School Library

Approved

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Administrator	✓
Sheena Robbins, Vice Chair	✓	Michael O'Neill, Financial Manager	✓
Caitlin Gelinas	✓	Kristen White, Principal	✓
Brennan Peaslee	✓		
Sandrea Taliaferro	✓		

Others Present: Bob and Sandy Ouellette and Mary Soares from Clearview Community TV  
Facilities Manager Joe Williams

Mrs. Kebler opened the meeting at 6:00 with the flag salute.

## **Board Reorganization**

Mrs. Kebler asked for nominations for Chair.

**Mrs. Gelinas made a motion, seconded by Mrs. Robbins, to nominate Mrs. Collins for Chair. (Vote 5-0)**

**Mrs. Collins made a motion, seconded by Mrs. Gelinas, to nominate Mrs. Robbins for Vice Chair. (Vote 5-0)**

## **Committees**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to nominate Mrs. Collins and Mrs. Taliaferro for Curriculum Committee. (Vote 5-0)**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to nominate Mrs. Gelinas and Mrs. Taliaferro for Transportation Committee. (Vote 5-0)**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to nominate Mrs. Collins and Mrs. Robbins for Policy Committee. (Vote 5-0)**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to nominate Mrs. Peaslee and Mrs. Taliaferro for Facilities Committee. (Vote 5-0)**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to nominate Mrs. Peaslee for Budget Committee and have Mrs. Taliaferro as alternate for Budget Committee. (Vote 5-0)**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to nominate Mrs. Robbins and Mrs. Gelinas for Professional Development Committee. (Vote 5-0)**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to nominate Mrs. Collins for Tech Committee. (Vote 5-0)**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to nominate Mrs. Gelinas for Wellness Committee. (Vote 5-0)**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to nominate Mrs. Collins and Mrs. Taliaferro for Strategic Planning Committee. (Vote 5-0)**

Mrs. Gelinas asked to have Policy moved on the agenda to after Presentations. The Board agreed by consensus.

### **Presentations/Public Hearings**

None

### **Policies** (2<sup>nd</sup> Reading)

Policy BEDH

This section from the original policy was added to the bottom of the policy: Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board. Mrs. Collins said the Policy Committee decided that there will be one public comment at the beginning of the meeting and will last fifteen minutes. Each speaker will have three minutes to speak.

Mrs. Collins referenced House Bill 1195 which states Public Comment should be held prior to any substantive business being conducted. Individual comments can be limited to three minutes and the comment period be no longer than an hour. Mrs. Taliaferro asked for clarification. Mrs. Collins said it was supposed to be two public comments and one bill said half an hour and one said up to an hour and the Committee decided on one. Mrs. Taliaferro asked if that meant that no one could comment at the end of the meeting? Mrs. Collins said this is being done so that we can conduct board business. Anyone can bring up a question at the next meeting or request to be on the agenda. Mrs. Gelinas said the Board can always add more time if they think it is warranted.

Mrs. Taliaferro asked if later in the year someone could make a motion to add two public comments to the agenda. Mrs. Collins said that it would have to go back to the Policy Committee for review. Mrs. Collins said the second public comment wasn't in the policy. We had two but never changed the policy. Now we will follow policy.

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to approve policy BEDH with the amendment that states, there will be one opportunity for public comment on the agenda and add the other words in red. (Vote 4-1)**

Mrs. Kebler told the Board that in a past district she worked in two or three times a year they would have a Board Listening Post where the community expressed their concerns and the Board listened. It wasn't a discussion. It was a way for parents to bring forth their issues.

### **Public Comment**

Mrs. Soares said at the last meeting the Board offered to move Mr. Williams presentation up on the agenda. The Board chose to have Mr. Williams do his presentation next.

### **Facilities**

#### **RFQ & RFP**

Mr. Williams said there were two RFQ's in the packet and he passed out one for the gym floor he had just finished. He is asking for Board approval so he can get these in the newspapers. One RFQ for the sidewalks and Taylor Way paving project and one strictly for the sidewalks.

Depending on the amount in the Trust Fund both could be done, if not, only the sidewalks will be done. The RFQ he did for the sidewalks alone was not put in the packets. He will meet with the Trustees of the Trust Funds to find out how much money is actually in the fund. He received a quote today for \$50,000 for Taylor Way and the sidewalks and \$12,000 for just the sidewalks.

**Mrs. Gelinas made a motion, seconded by Mrs. Robbins, to approve the RFQ for both Taylor Way and the sidewalks pending sufficient funds. (Vote 5-0)**

**Mrs. Gelinas made a motion, seconded by Mrs. Robbins, to approve the RFQ for just the sidewalks if there is not sufficient funds to do both Taylor Way and the sidewalks. (Vote 5-0)**

Mr. O'Neill said the balance in that fund as of February 28<sup>th</sup> was \$24,511. The article that passed in March was for \$15,000. That makes them about \$10,000 short depending on quotes. Mrs.

Robbins asked if there was any benefit of having the projects done at the same time. Mr.

Williams said probably the cost will increase a year out. Curbing is not included.

Mr. Williams handed out the RFP for the gym floor. Hussey Seating will remove the bleachers. Everything is included in the RFP for the entire project. There is \$160,000 in the fund and he hopes to come in under budget.

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to approve the RFP for gym floor. (Vote 5-0)**

Mr. Williams said all proposals are due back May 3<sup>rd</sup> and he will bring the proposals and check list to the Board at the following meeting. Mr. Williams plans on grouping all projects into one public hearing to save money on the cost of posting hearings.

### **Consent Agenda**

**Mrs. Gelinas made a motion, seconded by Mrs. Robbins, to approve the Consent Agenda. (Vote 4-0-1)**

### **Meeting Minutes**

**Mrs. Gelinas made a motion, seconded by Mr. Robbins, to approve the 3-1-22 public minutes. (Vote 3-0-2)**

## **Reports**

### **Student Services Report**

Special Education update: The middle school special education team has begun the transition process for our 8th grade students with educational disabilities. Our team works with the special education departments at both Spaulding and Kingswood to aid in a seamless transition of the supports and services that these students require. The teams put a lot of time and effort into including not only the students in these activities and conversations, but also the families.

Mrs. Collins asked if there are any anticipated placements for Little Paws for next year. Mrs. Kebler said they have had quite a few referrals. Mrs. Peaslee asked if there are any unanticipated out of district placements for next year. Mrs. Kebler said none yet and she has two meetings and hopes they meet the less restrictive environment in our district.

### **Business Administrator's Report**

Mr. O'Neill went over the MS-22 for the Board explaining the appropriations and the process. This document is due on March 29<sup>th</sup>. Mr. O'Neill explained the updated revenue schedule. He went over the grants and amount spent. All the money from the Cares Act has been spent. ESSER 11 and ESSER 111 still have funds and the money has to be spent by 9/30/23 for ESSER 11 and the end date for ESSER 111 is 9/30/24. The grant expenditures have been corrected and are now properly posted. Mrs. Kebler explained a lot of the ESSER money was earmarked for staffing that they could not find such as interventionists. That leaves 1.8 million dollars left to be spent. He briefly went over the expenditure report. He explained what lines were encumbered. Mrs. Peaslee asked about the tuition lines. Mrs. Kebler said that is for two unanticipated out of district placements and we will be getting some money back for one of them that is a court placement. Mr. O'Neill left the meeting at 7:00.

### **Discipline Report**

Mrs. White went over the Discipline Report for February. She said with students in the cafeteria and nice weather they have to re-teach expectations. There has been a great improvement with kids taking ownership. The positive direction is increasing.

## **Old Business**

### **Superintendent Search**

Mr. James Reinert, chair of the Superintendent Search Committee wrote a letter to the Board. The Committee did not move either candidate forward for Board consideration. Options will be discussed in non public because names will be mentioned.

### **High School Scholarship**

Mrs. Kebler gave the Board the questions submitted and the SAU staff chose a question that they would like to see asked for the essay. The question will be sent to the high schools and will get posted.

**Mrs. Gelinis made a motion, seconded by Mrs. Taliaferro, to approve the essay question. (Vote 5-0)**

## Collective Bargaining Signatures Completed

### **New Business**

#### **Board Member Workshop**

Mrs. Kebler recommended that a workshop with Attorney Matt Upton who specializes in helping Boards become high functioning. Mrs. Gelinas recommended the new members go to the NHSBA site and sign up for some of the trainings they offer. Mrs. Collins recommended the new Board member workshop that she attends every year to keep up to date with anything new. The Board members discussed the best times for them to have a workshop. The second and fourth Tuesday of the month at 5:00 was the general consensus.

#### **Strategic Planning**

Mrs. Kebler said she sees strategic planning being done by a group of stakeholders throughout the district as an ongoing plan. She said Mr. Upton might be able to direct the Board to who would be best to facilitate the process. Mrs. Collins reached out to a former principal who went through the process said he'd be willing to come and help us and answer any questions we may have. Mrs. Kebler told the Board about how they developed their plan when she was in Jackson. Mrs. Collins handed out a guideline from the last Strategic Plan that Wakefield had. Mrs. Kebler said that the Focused Monitoring Plan might be in the Special Ed office and she will check.

Mrs. White said she, as a parent, was part of the writing of the Strategic Plan done in Rochester. She said it's a five year plan that continues to be updated every year. She said this is a very lengthy process and suggested looking at what other school districts have done. She suggested Carl Ladd, Executive Director for the Association of School Administrators who could come in and make suggestions like what does the plan look like, what are all the components and what's the first step. Mrs. Kebler will reach out to him. Mrs. Taliaferro asked what districts Matt Upton covered. Mrs. Kebler will find that out and also find out what the fee would be. Mrs. Taliaferro said wanted to be careful with the constant inquiring to the attorneys and increasing the bill. She asked if he was on a school board or only knows from a legal standpoint?

Mrs. Kebler said once she has a date from Mr. Upton she'll let the Board know that and the fee. Mrs. Gelinas said the NHSBA will also come in to do trainings. Mrs. Collins said the Board is supposed to have a vision statement. She told the new members to slowly go through the materials beginning with the School Board Member Roles and Responsibilities and if they have questions they can ask any Board member as long as it's one on one.

### **Sub Committee Updates**

#### **Curriculum Committee**

Mrs. White said the committee has decided the district will go with Eureka Math for the math program starting next year. They conducted some grade level piloting. A third grade teacher will be working with staff to inform them what that program is. It is a free online program so it will not cost the district any additional money. Mrs. Stiles sent out a questionnaire to staff asking what programs they were using for all subjects. Mrs. White said we don't have a set curriculum. They're looking into having a uniform curriculum. The committee said they have a lot of support from the Boards buying curriculum but the professional development has not been there.

They also worked on the lower grades report cards to make them easier to understand. Mrs. Taliaferro asked if this is the program Rochester is using. Mrs. White said they use Everyday Math. Mrs. Taliaferro said she hears a lot about how kids are not prepared when they go to Spaulding. She was hoping the math program would align with Spaulding. Mrs. White said Everyday Math is Common Core and they use competency based grading. Mrs. Robbins said her school uses Eureka Math and the language is very difficult for K-2 to understand. She said that another complaint was that Eureka has it's own assessments and students that meet the regular standards are not able to meet the standards of their test. Mrs. White said she was in a classroom when they were doing the test and the teacher read the questions to the students because it's not about whether you can read it but are you able to solve a math problem.

This math program is for grades K-6. They still have to come up with a program for 7/8. Mrs. Collins said whatever they decide for a program there will be a presentation to the Board and hopefully a public forum. Mrs. Robbins asked about the middle school teachers connecting with the Spaulding teachers. Mrs. Gelinas suggested this be added to the AREA agenda for April.

### **Other Business**

Mrs. Kebler described the agenda process. Nothing comes in to be added to the agenda after noon on Thursday. All agenda items are sent to the Chair or Mrs. Kebler. The packets are sent out electronically and hard copies can be picked up at the SAU on Friday after 12:00.

Mrs. Peaslee asked if there were job descriptions for both superintendents. She asked how we know what the roles are for each one? Mrs. Kebler said she has reached out to Mr. Ladd to get a definitive answer on what superintendent support services look like. The Superintendent of record has to sign the manifest and oversee the budget. She said there are ten positions open for superintendent right now. She believes principals will go into superintendent positions and thus create principal openings.

Mrs. Gelinas said right now we reach out to Mrs. Kebler and if it's something she needs to check with Mrs. Stiles about she does that. Mrs. Robbins said Mrs. Stiles is covering what needs to be done by law and we have been reaching out to Mrs. Kebler. Mrs. Taliaferro asked that all backup material be in the packets before they show up for a meeting. Mrs. Kebler is refining the process. All information the Board required should be in the packets for the Board to review. She has not been happy with the Board packets.

### **Public Comments**

None

### **Nominations/Resignations**

**Mrs. Gelinas made a motion, seconded by Mrs. Robbins, to approve the hiring of Patrice Stevens. (Vote 5-0)**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to approve the hiring of Jessie Woody. (Vote 5-0)**

### **Correspondence**

NHSBA Webinar Registration

**Non Public**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to go into non public under 91-A 3:ll (a)&(c) at 8:10. Roll call: Gelinas aye, Collins aye, Robbins aye, Peaslee aye, Taliaferro aye (Vote 5-0)**

The Board returned to public session at 930.

Mrs. Peaslee said:

Transportation Routes online on the SAU website have not been updated. The district needs to have the following information for the state:

The number of Rostered Drivers

The number of students per bus.

Bus replacement plan

And must apply for inspections and pick a garage

**Adjournment**

**Mrs. Gelinas made a motion, seconded by Mrs. Collins, to adjourn the meeting at 9:30 (Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary