

WAKEFIELD SCHOOL BOARD
5-4-21 Public Minutes
Held in the Multi-Purpose Room and via Zoom
Approved

In attendance:

Board: Bob Ouellette, Relf Fogg, Mary Collins, Sheena Robbins, and Caitlin Gelinas

Administration: Student Service Director Anne Kebler, Financial Manager Michael O'Neill, Principal James Lampron, Assistant Principal Jenn Spector.

Others present: Norma Joy and Sandra Taliaferro and those on Zoom

Mr. Ouellette called the meeting to order at 6:00. Those present joined in the flag salute.

Non Public

Mrs. Collins made a motion, seconded by Mr. Fogg, to enter nonpublic session at 6:01 under 91-A-3-II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Roll call: Ouellette aye, Collins aye, Fogg aye, Robbins aye, Gelinas aye (Vote 5-0)

The Board returned to public session at 6:43.

Presentations

The Student Services Director's presentation on the Partner Program and NECC services was tabled until the next meeting. Mr. Ouellette announced that anyone who had questions could still ask them because the topic is still on the agenda

Public Comment

Mrs. Joy asked, are all the service lines charges like ACE for the NECC program? She thought everything was included in the contract and now she sees charges for a bunch of services. Mrs. Kebler answered that the items are categorized incorrectly. She said ACE is part of the Partner Program. They have students that get consultation that aren't in the Partner Program that also use the ACE curriculum. When you see ACE with a cost that's for those students not in the Partner Program. Mrs. Joy asked what are the additional service charges for? Mrs. Kebler asked Mrs. Joy to outline them. She can't answer that tonight. She said currently the BCBA consultant works with eight students beyond the Partner Program and they use the ACE program and we do pay for that. Students in the Partner Program have the ACE curriculum available to them as part of the cost of the Partner Program.

Mrs. Joy asked about the number of fees with different prices on the sheet she was sent. She said the cost of the program is \$18,000 a month and wanted to know about the additional fees over and above that monthly cost. Mrs. Kebler said these fees are not part of the Partner Program. She said NECC gets paid as a vender. The only thing that's affiliated with the Partner

Program are the charges of \$15,000, and three charges of \$18,000. The rest of the fees are for students that receive consultation from the consultant from NECC. She said there are two separate contracts, one for the Partner Program and the other for consultation. We've had consultation services from NECC since 2014. Mrs. Kebler said the Partner Program is a ten seat program and the cost is \$223,000 of which \$43,000 is being paid from out of the IDEA grant. She said during the budget process she stated that we have three new students who came into the school with significant needs that she would be trying to find support for within the district. She asked NECC if they could place more than seven students and they were agreeable to placing three more and those are program placements. Mrs. Joy asked what are the overall staff costs? Mrs. Kebler said the cost for support staff for the 2021-2022 Partner Program is \$274,907.95 for eight ABA tutors.

Mrs. Colbath asked how many kids are on the spectrum, how many have been diagnosed with autism in that program? Mrs. Kebler said you don't have to have the diagnosis of autism to be in the Partner Program. She said thirty percent of our Special Ed students have a Neuro developmental disorder and autism is one of those. She listed the different disabilities that fall under that category. Mrs. Colbath asked how many were actually diagnosed with autism. Mrs. Kebler did not know. Mrs. Colbath said you've given the count for eight ABA tutors but you have budgeted for ten ABA tutors which would be close to \$440,000. Mrs. Kebler has to research that.

Consent Agenda

Mrs. Collins made a motion, seconded by Mrs. Robbins, to approve the Consent Agenda

Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg nay, Gelinas aye (Vote 4-1)

Mr. Fogg made a motion, seconded by Mrs. Robbins, to move the sealed minutes to the non public session. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Mr. Fogg made a motion, seconded by Mrs. Robbins, to approve the public and non public minutes of 4-20-21. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Mrs. Robbins asked about an item in the non public minutes where a teacher had said he would share curriculum information with the Board. Mrs. Gelinas said he will be sharing that with the Curriculum Committee along with her and Mrs. Collins and they will be meeting next Wednesday.

Mrs. Collins made a motion, seconded by Mrs. Gelinas, to approve the AREA meeting minutes of 4-19-21. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Mr. Ouellette asked Mr. O'Neill why the Board no longer received the Treasures Report to approve. Mr. O'Neill will check into this.

Reports

Principals Report

Mr. Lampron read his May report

EOY Activities (during the day)

Preschool Celebration (Outside) 4's and 5's Tuesday June 15. Rain date Wednesday June 16. 3 year old's Thursday June 17. Rain date Friday June 18

Kindergarten (during the day)

Screening - Friday May 7 (no school for current kindergarten students) Graduation (Outside) Wednesday June 16. Rain date Thursday June 17

6th Grade

Working to replace Camp Calumet trip with a memorable meaningful day trip.

8th Grade

Semi- Saturday June 12

Class Trips (tentatively scheduled)

Boston (Monday June 14 and Wednesday June 16)

Boston Museum of Science, New England Aquarium, Duck Tour, Holocaust Memorial, Faneuil Hall Quincy Market, City Walking Tour

York Beach (Tuesday June 15)

Ropes Course/Fort Foster (Thursday June 17)

Graduation Tentatively scheduled for Saturday June 19. Parade followed by outdoor ceremony at Paul School

Step Up Day

Friday, June 18 (tentatively scheduled) Teachers will come down to younger classrooms or meet outside physically distanced as a group

Awards Day recorded then shared out on the last day of school. Certificates and awards will be mailed home

Summer School

In the planning stages for Title 1, ESY and regular education summer school.

Of the current 82 SAU101 staff members, 72% of them have been vaccinated (58)

STAR

What is it?

Star Assessments are short progress monitoring assessments that provide teachers with learning data. They are computer adaptive which means the questions vary depending on how a student responds. This is done in an effort to gauge a students' current level of understanding more accurately.

How do we use it?

Step 1: We've been meeting with grade level teams to identify key reports that teachers should be using.

Step 2: Teachers can now utilize information in their reports that enable them to target priority skills in math and literacy to improve student achievement.

Step 3: Students receiving targeted interventions will reassess in Star every 6-8 weeks in order for teachers to monitor their progress and drive further instruction and interventions.

NHSAS

We start NHSAS testing May 19th. Having additional computers will make this a smoother operation
Incentive - ticket for students who spend time on task, respectful behavior during test session, utilizing an appropriate amount of space for writing portion of test. Ticket enters student in raffle - iPad Mini. Remote students - 5 to come in and test

We hosted a remote community day. Recognized outstanding students for the month of April
Reviewed the current Bee Bucks behavior incentives. Classroom teachers watched the video with their students or posted it for them to watch at their leisure. It's also posted on YouTube and our school's Facebook page.

Michelle Castonguay was nominated by her peers as the Outstanding Staff Member for the month of April. We would like to recognize the following people for helping out when called upon: Jeff Boynton, Tracy Bemis, Penny Morin, Robbin Fifield, Colleen Bonnell, Michelle Castonguay, Molly Brackett, Bree Arnold, Lisa Toohey, Clayton Cyr, Jolene Welch, Cindy Trentsch, Cara McNevech and Rebecca Roberts - staff snack cart. Renee Mailhot - Lindt Chocolate donation. Tara Dexter and Amy Blackwood - Pizza, salad, soda, water and cookies donation
Service Credit Union - Coffee and donuts donation

Upcoming Dates

May 3 - May 7 Teacher Appreciation Week

Friday 5/7 Kindergarten Screening

Thursday 5/13 Halfway point of Q4

Friday 5/14 Teacher Workshop

Emergency Preparedness Training and Communication - WPD

Math In Focus Training

Mr. Ouellette asked when the eighth grade will be visiting Spaulding. Mr. Lampron said that is not scheduled and he's not sure how that will look because of Covid.

Mrs. Spector said in past years the eighth grade students took a tour of Spaulding and the tech center. They also had mock classes to meet their teachers and a round table discussion with former Paul School students now attending Spaulding. Mrs. Robbins said she liked that Star could be used at will. She said the STAR report that came home for her child was very detailed, it explained areas you could work on with your child at home. Mrs. Spector said this is not a state mandated or standardized test but a universal and immediate assessment test.

Mrs. Spector handed out the itinerary for the eighth grade class trips. They will be using a double decker bus.

Mr. Fogg made a motion, seconded by Mrs. Robbins, to approve the eighth grade class trips to Boston and Maine. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Students Services Report

This is tabled until 5:00 on May 18th. Mrs. Kebler said she had passed out the five exhibits that came with the contract.

Old Business

Assistant Principal's position

On page 29 of the packet Mr. O'Neill put together a chart showing how to potentially pay for the position next year. He presented a three tiered approach. One: spend money out of the current fund balance by purchasing things now for next year. Two: cut things out of the budget or reduce expenditures. Three: move some expenditures into grants. These are suggestions. Mrs. Gelinas said if we use surplus, we wouldn't have to worry about having what we need next year. Mr. Fogg is not in favor of spending down the surplus. Mrs. Collins also doesn't want to spend down the surplus for anything that wasn't budgeted for. That money should go back to the town. She also hopes the Cares Act money is not spent prior to the new Superintendent coming on board.

Mr. O'Neill said he went over the document with Mrs. Stiles. Mrs. Kebler said she and Mrs. Stiles will be going over the ESSER grant plus Title 11 and Title 4A which are two year grants which can be used for PD and curriculum development. Mrs. Collins said right now the assistant principal is budgeted for part time. She feels that if it's full time then it should have a curriculum component. If it stays part time, she would like to use the Feasibility Study which would make the assistant principal a 200 day not a .6 position which would be ten days before school begins and ten days after school ends. Mr. Fogg said at the last meeting they Board heard that curriculum was being addressed but job duties received for this position never mentioned curriculum. He questioned the information they are given to base decisions on finding out afterwards that information isn't accurate. Mrs. Gelinas asked, are we worried about our students and what's best for the district or are we worried about putting money back into the town? We need to look at what's best for our children.

Mr. Kebler said that when this position was to also include instructional coaching that observations, evaluations and supervision is instructional coaching. The Assistant Principal facilitates the Teacher Leadership Team which talks about curriculum. This information may not come to the Board and that's a gap. She applauded the Board for establishing a Curriculum Committee so that these people working with Curriculum will work with the Board to establish and get curriculum approved. Mrs. Spector will provide the Board minutes from the Teacher Leadership Team meeting. Mr. Ouellette asked for Mrs. Stiles to create a job description for an Assistant Principal/ Curriculum. Mr. O'Neill thanked the Board and Mrs. Collins for explaining what the job description should include. He said they could develop a job description for 220 days and include a curriculum component.

Mr. Robbins asked if this position would be as the leader of the Curriculum Committee? Mr. Fogg said they should be a liaison between the committee and the Board. Mrs. Collins said the position entails meeting with teachers, finding out the needs, discuss and implement curriculum suggestions and then present to the Board and Community. Mrs. Gelinas said the current person in the role may know what the needs of the school are. Mrs. Spector plans on being part of the curriculum meetings. She is trained as an instructional coach. She is not a curriculum coordinator nor did she know that was what she was supposed to be doing. She said the expectations have to be clear. She was part of the curriculum development while in SAU 64 and presented to the Board. She was also part of evaluating that curriculum. She talks with teachers about best practices in the classroom during evaluations. She said the Assistant Principal position is a full time job and adding on to that position will be a challenge. She agrees there is a need to focus on curriculum. STAR is part of students growth. Mr. Fogg asked if Critical Race Theory is being taught. Mrs. Spector said not that she knows of. Mrs. Robbins said curriculum work is needed

and wondered if the Board can make a decision on full time or parttime AP. Mrs. Collins wants something in the title that has to do with curriculum. Mrs. Robbins said a coordinator could be a point person attending those meetings. Mrs. Gelinas asked Mrs. Spector if she could be on the committee, not as a coordinator but to help by being a liaison. Mrs. Spector said as long as there's clarity for whoever is in the position of what the position entails such as more focus on curriculum.

Mrs. Gelinas made a motion, seconded by Mrs. Robbins, to change the Assistant Principals position to Assistant Principal Curriculum Liaison and have it be a 1.0 instead of a .6 position for the 2021/2022 School year. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Mrs. Collins asked the Board if they were going to post this job. Mr. Fogg said he believes the job description needs to be developed and approved. With Board approval, Mr. Ouellette will be reaching out to Mrs. Stiles.

Administrative Assistant Job description

Mr. O'Neill said that the entire SAU staff and new Superintendent had a hand in writing this job description. The present Administrative Assistant will be going to the accounting office in a full time role.

Mr. Fogg made a motion, seconded by Mrs. Gelinas, to approve the Administrative Assistant Job Description deleting 3e. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

All current SAU employees will be part of the interview process.

The Board, by consensus agreed that the door to the building housing the SAU will now be unlocked.

New Business

Manifest

Mr. O'Neill reminded the Board to make sure they sign all manifest pages.

Setting Up Committees

Mr. Ouellette read the list of committees and it was determined when some will meet.

Policy; the members will discuss a time change with the new Superintendent.

Facilities; usually meet at 5:00 prior to a School Board meeting.

Transportation; usually meet at 5:00 prior to a School Board meeting on the alternate Tuesday from Facilities. Mr. Fogg is in the process of setting this up.

Wellness; Mrs. Kebler will talk to Mr. Boynton about setting up a meeting. Mrs. Kebler suggested a Google Calendar

Tech; No meeting yet

Curriculum Committee; They will meet next Wednesday.

Set Up Workshop with Pam Stiles

Learn to be more efficient and streamline meetings and how to keep things from slipping through the cracks. Also look at and discuss Board Governance policies. Mr. Ouellette will talk with Mrs. Stiles.

Returning to the Board Meeting Room (Library)

The Board chose to return to their meeting room and continue with zoom.

Policies (First Readings)

IHBA

No Change, reaffirm only. Mrs. Gelinas had some questions that were answered by Mrs. Kebler.

IHBAA

Adopt NHSBA policy. Mrs. Gelinas had some questions that were answered by Mrs. Kebler.

JLDBA

Adopt NHSBA policy as our policy does not comply with the law. Regardless, the staff has received PD conforming to the law.

JLF

This policy is not in the packet so will come back to the next meeting for first reading

Other Business

WSB Scholarship

The Board read the Essays and chose the winner of the \$500 School Board Scholarship.

Mr. Fogg made a motion, seconded by Mrs. Robbins, to award the School Board Scholarship to the student listed on 41b&c in the packet. Roll call: Ouellette aye, Robbins aye, Collins abstain, Fogg aye, Gelinas aye (Vote 4-0-1)

Public Comment

Mrs. Joy asked if the Board will be doing two separate policies for behavior management and suicide prevention. Mrs. Collins said it will be one policy. Mrs. Collins believes there are missing pages. Jeff Boynton appreciates the Board putting the Assistant Principal back but believes the students will suffer with that position having added responsibilities. Nicole Dolaher asked if the eighth grade class trip and kindergarten graduation will be on the same day. Mr. Lampron said it would. She has a son in eighth grader and a child in kindergarten and he will be unable to see his sibling graduate. She believes these dates should change. She also wanted to know why the class trip got thrown at them with no input from parents. Keri Dow asked who the lead bus driver is. Mr. Fogg said it was Stephanie Stewart. Sandra Taliaferro asked why awards night has to be done digitally if field trips can take place can't at least the Parents and their children attend. Mr. Lampron said eighth grade awards will be given at their graduation.

Resignations/Nominations

Mr. Fogg made a motion, seconded by Mrs. Collins, to accept the resignations of Jess Cormier and Alexander Beckwith with regret. Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Non Public

Mr. Fogg made a motion, seconded by Mr. Collins, to enter nonpublic session at 9:13 under 91-A-3-II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty

of the applicant. Roll call: Ouellette aye, Collins aye, Fogg aye, Robbins aye, Gelinas aye (Vote 5-0)

The Board returned to public session at 9:56.

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Collins, to adjourn the meeting at 9:56.

Roll call: Ouellette aye, Robbins aye, Collins aye, Fogg aye, Gelinas aye (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary