



Wakefield School Board Public Minutes

April 5, 2022

Held in the Paul School Library

Approved

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Assistant Superintendent	✓
Sheena Robbins, Vice Chair	✓	Michael O’Neill, Financial Manager	✓
Caitlin Gelinias	✓	Kristen White, Principal	✓
Brennan Peaslee	✓		
Sandrea Taliaferro	✓		

Relf Fogg, Norma Joy, Emma Joy, Tracey and Nate Searles, Sam Fairfield and Mary Soares from Clearview Community TV

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

The Board, by consensus moved the non public to the top of the agenda

Non Public

Mrs. Gelinias made a motion, seconded by Mrs. Collins, to go into non public under 91-A 3:11 (c) at 6:02 Roll call: Gelinias aye, Collins aye, Robbins aye, Peaslee aye, Taliaferro aye (Vote 5-0)

The Board returned to public session at 7:12.

Consent Agenda

Mrs. Gelinias made a motion, seconded by Mrs. Collins, to approve the Consent Agenda. (Vote 5-0)

Presentations/Public Hearings

Mr. Fairfield presented the itinerary for the eighth grade class trip to Boston. They will be going to Boston on June 9th and June 10th. They will be visiting many Boston landmarks including the Duck Tour, Aquarium, Faneuil Hall, Museum of Science. There will be seven chaperones which will allow six students per chaperone.

Mrs. Gelinias made a motion, seconded by Mrs. Collins, to approve the eighth grade field trip to Boston on June 9th and 10th. (Vote 5-0)

Mrs. Collins said told Mr. Fairfield that the students speak highly of him and she appreciates the hard work he’s put into this trip. Mrs. Robbins commended Mr. Fairfield for organizing this trip and doing extra in this crazy year. Mr. Fairfield thanked the Board for their kind words.

Public Comments

Mr. Fogg referred to page 12 of the minutes. He said the bus routes were approved by the School Board post September 7 until June 30th. He said the questions seem redundant. He said the student count for bus drivers go through the office and it isn't the drivers responsibility to give the names and addresses to the office. Mr. Fogg said he recalls the Administration, when asked if they could handle this, do they need any help with transportation and being reassured as a Board they could handle this without any help. Mr. Fogg wanted to know the cost of having Mr. Eldridge as a consultant and where the money will come from and will wait until the next meeting for an answer.

Meeting Minutes

Mrs. Gelinias made a motion, seconded by Mrs. Robbins, to approve the 3-15-22 non public minutes. (Vote 5-0)

Mrs. Gelinias made a motion, seconded by Mrs. Robbins, to approve the 3-15-22 public minutes. (Vote 5-0)

Reports

NHRS

Mr. O'Neill referred the Board to page 13 in the packet which stated that the district was being assessed \$18,558.55 for payment and reporting penalties. He said it has become almost impossible to reconcile monthly. He said every time we cut someone a second check it creates an exception and at times he has two hundred exceptions and these have to be combined manually. If a person gets two checks, one for payroll and one as a stipend it creates hundreds of exceptions so these exceptions are cleared and then we have to wait for the retirement system to tell us they are cleared. He said a lot of new employees somehow don't get entered and we find out last minute that they aren't in the system so we have to resend the file and wait a couple more days. He told the Board that most of the reports were filed on time and he doesn't understand why the reporting penalties are so high as the exceptions were run a few days after and he can run a report for the Board to show that. He said the reason we got behind in payments is because they could not reconcile the payments. That could be caused by an employee being classified as a teacher or vice versa. We've had people who have switched and that requires additional paperwork. He said they have asked that the penalties be waived because we have valid reasons why this happened. They got an email from the retirement system today. He feels they should be waiving most if not all of the penalties. He noted they could have made the payments more timely but if they're made for the wrong amount you get penalized for that. He feels this should be able to be settled for a lot less than what's stated.

Mrs. Collins asked if he has paperwork for the reporting penalties. He said he has all the dates. Mrs. Gelinias asked if it was normal to have so many penalties in a district, this is almost every month. Mr. O'Neill replied that all his reports were on time so he doesn't understand the reporting penalties. Reports are due on the 15th of the month and payments are due on the 25th of the month and he said he's reporting within the first ten days of the month and that gives him plenty of time to clear the exceptions. He stated that he clears the exceptions but sometimes the retirement system doesn't acknowledge that. He could provide the documentation to the Board. He said the penalty charges can be \$146 a day. Mrs. Gelinias asked if he has a dated system to accomplish these tasks. Mr. O'Neill replied that he did depending on when he gets information back from the retirement system. Mrs. Peaslee said, when will he find out if, as you believe, the

penalties will be waived. Mr. O'Neill said they'd know in a few days. Mr. O'Neill answered that these were just assessed and we didn't know about these penalties until the last few days. Mrs. Peaslee asked how he found out about the penalties and Mr. O'Neill replied by letter and basically, they got all the letters at once last week. He said normally they receive a letter the next month. He said all the personnel entry problems have been fixed. He is now sending information for new employees twice because they haven't been getting them.

Mr. O'Neill stated that there was a new program started two months ago. Mrs. Robbins said she recalls a couple months ago they were told that things were going wrong with the NHRS. She said it doesn't make sense to her that this is a report that just came because she remembers this being brought up previously. She said the late March payments would be recently. She wanted to know if the staff portion is being paid. Mr. O'Neill said that money was going into their accounts. Mr. O'Neill doesn't believe there should be any fines for March. Mrs. Peaslee asked Mrs. Kebler to find out what the two March payments are. Mrs. Collins asked if the new system will alleviate these penalties. Mr. O'Neill said yes. Mrs. Kebler said the new system is actually another set of eyes on all this. Mr. O'Neill said it's a person assisting him with the reporting. Mrs. Peaslee asked if we'd know by the next meeting what was waived and what wasn't. Mr. O'Neill replied yes.

Business Report

Mr. O'Neill passed out the March 22nd Expenditure Report and a list of questions from Ms. Stiles along with his responses. Mrs. Stiles wrote that the budget was looking very good at this point. Mr. O'Neill pointed out that from the thirty to forty-five accounts with variances previously listed are down to six showing things are now listed where they belong. There is still some clean-up left to do. The overall amount remaining in the budget is \$615,215.67. Mrs. Taliaferro asked who created the purchase orders and adds the account lines. Mr. O'Neill said various people. Mrs. Collins asked about the salary line in co-curricular. This was for yearbook and class advisor not athletics.

The auditors were in last week and did the district audit as well as a special federal audit because of the amount of money we received from grants.

The Town is doing a Bond Bank Application and has requested eight years of information from the district. The district has no debt.

SAU Administrators Report

Mrs. Kebler said you will see in the board packet my recent endorsement as Assistant Superintendent. This was recommended from the DOE credentialing office when we were determining the need for superintendent support services, as a better option than SAU Administrator. This is informative and would like to know how the Board would like to proceed with my Title. I would like to welcome Lisa, our school nurse back, and we are happy to have her back! Happily, I can say our Covid numbers remain low, and we are able to continue to enjoy the benefits of being at the green phase. March 18th was teacher workshop day, and the planning and preparation that Pam did with staff members who offered to provide workshops for staff was very successful. The workshop day was titled "Recognize Individual Strengths in Education" (RISE) and was an opportunity for our staff to provide presentations in areas of their strength. The presentations were: Behavior Management, Managing the Madness, Smartboard Training, DiscoveryEd overview, Google Suite, Tech Tools, Eureka Math, and Infinite Campus.

Having spoken with many staff members who participated in these trainings the response was overwhelmingly positive with expressions such as "it was awesome", "Great Job" "Really enjoyed the day" and "it's the best professional development I have had in years!" I want to thank Superintendent Stiles for all the hard work she did to put this together, and all the presenters that worked so hard to make it successful. It is certainly something we will continue to consider as we move forward with professional development planning for the 2022-2023 school year. Staffing continues to be a challenge, with minimal substitute pool and minimal applications for support staff, we have had to be very creative with supporting our classrooms. I want to thank all the staff for the work they have done to keep our school open, and classrooms supported ! Mrs. Robbins asked about the status of the Covid Reopening Plan. Mrs. Kebler said that Mrs. Stiles submitted a report to the DOE relating to the Plan and how ESSER money has been spent. RISE is Mrs. Stiles baby and the staff loved it. They will look into doing it next year. This is the PD day where staff were the presenters.

School Principals Report

Mrs. White said we kicked off the month of March with celebrating Read Across America Week. Grade 4 students participated in NAEP testing on Thursday March 3rd. The National Assessment of Educational Progress (NAEP) was administered to 4th-grade students who volunteered to take the test. What you should know about NAEP: Individual student scores are not available to parents or schools. If a student does not participate, their grades will not be affected. Students may pick and choose the questions they answer. Students do not receive their individual scores on NAEP tests, and the scores are not used in making academic decisions about individual students or in evaluating school districts. It is a common measure of achievement across the country. NAEP survey questions are included and do not have to be answered.

The assessment is administered by the National Center for Education Statistics, within the U.S. Department of Education. Students may be excused for any reason, are not required to complete the assessment, and may skip any question. The assessment (math and reading) takes approximately 2 hours for most students, which includes transition time, directions, and completion of survey questions. This will be taken from instructional time. The results are released as The Nation's Report Card. Test results are reported as a single score in each state and for the whole country. The information collected is used for statistical purposes only. A brochure that explains what participation in NAEP means can be found at <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>.

On March 8th, the Paul School Leadership team met to discuss the Tiger Assembly, Progress Reports, Community Day, Grades 3 and 4 transition to eating in the Cafeteria, Communication-Grade level letters, Importance of inputting grades in a timely manner.

The March lockdown drill was practiced on Tuesday, March 22. Paul School students and staff took part in our second state mandated lockdown drill. Students and staff did a wonderful job.

School Counselor Update: The Counseling Office strives to help students focus on academic development and support their social-emotional needs. Academic, behavioral, and social development will help students achieve success in school and they will be prepared to live their lives as responsible members of the community. Direct student services include instruction,

assessing student abilities, interests, and achievements to help them make decisions. Counseling services are provided for both individuals and small groups. Indirect student services include consultation, collaboration, and referrals. These are done with teachers, administration, school nurse, staff, students, and parents/guardians. Through collaborating with other educators, and parents/guardians we work to support student achievement. The referral process provides support for students and their families to school and community services.

Student Success Center Update: On average, the Student Support Center supports around 40 students in need each day for varying reasons. Students in need gain immediate access to a temporary, alternative space that provides a guided opportunity to self-regulate. They are given tools to help cope with their emotions in a positive way. Most recently Mrs. DeColfmacker has implemented a Lunch Bunch Group, where she spends lunch periods with students from each grade level during the week. Grade levels are assigned to a specific day and selected students are chosen by their teacher. The feedback we have received from this intervention has been overwhelmingly positive! The students the focused interaction with their peers in a non-academic environment. They discuss their day and talk about what it means to be a good friend, show kindness, be patient, how to cooperate and work on positive interactions with their peers. Oftentimes they play trivia games, allowing students to get to know each other and Mrs. DeColfmacker in a fun and engaging way. There are many smiles and laughs shared by all.

Our 8th graders met with their School Counselors at Spaulding High School to sign up for their high school classes. Ms. Cook has done a wonderful job helping to support students and their families through the process and is here to support with any questions or concerns. Students in grades 3 and 4 have transitioned into the lunch room for lunch. We are working with them on expectations and modeling the behaviors we would like to see from them. Overall, the transition has been a good learning opportunity.

