

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

Date: Tuesday, April 5, 2022, at
6:00pm

Transportation Committee Meeting at
5:15pm

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **PRESENTATIONS, PUBLIC HEARINGS**
 - a. 8th grade Boston Trip – Sam Fairfield
3. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
4. **NON-PUBLIC** RSA 91-A:3 II (c)
 - a. Parent Request
5. **CONSENT AGENDA**
 - a. AP Manifest - Batch # 35840, \$154,779.06 (PandaDoc)
 - b. Payroll Manifest - Batch # 35826, \$74,910.46 (PandaDoc); Batch # 35824, \$70,838.83 (PandaDoc); Batch # 35841, \$196,569.98 (PandaDoc)
6. **MEETING MINUTES**
 - a. 3.15.2022 Non-Public (draft)
 - b. 15.2022 Public (draft)
7. **REPORTS**
 - a. Business Report
 - i. NHRS
 - b. SAU Administrator Report
 - c. School Principal Report
8. **OLD BUSINESS**
 - a. Board Member Goal Setting – April 6, 2022 – 5:00pm
 - b. SAU Administrator/Assistant Superintendent/Superintendent Services
 - c. Rines Road Tree Cutting
9. **NEW BUSINESS**
 - a. Area Board Meeting (April 18th at 6:00pm)
 - b. Outdoor Play/Activities – Sheena
 - c. Playground Location
 - d. Math Standards/Program
 - e. Kindergarten and 8th Grade Out-of-State Field Trips
 - f. Tuition for Preschool, Policy JFAD
 - g. Food Service Bid
 - h. Selling of Old Computers & iPads
10. **POLICIES (indicates first or second reading)**
11. **SUB COMMITTEE UPDATES**
 - a. 3.7.2022 Professional Development

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12. OTHER BUSINESS

13. PUBLIC COMMENTS

14. NOMINATIONS/HIRES/RESIGNATIONS

- a. Certified Nominations/Elections
- b. L. Belliveau
- c. C. Mallette-Tonken

15. CORRESPONDENCE

16. NON-PUBLIC: RSA 91-A:3 II, if required.

17. ADJOURNMENT: _____ **PM**

Upcoming: The next Wakefield School Board meeting will be held Tuesday, April 19, 2022, at 6:00pm

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 averse 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

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negotiations.

91-A:3, II (1): 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# 55458

Check Batch: 35840
 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 |
|--------|--------|------------|-------------|--|-------------------|--------------|
| 35840 | 21063 | 03/21/2022 | 9358 | ALWARD, KIMBERLY | 0.00 | 234.00 |
| | 21064 | 03/21/2022 | 310 | AMAZON.COM | 0.00 | 860.36 |
| | 21065 | 03/21/2022 | 2957 | BENEFIT STRATEGIES, LLC | 0.00 | 275.16 |
| | 21066 | 03/21/2022 | 9426 | BOOTHBY THERAPY SERVICES, LLC | 0.00 | 375.00 |
| | 21067 | 03/21/2022 | 1190 | CLEAN-0-RAMA | 0.00 | 138.06 |
| | 21068 | 03/21/2022 | 9469 | CONWAY DAILY SUN | 0.00 | 130.00 |
| | 21069 | 03/21/2022 | 9479 | DAVIES, MEGAN | 0.00 | 15.15 |
| | 21070 | 03/21/2022 | 9523 | DeCoffmacker, Meaghan | 0.00 | 189.00 |
| | 21071 | 03/21/2022 | 378 | EASTER SEALS NEW HAMPSHIRE | 0.00 | 4,271.29 |
| | 21072 | 03/21/2022 | 9088 | ELDRIDGE TRANSPORTATION SERVICE | 0.00 | 9,718.64 |
| | 21073 | 03/21/2022 | 2116 | FOLLETT SCHOOL SOLUTION INC (software) | 0.00 | 6,426.82 |
| | 21074 | 03/21/2022 | 9522 | FRANK MARKIEWICZ | 0.00 | 945.00 |
| | 21075 | 03/21/2022 | 1402 | FRESH PICKS CAFE, LLC | 0.00 | 22,508.20 |
| | 21076 | 03/21/2022 | 2161 | HOWE TWO LA WNCARE & LANDSCAPING LLC | 0.00 | 2,575.00 |
| | 21077 | 03/21/2022 | 9524 | JENNIFER KRUEGER | 0.00 | 500.00 |
| | 21078 | 03/21/2022 | 1005 | LONGMEADOW FARM & HOME SUPPLY | 0.00 | 13.98 |
| | 21079 | 03/21/2022 | 9095 | MAINSTAY TECHNOLOGIES | 0.00 | 4,461.00 |
| | 21080 | 03/21/2022 | 75 | MAYRAND COMPUTER SERVICES | 0.00 | 5,080.00 |
| | 21081 | 03/21/2022 | 9463 | MICHAEL O'NEILL | 0.00 | 5,070.00 |
| | 21082 | 03/21/2022 | 1993 | MONARCH SCHOOL OF NEW ENGLAND | 0.00 | 4,760.47 |
| | 21083 | 03/21/2022 | 2288 | MSB CONSULTING GROUP | 0.00 | 23.59 |
| | 21084 | 03/21/2022 | 9519 | NEW HAMPSHIRE PRINT & MAIL | 0.00 | 172.43 |
| | 21085 | 03/21/2022 | 596 | NH SCHOOL HEALTH CARE COALITION | 0.00 | 75,051.00 |
| | 21086 | 03/21/2022 | 9290 | PAGE STREET LEASING, LLC | 0.00 | 75.00 |
| | 21087 | 03/21/2022 | 260 | PARKER EDUCATION | 0.00 | 6,670.54 |
| | 21088 | 03/21/2022 | 506 | PIONEER MECHANICAL | 0.00 | 2,873.25 |
| | 21089 | 03/21/2022 | 9509 | POTTIE PATROL, INC | 0.00 | 150.00 |
| | 21090 | 03/21/2022 | 9428 | SOARES, MARY | 0.00 | 123.30 |

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WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

| Batch# | Check# | Check Date | Vendor Code | Vendor Name | Electronic Amount | Check Amount |
|----------------|--------|------------|-------------|---------------------------|-------------------|--------------|
| | 21091 | 03/21/2022 | 1119 | STAPLES CREDIT PLAN | 0.00 | 192.14 |
| | 21092 | 03/21/2022 | 9191 | TORRES, LUIS | 0.00 | 589.68 |
| | 21093 | 03/21/2022 | 1354 | UNH PROF. DEV. & TRAINING | 0.00 | 189.00 |
| | 21094 | 03/21/2022 | 9467 | WHITE, KRISTEN | 0.00 | 122.00 |
| Totals: | | | | | 0.00 | \$154,779.06 |

WAKEFIELD SCHOOL DISTRICT- SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins

Mary Collins, School Board Chairman

Sheena Robbins

Sheena Robbins, School Board Vice Chairman

Caitlin Gelineas

Caitlin Gelineas, School Board Member

Brennan Peaslee, School Board Member

Sandra Taliaferro

Sandra Taliaferro, School Board Member

Pamela Stiles

Pamela Stiles, Superintendent

57

32 Checks Listed.



Wakefield School Board Public Minutes

March 15, 2022

Held in the Paul School Library

Draft

| BOARD MEMBERS | | ADMINISTRATORS | |
|----------------------------|---|------------------------------------|---|
| Mary Collins, Chair | ✓ | Anne Kebler, Administrator | ✓ |
| Sheena Robbins, Vice Chair | ✓ | Michael O'Neill, Financial Manager | ✓ |
| Caitlin Gelinias | ✓ | 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. Gelinias made a motion, seconded by Mrs. Robbins, to nominate Mrs. Collins for Chair. (Vote 5-0)

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

Committees

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

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

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

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

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

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

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

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

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

Presentations/Public Hearings

None

Policies (2nd 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. Gelinás 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. Gelinás 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. Gelinis 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. Gelinis 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 28th 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. Gelinis 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 3rd 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. Gelinis made a motion, seconded by Mrs. Robbins, to approve the Consent Agenda. (Vote 4-0-1)

Meeting Minutes

Mrs. Gelinis 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 29th. 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. Gelinas 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 3:11 (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

Payment Penalties to NHRS from SAU 101

Payment Penalties

| | | | |
|-----------------|----|----------|--------------|
| December, 2020 | \$ | 959.66 | |
| February, 2021 | \$ | 626.65 | |
| April, 2021 | \$ | 610.54 | |
| August, 2021 | \$ | 536.06 | |
| September, 2021 | \$ | 3,468.42 | |
| October, 2021 | \$ | 2,093.02 | |
| November, 2021 | \$ | 1,451.18 | |
| December, 2021 | \$ | 2,293.71 | |
| | | | \$ 12,039.24 |

Reporting Penalties

| | | | |
|-----------------|----|----------|-------------|
| July, 2020 | \$ | 375.11 | |
| September, 2020 | \$ | 946.75 | |
| October, 2020 | \$ | 712.58 | |
| July, 2021 | \$ | 707.48 | |
| December, 2021 | \$ | 2,357.73 | |
| January, 2022 | \$ | 701.37 | |
| February, 2022 | \$ | 718.29 | |
| | | | \$ 6,519.31 |

Total Due NHRS* \$ 18,558.55

*2 Payments in March were late; not shown here

Report of the SAU Administrator
April 5

1. 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.
2. 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.
3. 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 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
 - 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.

4. 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!

March Principal Report

- 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
 - 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 enjoy 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 to 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 the 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 opp
- 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 by Meghan Gregoire and Katie Miressi**
 - Participants learned about behavior management in a group setting
 - **Eureka Math Overview: Facilitated by Jasmine Robinson**

- Jasmine 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.

Important Dates:

- April 1- PTA Celebration for March Outstanding Students
- April 4- Professional Development Committee Meeting-SAU Conference Room- 7:30 AM
- April 5- Wellness Committee Meeting- SAU Conference Room- 7:30 AM
- April 5- Spaulding Drama Club presentation of Descendants assembly
- April 5- Transportation Committee Meeting- Library- 5:15 PM
- April 5- School Board Meeting- Library- 6:00 PM
- April 7- Technology Committee Meeting- Library- 7:15 AM
- April 8- End of third quarter
- April 11- Start of quarter 4
- April 11- 15- Scholastic Book Fair- Library
- April 12- Paul School Leadership Team Meeting- Library 3:30 PM
- April 13- PSU Tiger Assembly
- April 18- PTA Meeting- Wakefield Inn- 5:30 PM
- April 19- Lions Club eye exams- grades K-5
- April 20- Lions Club eye exams- grades 6-8
- April 20- Spelling Bee Finals
- April 20- Paul School Staff Meeting- Gymnasium- 3:40 PM
- April 22- Community Day
- April 25-29- Spring Recess- No School

State of New Hampshire

State Board of Education



Anne Kebler

Ed ID: 41800

Experienced Educator License

| Code | Endorsement | Valid From | Expires |
|------|-------------------------------------|------------|-----------|
| 0009 | Assistant Superintendent | 3/23/2022 | 6/30/2024 |
| 0003 | Principal | 7/1/2021 | 6/30/2024 |
| 0060 | School Speech - Language Specialist | 7/1/2021 | 6/30/2024 |
| 0006 | Special Education Administrator | 7/1/2021 | 6/30/2024 |
| 1900 | Special Education Teacher | 7/1/2021 | 6/30/2024 |

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Frank Edelblut, Commissioner
Department of Education

Stephen Appleby, Division Director
Department of Education

This credential certifies that the person named above is authorized for employment in New Hampshire schools in accordance with RSA 186:11.X. The holder of this credential is responsible for being knowledgeable regarding current requirements for maintaining an active credential. Credential holders are subject to NH Code of Ethics and Code of Conduct requirements. Beginning Educators, Experienced Educators, Professional Educators, School Nurses, and Paraeducators have met all licensing requirements. Intern credential holders are completing a plan to meet all licensing requirements. Any alteration of this credential violates RSA 638. To verify current credential status: <https://www.education.nh.gov>

Update on Superintendent Services

The intent of this report is to inform the Board of the support/work being provided to SAU 101. Compensation for 293 hours was paid in January, 2022. As agreed, this support will continue through June 30, 2022 with no further compensation requested or required.

As of March 26, 2022 Provided 280.8 hours of service: 96% of total hours (293)
Pamela Stiles

Supports and Accomplishments:

1. Finances

- a. Bank reconciliation is now current
- b. Revenues are now correct
- c. State reports completed
- d. NHRS payments are now current (cleaning up past penalties)
- e. Completed the grant audit correction plans: time and effort reporting, procurement process, inventory management process
- f. Scheduled and facilitated preparation for the 21-22 audit

2. Grants

- a. Ensured that all grant costs are credited to grants (not operating budget. Re-allocated \$250,000 to operating budget as a result)
- b. Re-written/updated as needed to accommodate for needs. Playground will be fully funded through grant funding.
- c. Corrective Action Plans from Grant Audit Completed
 - i. New Time and Effort Procedures
 - ii. New Time and Effort Reporting form
 - iii. New Inventory Procedure
 - iv. New Procurement Procedure
- d. Management of grant funding being carefully monitored. Correct expenditures being allocated.

3. School-Based Projects

- a. School Messenger: straightened out access for administrators and created individual class lists for each homeroom and each bus
- b. Created the 22-23 school calendar with input from the Teachers' Union
- c. Worked with K-2 teachers to update Report Cards
- d. Worked on SWIS program to assist Assistant Principal with discipline reports for the Board
- e. Facilitate the process for PreK/K Screening; prepping informational sheet for Board and families
- f. Facilitate the process for Summer School
- g. Creating process to migrate from PowerSchool to Infinite Campus Student Management System
- h. Beginning work on handbooks for SB approval
- i. Student/Staff issues

4. Staff

- a. Writing job description for grant funded positions (22-23) for Board approval
- b. Prepared credentialing of staff
- c. Working with Principal/SAU Administrator on staffing needs, currently and for 22-23
- d. Advertising for current needs and 22-23

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5. Budget
 - a. Finalized 22-23 Budget/Warrants
 - b. Worked to complete Annual District Report
 - c. Prepped materials for Deliberative Session
 - d. Worked to accurately present mid-year budget presentation to the Board

6. Mentoring:
 - a. Principal (weekly)
 - b. Assistant Principal (every other week)
 - c. SAU Administrator (twice a week)
 - d. Financial Manager (weekly)

7. Professional Development
 - a. Initiated and organized RISE ("Recognizing Individual Strengths in Education") professional day. Six staff presenters are sharing their expertise with colleagues on March 18.
 - b. Prepared and facilitated District "Retreat" PD on March 18

8. Committee Attendance
 - a. Curriculum (monthly)
 - b. Technology (monthly)
 - c. District Leadership (weekly)
 - d. Student Support Team (weekly)

9. Paraeducators
 - a. Weekly meeting with Para Union reps
 - b. Monthly meeting with Paras/ABAs
 - c. Working with Union, Anne, to write/create Para handbook
 - d. Working with NEA and the Para Union regarding concerns

10. School Board
 - a. Assist with agenda development
 - b. Preparing "New Member" presentation
 - c. Preparing Strategic Planning process
 - d. Prepared nomination of certified staff

11. SAU
 - a. Prepared materials for the Superintendent Search (reviewed applications with summary, set up interviews, communicated with applicants)
 - b. Evaluation of Principal, Assistant Principal, Student Services Director

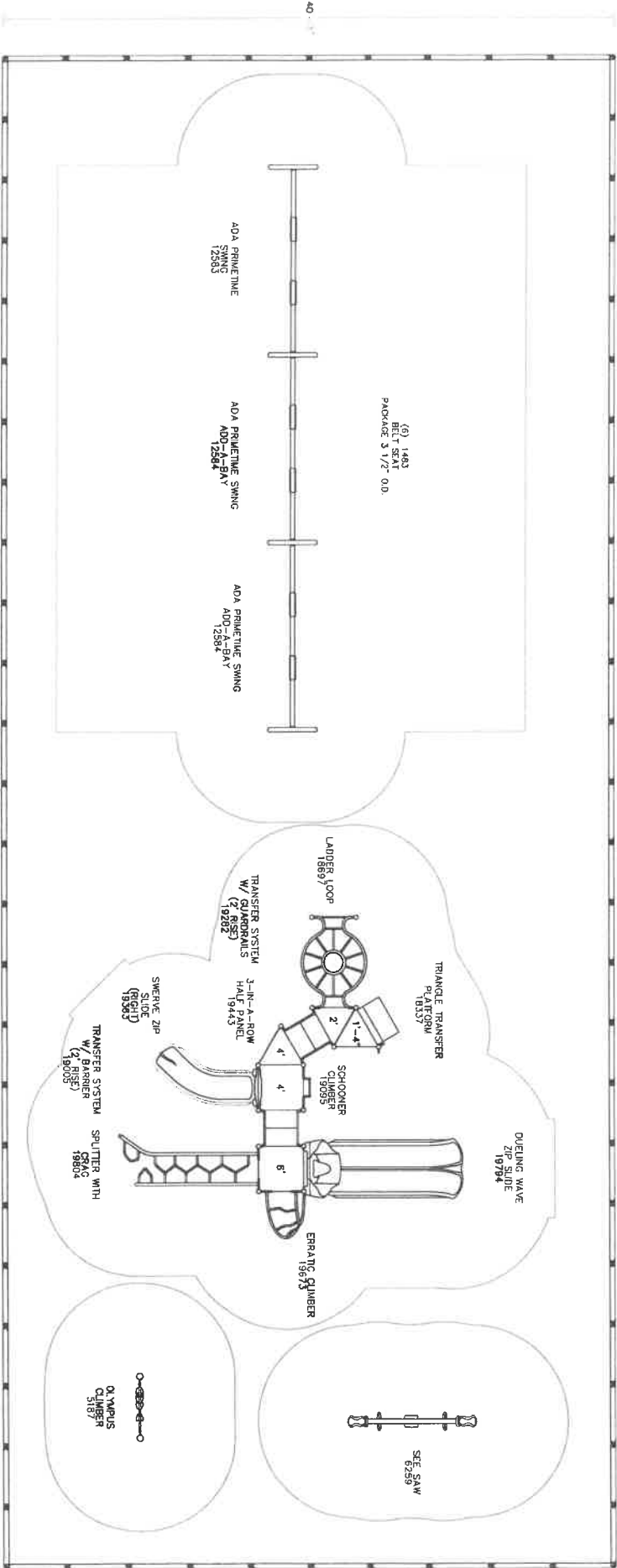
12. Food Service
 - a. Bid complete for next 4 years
 - b. Submitted grant for new steamer (\$15,000)
 - c. Assuring monthly reimbursement reports are being uploaded and correct

13. Availability
 - a. 24/7
 - b. Emails
 - c. Providing resources
 - d. Phone calls

Playground Map, Layout, and Placement

- The topographical map will show where the old playground was (circle: old playground).
- Small silver line is the double gate that is usually open for recess.
- Larger silver box is the location of new playground. This is approximately 60' from the gate and 15' off the fence line.
- Playground dimensions are going to be 40' wide X 100' long.

I am in hopes of having this done by the end of July. Everything has been ordered.



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TUITION EXPENSES FOR NON-DISABLED PRESCHOOL STUDENTS

The Wakefield School District operates public schools within the Villages of Wakefield for preschool through eighth grade students. The preschool program is composed of disabled and non-disabled students. The Wakefield School District does not assume tuition expenses for non-disabled students in preschool. In determining the number of disabled vs. non-disabled students for preschool, students with disabilities will be placed in the preschool program before non-disabled students. The maximum class size is 12, with 50% or less non-disabled student's participation. If the maximum class size is not met after placing students with disabilities, non-disabled students may then be placed to meet the maximum number of twelve. Effective July 1, 2015 requests will be approved based on a lottery system. The lottery is a random drawing of names to be placed in order of priority. The first names drawn that meet the maximum number students that can attend preschool will be able to attend preschool. All other names will be placed on a waiting list in order of names drawn. Example: If five non-disabled students may attend preschool, the first five names drawn will be able to attend. The sixth name drawn will be placed first on a waiting list; the seventh name drawn will be second on the waiting list and so forth. Parents need to request in writing to the principal by May 1st. The Board will conduct the lottery at their first meeting in May. Students approved to attend preschool need to confirm their acceptance and attendance by July 1st for their non-disabled student to attend the preschool program. Tuition rate will be set at \$240.00 a month (\$15.00/day).

Mrs. Norma Joy, Chairperson
Mrs. Bonnie Cyr
Mr. Relf Fogg
Mr. Robert Ouellette
Mr. Stephen Brown

Adopted by the Board: 18 March 2015

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Professional Development Minutes
March 7, 2022

The professional development meeting was held Monday, March 7th with Mary Soares, Kristen White, Sheena Robbins, Caitlin Gelinias and Anne Kebler in attendance.

Anne discussed two opportunities she would like to pursue in terms of systemic professional development. One proposal would be to provide an “instructional coaching piece added to the mentoring program. Given the amount of new staff we have had in the past three years, it seems that the mentoring program could include an instructional coaching component to assist our new teachers. Anne will attend the mentor/mentee meeting in March to share her thoughts and get feedback.

In addition Anne shared information about Mike Anderson, a SEL consultant that works throughout the country but lives in our backyard and prefers to work in New England. He has received great reviews and works with staff to incorporate teaching Social Emotional skills within the academic setting instead of separate instruction.

The team discussed the importance of both of these opportunities to assist in working towards improving the challenging behaviors

Kristen updated the team about the early release day in February, and discussed the upcoming Teacher Workshop Day in March.

Respectfully submitted

Anne Kebler

| | | |
|-------------|-------------|--------------------------|
| Val | Barlow | Kindergarten |
| Tracy | Bemis | Assistant Principal |
| Sharon | Bonnevie | Reading Specialist |
| Angela | Boston | Preschool |
| Peter | Boucher | Grade 6 |
| Beth | Capen | Special Education |
| Melissa | Catuaro | Special Education |
| Lori | Cook | Guidance |
| Laura | Courts | Grade 1 |
| Julie | Crowley | Math Interventionist |
| Caroline | Dexter | Art |
| Lisa | Dubois | Special Education |
| Elayne | Ellis | Grade 4 |
| Sam | Fairfield | Grade 7/8 Social Studies |
| Kathy | Frothingham | Special Education |
| Christopher | Gallant | Physical Education |
| Jackie | Jakubec | Grade 1 |
| Anne | Kebler | SAU |
| Kate | Kelley | Title 1 |
| Meghan | Kelly | Grade 2 |
| Jen | Learned | Grade 1 |
| Kathleen | Leonardi | Grade 8 Math |
| Meghan | Libby | Kindergarten |
| Cara | McNeovich | Library/Tech |
| Aaron | Nason | Grade 4 |
| Meghan | Nason | Special Education |
| Robert | O'Neill | Grade 4 |
| Cathy | Olson | Grade 5 |
| Mark | Perkins | Grade 6 |
| Diana | Pettis | Title 1 |
| Juliana | Purvis | Grade 3 |
| Lindsay | Reynolds | Grade 3 |
| Rebecca | Roberts | Kindergarten |
| Jasmine | Robinson | Grade 3 |
| Lauree | Royle | Grade 2 |
| Betsy | Stipo | Special Education |
| Julie | Sullivan | Music |
| Katie | Tyler | Grade 2 |
| Kristen | White | Principal |
| Jessie | Woody | Health |
| Lisa | Wunderlich | Nurse |

 Pamela

Wakefield School District
SAU 101

| Staff New Hires | | | | |
|------------------------|-------|----------------|---------------|--------|
| Name | Title | Effective Date | Replacing/New | Salary |
| | | | | |
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| Resignations | | | |
|-----------------------------|-----------|----------------|-------------|
| Name | Title | Effective Date | Salary |
| Laurie Belliveau | ABA Tutor | 4/1/2022 | \$18.63/hr. |
| Carol Ann Malette-Tonken | Teacher | 6/30/2022 | \$65,682 |
| | | | |

| Retirements | | | |
|--------------------|-------|----------------|--------|
| Name | Title | Effective Date | Salary |
| | | | |
| | | | |
| | | | |

Laurie Belliveau
949 Lovell Lake Road
Sanbornville, NH 03872

March 16, 2022

Pam Stiles
Superintendent
Paul School SAU 101
60 Taylor Way
Wakefield, NH 03872

Dear Ms. Stiles,

I am writing to notify you of my resignation from my position as ABA Tutor with the Paul School, SAU101. My last day will be April 1, 2022.

I will truly miss my students, peers, colleagues, and all the relationships I have built over the 9 years within the Paul School community! I am thankful for the time I have been employed with the district. Please know I will train, support and assist in any way for the transition of my position during my remaining time with the district.

I wish you and everyone at the Paul School all the best in the future. I'm confident the students, staff, and Administration will continue to grow and flourish in the years to come.

Best Regards,

Laurie Belliveau
603-534-5785

March 30, 2022

RECEIVED

MAR 31 2022

Superintendent of Schools

76 Taylor Way

Sanbornville, NH 03872

Dear Superintendent and School Board;

This letter is to serve as my letter of resignation.

I will continue to serve under my current contract until the last school day in June 2022.

Thank you for the opportunity to serve your community for the 2021-2022 school year.

Sincerely,



Carol Ann Mallette-Tonken, MA,CAGS

Cc. Kristen White, Paul School Principal