

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

Date: Tuesday, November 16, 2021, at
6:00pm

Facilities Meeting – 5:00pm

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **PRESENTATIONS, PUBLIC HEARINGS**
3. **PUBLIC COMMENTS**: Public's opportunity to speak to items on the agenda.
4. **CONSENT AGENDA**
 - a. AP Manifest- Batch # 35319, \$22,087.52; Batch # 35302, \$264.84; Batch # 35326, \$3,955.80
 - b. Payroll Manifest- Batch # 35296, \$203,289.17
 - c. November Enrollment
5. **MEETING MINUTES**
 - a. 11.2.21 WSB Non-Public Minutes (draft)
 - b. 11.2.21 WSB Public Minutes (draft)
6. **REPORTS**
 - a. Student Services Report
 - b. Business Administrator's Report
 - c. Facilities Manager Report
7. **OLD BUSINESS**
8. **NEW BUSINESS**
 - a. Bus purchase
 - b. Van sale
 - c. New Position
9. **POLICIES (indicates first or second reading)**
 - a. DK Payment Procedures (second reading)
10. **SUB COMMITTEE UPDATES**
11. **OTHER BUSINESS**
12. **PUBLIC COMMENTS**
13. **NOMINATIONS/HIRES/RESIGNATIONS**
14. **CORRESPONDENCE**
15. **NON-PUBLIC**: RSA 91-A:3 (c).
16. Recess: _____ PM

Non-meeting

Agenda Worksheet

Upcoming: The next Wakefield School Board meeting will be held Tuesday, December 7, 2021

Statutory Reasons cited as foundation for the Nonpublic Sessions.

91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

91-A:3, II (b): The hiring of any person as a public employee.

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 this board, unless such person requests an open meeting. This exemption shall extend to include 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.

91-A:3, II (d): Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.

91-A:3, II, (e): Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

91-A:3, II (i): Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

91-A:3, II (j): Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

91-A:3, II (k): Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.

91-A:3, II (l): Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report# 54154

Check Batch: 35319
 Check Header: (N/A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch#	Check#	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
35319	20620	11/03/2021	2957	BENEFIT STRATEGIES, LLC	0.00	1,518.68
	20621	11/03/2021	9491	COLLINS, MARY	0.00	480.45
	20622	11/03/2021	9479	DAVIES, MEGAN	0.00	83.00
	20623	11/03/2021	585	HEALTH TRUST	0.00	6,559.65
	20624	11/03/2021	9101	INTRADO INTERACTIVE SERVICES CORPORATION	0.00	2,824.50
	20625	11/03/2021	9047	JW PEPPER & Son, Inc.	0.00	78.99
	20626	11/03/2021	9490	LINDER, CRYSTAL	0.00	94.08
	20627	11/03/2021	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	3.18
	20628	11/03/2021	1397	LOVELL LAKE FOOD CENTER	0.00	14.72
	20629	11/03/2021	9191	LUIS TORRES	0.00	313.60
	20630	11/03/2021	2128	NAPA AUTO PARTS	0.00	18.23
	20631	11/03/2021	9374	PAMELA STILES	0.00	721.67
	20632	11/03/2021	506	PIONEER MECHANICAL	0.00	1,390.12
	20633	11/03/2021	9478	REI	0.00	920.70
	20634	11/03/2021	1209	SALMON PRESS, INC	0.00	270.00
	20635	11/03/2021	9015	SCHOOL FIX CATALOG	0.00	869.70
	20636	11/03/2021	2163	SCHOOL SPECIALTY	0.00	68.34
	20637	11/03/2021	1675	THE HOME DEPOT CREDIT SERVICES	0.00	2,173.38
	20638	11/03/2021	804	TREASURER, STATE OF NH	0.00	2,853.12
	20639	11/03/2021	9293	UNION LEADER	0.00	299.32
	20640	11/03/2021	2164	W.B. MASON COMPANY	0.00	66.38
	20641	11/03/2021	2243	WEST MUSIC	0.00	285.71
	20642	11/03/2021	1944	WINNIPESAUKEE DRUG CONSORTIUM SERVICES L	0.00	180.00
Totals:					0.00	\$22,087.52

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------


WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS


DocuSigned by:

 Robert Smith, School Board Chairperson

DocuSigned by:

 Marjorie Collins, School Board Member

DocuSigned by:

 Caitlin Gelinas, School Board Member

DocuSigned by:

 Ramona Smith, Superintendent

I

23 Checks Listed.

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Check Batch: 35302
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
35302	90130	10/27/2021	958	CONSOLIDATED COMMUNICATIONS	0.00	264.84
Totals:					0.00	\$264.84

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT

APPROVALS

DocuSigned by:


 Robert Robbins, School Board Chairperson

Relf Fogg, School Board Vice Chairperson

DocuSigned by:


 Cary Collins, School Board Member

Sheena Robbins, School Board Member

DocuSigned by:


 Caitlin Gehinas, School Board Member

DocuSigned by:


 Ramona Fogg, Superintendent

65


WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER


Report # 54179


Check Batch: 35326
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes


Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount	
35326	90131	11/03/2021	669	EVERSOURCE	0.00	3,521.53	
	90132	11/03/2021	1706	TIME WARNER CABLE	0.00	434.27	
Totals:						0.00	\$3,955.80

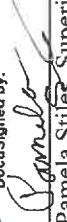
WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

DocuSigned by:

 ROBERTS, PHILIP... School Board-Clairperson

DocuSigned by:

 MARY GROGAN School Board Member

DocuSigned by:

 Sherry School Board Member

DocuSigned by:

 Caitlin Gelineas School Board Member

DocuSigned by:

 Pamela Superintendent

6

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June
LP	17	18	18							
K	37	34	34							
1	48	48	46							
2	65	65	65							
3	55	56	55							
4	48	47	47							
5	44	44	44							
6	55	56	56							
7	55	56	56							
8	43	45	44							
Total	467	469	465	0	0	0	0	0	0	0

7

Wakefield School District/SAU 101

Paul School

Superintendent: Pam Stiles

Principal: Kristen White Assistant Principal: Tracy Bemis

November Enrollment Report

2021-2022

Grade	Class	Inv. Total	Class	Inv. Total	Class	Inv. Total
Little Paws	Boston	18				
K	Barlow	9	Libby	12	Roberts	13
1	Learned	16	Jakubec	15	Courts	15
2	Royle	21	Kelly	23	Tyler	21
3	Robinson	18	Reynolds	19	Purvis	18
4	Ellis	15	O'Neill	14	Nason	18
5	Olson	24	Bonnevie	20		
6	Perkins	20	Drum	17	Boucher	19
7	Mallette-Tonken (LA)	18	Buell (Science)	19	Palmatier(Math)	19
8	Fairfield (SS)	17	Hadzima (LA)	14	Leonardi (Math)	13
Overall Total:		465				

8

updated 11/1/21



Wakefield School Board Minutes

November 2, 2021

Held in the Paul School Library

Draft

BOARD MEMBERS		ADMINISTRATORS	
Bob Ouellette, Chair	✓	Pam Stiles, Superintendent	✓
Relf Fogg, Vice Chair	✓	Michael O'Neill, Financial Manager	✓
Mary Collins	✓	Anne Kebler, Special Ed/Coordinator	
Sheena Robbins	✓	Kristen White, Principal	✓
Caitlin Gelinias by Video	✓	Tracy Bemis, Assistant Principal	

Audience: Sandra Taliaferro and Mary Soares with Clearview TV.

Chairman Ouellette called the meeting to order at 6:06.

Public Comment

Mrs. Taliaferro asked about bus write-ups. Mrs. White explained the procedure to her.

Consent Agenda

Mrs. Robbins made a motion, seconded by Mrs. Gelinias, to approve the consent Agenda. (Vote 4-1)

Mr. Fogg asked if checks numbered 20610 and 20615 are the same vendor. Mr. O'Neill said yes, and that it's a glitch in the system and can't be changed until the end of the year. Mr. Ouellette asked why a letter wasn't sent out letting our previous law firm know that we were discontinuing their services? A check was issued to a law firm that we longer retain. Mr. O'Neill said that he thought that was awarded last November and he assumed that his predecessor had taken care of that. Mr. Ouellette asked what that cost the district. Mr. O'Neill responded about a thousand dollars.

Meeting Minutes

Mr. Fogg made a motion, seconded by Mrs. Robbins, to approve the public minutes of 10-19-21 with any amendments offered. (Vote 5-0)

Mr. Fogg made a motion, seconded by Mrs. Collins, to approve the public minutes of 9-28-21 with any amendments offered. (Vote 5-0)

Reports

Superintendents Report

Mrs. Stiles said that the school is the recipient of a \$1900 grant from the NH Charitable

Organization. The funds are to be used to support the music/voice program at Paul School. Ms. Sullivan has been made aware of the grant and will be purchasing items for her program. NH Charitable Organization has been thanked on behalf of the Board.

Mrs. Stiles has been in touch with W.C.Cressey & Son regarding a bus purchase. She said Evan Rossett will be taking a look at the two buses we will be trading in toward the purchase of one large bus. He will get back to her with numbers after he visits the bus yard.

She reported that the number of positive covid cases has greatly decreased over the past two weeks. Approximately 80 Binx Boxes have been used and have been very helpful in getting students and staff back to school quickly.

The District Leadership Team is focusing on creating a positive school climate, in particular for students and identified roles and responsibilities of the guidance counselor, school psychologists, assistant principal and social worker. One day was added to the contract for the school psychologist. NECC will be offering CALM training which will focus on how to utilize interventions that can de-escalate challenging behaviors. Staff in attendance will learn effective procedures that will benefit students and adults. 26 staff have signed up for this Saturday session.

Discussions regarding a Student Success room where a student who is struggling behaviorally in the classroom can go to de-escalate and learn some strategies for being successful. They are looking at ways to put middle school students in leadership roles within the school. They are also looking at opportunities to create "community" experiences to enhance pride in being a Paul School student. On Tuesday, November 9, the 2022-2023 proposed budget will be presented to the Town Budget Committee. _

The High School Lottery letter has been posted and due back on December 1st. So far there has been a limited response. Mrs. Stiles held a staff chat with Mrs. Stiles called Cheese and Crackers. It was attended by thirty people. This is a laid back, relaxing discussion and will be held every six weeks from at 3:30 for 45 minutes.

School Administration Report

Mrs. White said at our October staff meeting we focused on staff wellness. One of our school psychologists Jackie Tormney made a presentation to staff about services she can provide to assist our school community with mental health concerns. Staff are currently completing a bingo board that promotes self-care and those who have finished the tasks can enter their names in the raffle for prizes. Amy Swanson finished the meeting with chair yoga that could be used to refocus both staff and students.

Due to weather, we had to postpone our Nature's Classroom events for Pre-K and grades 1-4, however Kindergarten students were able to participate in Art, Shelters and BioBlitz. Grades 5 and 6 were able to participate in Wilderness Survival, Field Journaling, and the BioBlitz! Students in grades 7 and 8 were able to participate in Survival/Orienteering, Nature Art, and Building a Civilization. We are hopeful that we can reschedule for the Spring of 2022. On Friday October 22, 2021 we held our first Annual Paul School Staff Outdoor Games event. We are thankful to our PTA who provided food. Our winners of the Cornhole Tournament were Lucas Salisbury and Meghan Nason.

We had picture day on October 27th in the gym. Student pictures will appear in the yearbook and on student ID cards. At our October Community Day we celebrated our Outstanding students as well as Jennifer Hayward who was nominated by her peers for the Outstanding Staff Member for the month of October. We were very impressed with our student volunteers who created skits to show how to be PAWS-itive classmates at recess. Students are working on being kind, respectful, responsible and safe at recess to earn extra recess with teamwork inspired games. In an effort to highlight the positive happenings within the building, we have created a "Cheers for Peers" bulletin board in our staff room where staff members can publicly thank their colleagues for their hard work and dedication to the Paul School community. Students have been earning Positive Office Referrals for their commitment to building a positive school community.

FFV program is up and running and each day our students receive a fresh fruit or vegetable with their snacks. Approximately 300 students are accessing our breakfast and lunch program daily. Students can grab breakfast from our kitchen staff in the hallway as they come into the building in the morning. Lunch is delivered to classrooms at scheduled lunch times. The new doors are all installed. The interruptions were minimal and Portland Glass expedited the job quickly. Next time you're in the building, notice the new doors.

Mrs. Collins asked is anything was going to be taught sometime next week about the meaning of the Pledge of Allegiance and National Anthem. She said she just found out that it's actually a law. Mrs. Colbath will send the RSA to Mrs. White.

Old Business

2022-2023 Budget

To be continued tomorrow

New Business

Paraprofessional/ABA Tutor Evaluation Sheet

Mrs. Stiles explained the new evaluation tool in their packets. The Union has approved this unanimously. This can be done electronically.

Restroom Accessibility

Mrs. Stiles told the Board that this is a response from actions that have come up at the school. Mrs. White said in compliance with the law, students have the right to use a restroom that affords them privacy. The School Board policy JBAB addresses this. They will make the middle school bathrooms into single stall. They would like to send a letter to parents explaining this. They will do a single frame door to make this another stall. The funds will come from the 2610 function, Care of Buildings.

Policies

DK Payment Procedures – First Reading. No changes were made to the policy

IKB Homework – First Reading, The Policy Committee changes the word “is” in the first sentence to the words “can be”. They are inserting “not to exceed” before each grade level frequency. They are planning to look at other local school districts to see what their homework policy says. Mrs. Gelinas has a lot of questions and concerns about this policy. She questioned the change to “can be”. She also feels that number 3 and 4 are contradictory. She is neither for or

against homework but feels the number of stated hours seems a lot to her. Mrs. Collins said every teacher does not assign homework every day. Mrs. Robbins responded that they were trying to stress not to give homework unless it's meaningful to their education. Mrs. White said the Policy Committee questioned the length of time suggested for homework. Mrs. Robbins said the committee will be bringing this back with some revisions.

Other Business

None

Public Comment

None

Nominations/Hires/Resignations

Mr. Fogg made a motion, seconded by Mrs. Gelinas to hire Caroline Dexter as the new art teacher. (Vote 5-0)

Mr. Fogg made a motion, seconded by Mrs. Gelinas, to accept the resignation with regret, of Deb Wilson. (Vote 5-0)

Correspondence

None

Mrs. White said the sixth grade is reading the book *The Giver* and the teacher would like to show the movie which is rated PG-13. The teacher wrote that Common Sense Media rates it as a 10+. Parents in 7th and 8th grade would have to sign a form in order for this movie to be shown. It is not an option for any lower grades. Mrs. Gelinas has seen the movie and would be comfortable letting them show it. Mrs. White said either all parents agree or it would not be shown at all. She received a text saying that this movie has been shown to sixth grade in the past along with *The Outsiders*. Mrs. Collins believes this should be a parental decision.

Mrs. Robbins made a motion, seconded by Mr. Ouellette, to waive the policy for this particular movie using the all or nothing rule. (Vote 5-0)

Non Public Session

Mr. Ouellette made a motion, seconded by Mr. Fogg, to enter at non public session at 8:01 under 91-A:3 II (a) and (k) Roll call: Ouellette aye, Fogg aye, Gelinas aye, Collins aye, Robbins aye.

Adjournment

Mr. Ouellette made a motion, seconded by Mr. Fogg, to adjourn the meeting at 6:48. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Facilities Manager Report

November 2021

- Doors have been fully installed, finishing lock cylinders to be on our keyed system.
- The pump for the furnace in the Primary Wing (8 classrooms) has been repaired.

Transportation Manager Wakefield School District

GENERAL SUMMARY

Manages and oversees the general operation of providing transportation for the Wakefield School District. Performs the essential task of school bus routing; provides administrative support for the Transportation Department; and, assures that all state/federal regulations are followed.

The Transportation Manager reports to the Superintendent and Financial Manager.

Part-time position

KNOWLEDGE, SKILLS, and ABILITIES

- Ability to work in a fast paced environment
- Must possess exceptional organizational skills
- Ability to prioritize and assign work
- Knowledge of orienting, and managing personnel
- Ability to handle common complaints
- Ability to respond to questions from students, faculty, staff, and parents
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to follow oral and written instructions and procedures
- Ability to organize and file large volumes of detailed data and information to be kept at SAU office and or School district
- Ability to maintain well-organized materials, files, systems and tools
- Ability to adapt to changes in work situations and priorities
- Ability to reason/analyze; use logic to identify and resolve problems
- Ability to evaluate, organize, and summarize data and information
- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

ESSENTIAL DUTIES & RESPONSIBILITIES

The above position is illustrative of the tasks and responsibilities. It is not meant to be all -inclusive of every task or responsibility.

- Determines transportation eligibility for students for both regular education and special education
- Responds to questions from parents and school staff.
- Creates and maintains school bus routes for all schools, including Paul School and Spaulding High School routes.
- Manages school requests for field trip transportation and athletic transportation
- Provides annual training for drivers.
- Oversees and ensures that buses are maintained and inspected.
- Submits all necessary paperwork to the state.
- Sequences all bus routes.
- Other duties as assigned.

Vehicle Maintenance

- Adheres to rules, regulations and guidelines set forth by the Wakefield School Department / SAU 101
- Ensures that vehicles are maintained and prepared to drive each day
- Maintains accurate, complete and correct vehicles records district
- Ensures that all fluids are maintained to an acceptable level
- Ensure that batteries are in good working condition
- Monitors Vehicle maintenance needs
- Ensures that all buses are up to date on inspections
- Schedules all inspections, maintenance and repairs
- Advises the Superintendent and Business Manager on related transportation matters.
- Other duties as assigned.

PAYMENT PROCEDURES

All manifests, supported by original invoices, must be approved and signed by the majority of the Wakefield School Board.

The District's Treasurer will sign all checks that will be distributed from the SAU office.

Statutory Reference:

RSA 197:23 (a)

Mrs. Priscilla Colbath, Chairperson
Mrs. Judith Nason
Mrs. J. Lizbeth Olimpio
Mrs. Vivian Macedo
Mr. Stephen Brown

Adopted by the Board: 14 March 2001
Reaffirmed by the Board: 6 May 2002
Reaffirmed by the Board: 6 June 2012

16