On Friday March 18th we had our first RISE Professional Development Day. We had in house staff facilitating training that they felt passionate about teaching, staff were able to sign up for sessions that they felt would benefit them as educators. The day was a huge success. The following is an overview of each session:

Behavior Management in Groups; Facilitated Meghan Gregoire and Katie Miressi: Participants learned about behavior management in a group setting. Eureka Math Overview: Facilitated by Jasmine Robinson who introduced staff in learning more about the Eureka Math program, discussing how she uses the program in her classroom as well as the components that make up the program. First Look at Infinite Campus; Facilitated by Mary Soares. Staff were provided an overview of the new program we will be using that is replacing PowerSchool. A mock classroom was created to show assignments, attendance, and other features. Staff were given time to explore the system and ask questions.

Managing the Madness: How to do more than survive this school year: Facilitated by Liz Hadzima. This workshop was broken up into 3 sections. The 1st: You're Not Crazy (or Alone). A brief overview was provided of the current educational climate and how chronic stress affects the body. The 2nd: Taking Back the power. Allowing staff to mourn the normalcy we have lost over the last few years, they discussed the current challenges we face daily, and recognized the

aspects we are able to control, particularly how to shift our mindset. They shared tips, tricks, and techniques to manage some of the chaos. The 3rd: Beyond Fight or Flight. "Self-Care" is a term that gets thrown around a lot. This session focused on the aspects of our lives that we need to nurture to be able to refill our tanks and have the reserves we need to do more than just make it through the day' Getting the most from Google Suite: tips to save time, collaborate, and get organized: Facilitated by Liz Hadzima. With the sudden shift to remote teaching leaving no opportunity for training, many teachers have scrambled to teach themselves. Since our return to in-person learning, people have shared a lot of A-HA moments, when someone shares a trick they've figured out. This session was inspired by those moments. It was designed to offer an overview of the Google Suite tools we have available as a district and share the little tricks we all wish we'd known two years ago. The second half of the workshop was dedicated to questions and answers and problem solving.

Smartboard-Now What? Facilitated by Cara McNevech. Staff were able to learn about the apps and tools on the Interactive White Boards and how to use them to support engagement and learning. Tech Tools to Support Learning: Facilitated by Cara McNevech. Staff learned about types of technology tools that are available to show what students have learned and to engage students during lessons. The goal was to provide staff with additional tools to provide students the freedom of choice with different types of projects that will help to excite them while learning, examples included Discovery Education, cartoon creators, Instagram templates, websites and more. You will need a laptop. Staff enjoyed a wonderful Spring picnic lunch and raffles that were provided by the School Board, thank you all for your support.

Title One Update: Title One students have made significant progress since September. Students have been receiving supplemental literacy instruction using a variety of researched based interventions. The instruction targets phonemic awareness, decoding, oral reading fluency, writing mechanics and overall reading performance. As of the end of March, fourteen students have transitioned to monitor basis as they made progress and reached their personal reading goals. This means students will remain in the program but the Title One interventionist will continue to monitor the students to ensure they are maintaining their levels on various reading skills. This is very exciting! We are looking forward to seeing all students' progress continue.

Throughout the month of March students have been participating in a classroom level spelling bee. There are two finalists and an alternate from each classroom, on April 20th we will hold a grade level spelling bee for the finalists. Our goal for next year is to bring back the more traditional spelling bee and hopefully incorporate the multi-grade school wide bees and district competitions with other school districts as well.

Mrs. Taliaferro asked what some of the tools the Behavior Interventionist used in the Students Center to help students cope with their emotions in a positive way? Mrs. White explained they can use sensory tools and zones. Mrs. Taliaferro also asked about the student transition in Infinite Campus from Paul School to Spaulding. This will be on the agenda for the AREA meeting. She also asked how long Title 1 students are monitored for them to transition? Mrs. White said it varies student to student.

Old Business

Board Member Goal Setting April 6, 5:00

Mrs. Collins told the Board that Mrs. Stiles will facilitate the goal setting workshop and to think about what goals we'd like to accomplish next year. It's important to establish goals every year.

SAU Administrator/Assistant Superintendent/Superintendent Services

Mrs. Stiles provided a sheet stating what she had done as Superintendent Services. Mrs. Kebler said a lot of this doesn't fall under Superintendent Services but Mrs. Stiles wanted to make sure what was started was completed and she's been a great help overseeing the business office.

Rines Road Tree Cutting

Mr. Fogg explained that March 31st is the closing date on a harvest year. The logger is prepared to file a Report of Cut that's not due until May 15th but it's supposed to be closed by March 31st. The cut is not complete. The road load limit has been posted for the past three weeks. He has another Notice of Intent to Cut but doesn't want to keep working until the Board signs the paperwork. He would like the Board to sign the Report of Wood Timber for the taxes to be paid, which the logger will pay per agreement. The land owner signs off on the paperwork that goes to DRA. Mrs. Gelinis said we signed an agreement that the logger would pay all taxes and penalties that might be incurred. The first paper that needs to be signed is the file of what he cut up until now for tax purposes and the second paper would be for him to finish the cut. Mr. Fogg said the DRA dictates the amount of taxes to be paid. He said the Board of Assessors understand the delay.

Mrs. Gelinis made a motion, seconded by Mrs. Collins, to approve signing the first sheet for him to pay the taxes. (Vote 4-0-1)

Mrs. Collins asked to have the original contract between the harvester and the School District at the next meeting. Mrs. Peaslee asked that the Company come to the next meeting to answer questions.

New Business

AREA Board meeting April 18, 6:00

Mrs. Kebler asked that members to send her any questions to be put on the agenda. Infinite Campus, Math programs Spaulding uses, Calendar, Bussing because of Covid are some.

Outdoor Play/Activities

Mrs. Robbins questioned why students are not using the playground year round. Mrs. Collins said it's not used in the winter. It's not accessible. Mud season was another answer given. Mrs. Robbins listed the benefits of children using the playground. School Board Policy IMAH 'Daily Physical Activity' stated that during recess children should be active and 30-60 minutes of physical activity during the day is a goal. Mrs. Gelinis said children expend a lot of energy wading through snow and splashing in mud. She would rather see dirt in the hallways and fields being used. Mrs. Robbins has been on the playground the last few weekends and it's not been muddy.

Mrs. White said very few students are dressed appropriately for the weather conditions. She said they have been back on the field for a couple of weeks. Mud season wasn't that long this year. Mrs. Robbins suggested a path near the fence to access the play area. They talked about how to

have outdoor clothing available to the students. Mrs. Collins said storage for these items also becomes an issue. The Board discusses the playground, field and a half basketball court that was proposed at one time. Mrs. Kebler will bring the issue of playing on the fields to the Leadership Team.

Playground Location

A drawing of the location of the playground was in the packets.

Math Standards/Program

Mrs. Collins said before Common Core we used NH GSE and Daily Math Standards. We voted against Common Core and used the old Mass standards to write curriculum. There will be a Eureka Math presentation given by third grade teacher Jasmine Robinson at the next meeting. Teachers have been piloting this program. There will be no public questions and the Board, per policy, will not vote on this until their next meeting. Mrs. Collins would like to have a Public Forum the week following the Board presentation. We need to allow parents to hear and understand this new program and curriculum in our school.

Mrs. Collins suggested that the Board watch the School Board meeting with Dr. Sandra Stotsky on July 15th 2014. (actually 2015). Mrs. Collins said that Dr. Stotsky was asked to be involved with Common Core and she declined and had good reasons to do so. Dr. Stotsky explained what was lacking in the Common Core math program and that's why we don't have it. Mrs. Collins asked that the Board members watch the video of this meeting prior to the presentation. Mrs. Colbath will send the Board and Mrs. Kebler the link.

The Board had a conversation about when and how to have the presentation for the public. Mrs. Gelinias felt it shouldn't be presented twice. Mrs. Peaslee suggested playing the video for the audience at the forum. Mrs. Kebler said this could be talked about at the Curriculum Committee meeting Thursday night. Mrs. Taliaferro asked how many programs will be presented? Mrs. Collins said one. Mrs. Kebler told the Board that for three years PD was working on developing curriculum. When the Board chose not to adopt Common Core the Curriculum Director at the time had incorporated common core standards into the curriculum.

When we separated from SAU 64 the curriculum that was worked on for three years was not assessable to us. If you were to ask teachers what they have in their classroom they will tell you the 2000 Mass standards and that's what they base instruction on. She said she doesn't believe there is one person in the building that has a curriculum based on the three years of work that was done. When we left 64 one person owned the Google Docs program and they didn't stay with either district.

Kindergarten Out of State Field Trip

Mrs. Gelinias made a motion, seconded by Mrs. Robbins, to approve the Kindergarten Field Trip to York's Wild Kingdom on June 2nd. (Vote 5-0)

Tuition for Pre School Policy JFAD

There has not been tuition charged for two years because of Covid. The money goes back into the general fund. This program is approved for a Special Ed program. It is currently integrated

early childhood program which requires six non identified and six identified students. This will be sent to the Policy Committee. The Board will review this policy and determine if they wish to continue to charge a tuition or re-write the policy.

Mrs. Collins made a motion, seconded by Mrs. Gelinias, to suspend policy JFAD for the remainder of the school year. (Vote 5-0)

Food Service Bid

There are five food service programs who will be asked to bid. The Food Service Committee will look at the bids and make recommendations and give input.

Mrs. Gelinias made a motion, seconded by Mrs. Collins, to approve the RFP for Food Service. (Vote 5-0)

Selling of Old Computers & iPads

Justin Maynard can sell these items. They will be offered to the Town first per policy DM.

Mrs. Gelinias made a motion, seconded by Mrs. Peaslee, to approve asking the town if they want them and if not going with Justin . (Vote 5-0)

Other Business

Public Comment

Mr. Fogg asked if all the previous action by the previous Board is going to be completely thrown out the window. He said in November of last year there were eight drivers budgeted for seven full drivers and one special Ed driver plus a substitute and a dispatch. He said when he submitted an application for a bus driver that goal disappeared. He would like the hiring policy at the next meeting and wants to know why that policy isn't being followed. With the lack of drivers he doesn't understand why at least a substitute wouldn't be considered. He said that the buses may not have a spot at the highway barn with the new building being built. He suggested someone talk with Brock Mitchell. Mrs. Soares wanted the Board to consider the fact that wood cutting was never put out for bid and perhaps that was an oversight and it should be rectified since you don't have a contract for the rest of the cut. Mrs. Gelinias and Mrs. Collins believes the contract was for clearing the land. This is not costing the district any money.

Nominations/Resignations

Mrs. Gelinias made a motion, seconded by Mrs. Robbins, to approve the teacher contract renewals on the list provided. (Vote 4-0-1)

Mrs. Gelinias made a motion, seconded by Mrs. Robbins, to approve the resignation of Carol Ann Mallette-Tonken with regret. (Vote 5-0)

Mrs. Gelinias made a motion, seconded by Mrs. Robbins, to approve the resignation of Laurie Belliveau with regret. (Vote 5-0)

Correspondence

Mr. Collins read an anonymous letter offering a contest for students from grades 6-8. They are offering a prize of \$25 for an essay, "What would you say to a friend who has recently lost a pet

to cheer them up?” One page, hand written and spelling and grammar counts. The winner will be determined by the Board. Papers turned into the principal no later than April 18th and names are to be covered before read by the Board. According to Policy JJG, this can be done with approval of the Superintendent. Mrs. Kebler approved.

For the record Mrs. Kebler said that the Budget Committee approved six full time drivers and a Special Ed driver for next school year. Mrs. Peaslee said from her observance the routes can be combined. She said the routes need to be updated. There is one driver and route not even listed. She had eight drivers when she was the coordinator. Mrs. Kebler has stated that she will not be hiring drivers until the routes are straightened out and the two getting their CDL's start routes. She said two applicants have not completed their applications.

Adjournment

Mrs. Gelinas made a motion, seconded by Mrs. Peaslee, to adjourn the meeting at 9:50 (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary