



Wakefield School Board Public Minutes

August 9, 2022

Held in the SAU Conference Room

Approved

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Chief Education Officer	✓
Brennan Peaslee, Vice Chair	✓	Frank Markiewicz, Business Administrator	✓
Bob Ouellette	✓	Lisa Dubois, Special Ed Director	
Sandra Taliaferro	✓	Kristen White, Principal	✓
Robert DeColfmacker	✓		

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

Agenda Review

Mrs. Kebler said the preschool tuition policy will be looked at during the Policy Committee meeting tomorrow to bring to the Board at the next meeting. The next School Board meeting will be held on August 23rd.

Public Comments

None

Consent Agenda

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to approve the Consent Agenda. (Vote 5-0)

Meeting Minutes

Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve the 7-19-22 public minutes. (Vote 5-0)

Reports

Business Administrators Update

Mr. Markiewicz thanked the Board for hiring him and said he would be presenting an overview tonight. Prior to July first he worked as a consultant with the district. He has fourteen years of experience as a BA. He said as a parttime BA working remotely there will be challenges. He will need to rely quite heavily on the SAU staff. He said that both individuals are extremely capable but it will take time for training. This may require some outside training.

When he came on board in July the district had a very low cash flow. So low that they had to hold off making the tuition payment to Spaulding. This low cash flow was due to grants being

extremely behind with reimbursements from the DOE, some four months behind. That has been rectified and we're caught up. Food service was also behind and also the CRF's were behind in reimbursements. No one had notified the Trustees of the Trust Funds to release that money. He said we were behind more than a half a million dollars. The audit report for the district for 2021 had a citation, a corrective action plan for grants. He has written a response that he will submit to the auditors. Mrs. Kebler said the Public Hearings will have a different procedure going forward. Mr. Markiewicz said he had talked with Trustees Mr. Knight and Mr. Mankus to get this all straightened out. Mr. Markiewicz said he has some suggestions on procedure concerning the Trusts when we reach that point.

He also communicated with the BA in Rochester. He said we made a half payment and the other half has been approved by him to be paid. A critical report due every March to Primex wasn't done. He spoke with them and they were very helpful allowing us to put our data into their system even though the system was closed. There were also some DRA reports that were filed in error and have been cleaned up. The DOE-25 is the next big report to be filed. He does not know what the Unassigned Fund Balance is at this point.

He has closed the books on 2022. He plans to have the DOE-25 done by August 23rd. It is due to the DOE on September 1st. Mr. Markiewicz said it doesn't matter the size or enrollment of an SAU, the same paperwork and reports still have to be filed for the DOE, DRA, Food Service, Transportation etc. so a parttime BA has to rely on two strong people in the SAU. Mrs. Collins said that Mrs. Lambert and Mrs. Newsome have been doing a great job. Mr. Markiewicz agreed that they have and are both very willing and capable.

Mrs. Kebler said they will be filling Mrs. Newsome's prior position as Special Ed secretary and that person will also be at the front desk at the SAU. Mr. Markiewicz said that he lives in Weare and will be at budget meetings but not physically at School Board meetings but will Zoom in. He will be happy to generate any reports the Board requests beginning in September. Mrs. Collins asked for a timeline of when reports are due for the DOE and DRA. Mr. Markiewicz said both put out a schedule he will share with the Board. He has started an SAU calendar and as he goes along, he's putting on certain tasks and reports that need to be done on the dates they need to be started or done like putting out an RFQ for Food Service that should go out in January posted for four to six weeks. Mrs. Kebler said that the corrective action plan for food service is letting them know how we are not going to be late with our application again. He said they have made some leaps and bounds and he hopes to leave the district in a much better place. He enjoys the challenge.

Superintendents Report

It is hard to believe that we are halfway through the summer, and it has been a very busy summer at the SAU and the Paul School. Here are some highlights of the work we have done at the SAU office, as well as our District Leadership Team.

Frank Markiewicz our Business Administrator and I have been working closely with the Office of Nutrition Programs and Service. We have the contract for the years extension with Fresh Picks completed and have submitted a corrective action plan to address the past late food applications. We are waiting for the application from the state to be uploaded so that we can begin the

application process and are confident that we will have it submitted in a timely manner. Frank is working with both Laurie and Michele to train them both in food service and grants, allowing us to be up to date with all the necessary tasks involved in both food service management and grant management.

The transportation survey has been sent to families of Paul School as well as families of students going to Spaulding high school, and we will be working on completing our routes with a deadline of August 12th to have them as complete as possible with a hope they can be sent out to families and uploaded to the website during the third week in August, in addition to our work on bus routes, we have hired a trainer for our bus drivers who has been rostered for the school year 2022-2023 who will be able to provide us with all the training our bus drivers need as well as offering some substitute driving when available. Our two drivers who have been waiting to be CDL trained should be able to test mid-September.

Our District Leadership Team worked together with a facilitator in late July to come up with a common language of what we believe is necessary to educate our students, We have some fine tuning of our beliefs, and they will then be shared with our staff during opening workshop days with the opportunity for our staff to engage in coming to a consensus on our beliefs as a school community. These beliefs will help us drive our decision making to best meet the needs of the students. Our focus this year will be to work together as a staff to improve our instructional practice through many opportunities for instructional coaching being offered to all staff who are interested.

Once we have completed fine tuning these beliefs with our staff, they will also be shared with the board for their review. Our goal is to work collaboratively with all members of our school community to foster a love for learning for all students, staff and community members, model and teach kindness and respect throughout our community, celebrate children, and develop strong instructional practices that engage our students in learning. We are all very excited to begin this work and are looking forward to a very productive and successful year.

We have been very busy with interviewing and feel quite confident that we will be close to fully staffed by the beginning of the school year. We are excited about the level of experienced teachers we have attracted to come work for us and feel fortunate to be able to say we are almost fully staffed! Right now, there will be 19 students in each kindergarten class. Each class has a regular ed para plus there is one special ed para. Mr. Williams said the gym floor will be done by the 19th. Mrs. Kebler plans on having the website revamped and eliminating people from email that are no longer with the district.

Our School Community Barbecue is scheduled for August 29^u, with classroom visits scheduled for 4:30 - 5:00 and the barbecue immediately following from 5:00 - 6:00. We hope you all can attend!

We will hold a meet and greet for our new administrators before our board meeting on August 23rd.

School Administration Report

Mrs. White reported that the Paul school summer Enrichment Program finished on Thursday, July 28th. The summer Enrichment Partner Program ended on Thursday, August 4th. Students had a wonderful time practicing mathematics, reading and writing skills. The focus of Summer Enrichment is to provide students with extra practice in areas of academic weaknesses. Students had a special presentation by Jennifer Gibbs of Wildlife Encounters. Students had an "up close" experience with a fennec fox, a red footed tortoise, a hog, a cockatiel, and an exotic snake.

Attendance:

Pre-K-8 students

Grade K and I -9 students

Grade 2- 11 students

Grade3-8students

Grade 4 and 5 - 10 students

Grade 6 and 7-5 students

Partner Program- 7 students

(Total 58)

Both Title One and Special Education students attended. We had a total of 23 staff members servicing students. community Actions provided a bagged breakfast and lunch each day for the students. A special thank you to all the staff who were a part of the program and to Ms. Kate Kelley for all her hard work to ensure that the summer Enrichment program was successful. Our new Assistant Principal, Ivy Leavitt-Carlson joined the Paul School Administration team on July 1st. She has been a wonderful addition; her wealth of knowledge' experiences and positive attitude have been evident in the work she has been doing this summer.

We have been busy interviewing for open positions. We would like to thank the staff members who have volunteered to participate in these interviews. We remain hopeful that we are able to fill our open positions. We have been actively advertising positions and would like to thank the community for helping us spread the word by sharing our Facebook posts. we have hired several educators who live within the Paul school community.

Our wonderful PTA met with Kristen and Ivry to reflect on all the successful events that the PTA sponsored and how we can build upon them, we are setting up a monthly meeting schedule, planning monthly celebrations, family nights and will be working with the middle school to help with fundraising for the 8th grade trip to Boston. PTA meetings will be the second Tuesday of each month at the Wakefield Inn.

Mrs. Collins asked about the ad the PTA has posted about a volunteer coordinator. Mrs. White said this is straight from the National PTA website and is a coordinator for the PTA not the school. Mrs. Collins also asked about an after school activities coordinator. Mrs. White said there are people who are interested in doing after school activities.

Mrs. Kebler said they have to look at the data and costs for the Universal Summer Program to see if we want to add this to the budget when ESSER funds run out.

Old Business

Follow Up

None

Mrs. Kebler said the bus depot is done and it was way under the \$30,000. Mr. Williams would like to pave the area with the rest of the money from the adequacy grant.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette. To pave the parking spot for the buses if the project remains under the \$30,000 already approved. (Vote 5-0)

Mrs. Kebler will write a letter on behalf of Board for the Highway Department in care of Mr. Scala thanking them.

New Business

Paul School Student and Family Handbook 22-23

1. The Board changed the start and end time of the day to pre covid 8:30am to 3:00pm. Breakfast time will also be changed to 8:10. This will be reflected on the appropriate pages.

Mrs. Taliaferro made a motion, seconded by Mrs. Peaslee to change the start and end of the school day changed to pre-covid to 8:30 and 3:00. (Vote 5-0)

2. The manual needs to be changed to reflect last October's vote on page 10, Excused Absences, bullet 2 changing the words 'have an obligation to avoid' to 'Should Avoid'.

There was some discussion on cell phone use and enforcement.

(Mrs. Peaslee asked to eliminate 'until exiting the building' on page 13 under Cell Phones, bullet 2, entering and exiting school property- no motion or vote.

3. Lunch and snack milk will be 60 cents.

4. Mr. DeColfmacker made a motion, seconded by Mr. Ouellette to change on Page 18 under Step 1 Individual Teacher from a 48 hour response to a two school day response. (Vote 5-0)

5. Also on page 18, paragraph 2, the coordinator will need to be changed.

6. Policy KFA will be referenced under Visitor Policy after it is approved tonight by the Board.

Mrs. White said the handbook will be in digital form and the policies will be linked from the handbook.

A student pick-up policy and a bus policy are not referenced because they haven't been found.

Mrs. Peaslee asked about a form that by law needed to be signed by parents allowing their child to be recorded. She said this was part of the packet that parents received to sign in order to use busing.

7. Under Tobacco Free Schools, Change age 18 to age 21.

Mrs. Collins asked to see a copy of the Reflection Sheet for the Student Success Center.

8. Page 27

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to remove grade levels but leave ages under Minimum Immunizations. (Vote 5-0)

Mrs. Collins questioned background checks for field trip volunteers. Mrs. Peaslee said there is a new law that everyone involved with students must have a background check.

9. Numerical grading will be the same as in the handbook. There will be talks about changes for next year.

Mrs. Taliaferro made a motion, seconded by Mr. DeColfmacker, to be greater than or equal to a grade of 85. (Vote 5-0)

10. Mrs. White said this year students with lunch detention will not take place in the office. They will be looking at keeping kids in the classrooms.

11. Page 45: Change Chairperson to Chairman and Vice Chair to Vice Chairman.

Mrs. Peaslee said that the Staff Handbook, Student Athletics Handbook, Transportation Handbook and bus routes all need to be approved before school starts. Mrs. White said it took many hours to do the Student and Family Handbook. The Administration will come up with a schedule to review the other handbooks.

Local Critical Shortage Request

Mrs. Kebler said we are hiring Ryan Manning for a fifth grade teacher who has a degree in history. K-8 teachers are not listed on the Critical Shortage list but because of shortages the DOE has allowed districts to claim their own critical shortage. The letter sent to the DOE states that he will be applying for a Statement of Eligibility. He will have three years to complete at least three education courses. In order to bring him on board we have to declare local critical shortage. He'll be with two very experienced teachers. The BA is looking into Troops for Teachers.

Jason Tardy

Mrs. Collins said Mr. Tardy is a juggler and also does interactive bullying shows. He was at Parks and Rec this summer. Mrs. White will contact him for costs and availability.

Policies 2nd Reading

Policy EBC was dropped because it is now combined with policy EBC-A

Mr. Ouellette made a motion, seconded by Mrs. Peaslee to withdraw Policy EBC. (Vote 5-0)

Policy EBCA adopting the NHSBA policy

Mr. Ouellette made a motion, seconded by Mrs. Peaslee to adopt Policy EBC-A. (Vote 5-0)

Policy JLCJA adopt, not in the book

Mr. Ouellette made a motion, seconded by Mrs. Peaslee to adopt Policy JLCJA. (Vote 5-0)

Policy KFA revised. Changed to Civility Policy. Everything in red is new.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee to approve the revision of Policy KFA. (Vote 5-0)

Policy KRA-R revised

Mr. Ouellette made a motion, seconded by Mrs. Peaslee to approve the revision of Policy KFA-R. (Vote 5-0)

Nominations. Hires, Resignations

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to accept the nomination of Tara Dexter as a paraprofessional. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to accept the nomination of Michelle Osmer as a paraprofessional. (Vote 5-0)

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to accept the resignation of Valerie Barlow with regret as a fifth grade teacher. (Vote 3-0-2)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to accept the resignation with regret of Lisa Wunderlich. (Vote 4-0-1)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to accept the nomination of Andrea Levesque as grade 4 teacher. (Vote 5-0)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to accept the nomination of Brandon Balser as a Phys Ed. (Vote 5-0)

Mrs. Collins made a motion, seconded by Mr. Ouellette, to accept the nomination of Shannon Seigler as a fifth grade teacher. (Vote 5-0)

Non Public

Mrs. Ouellette made a motion, seconded by Mrs. Taliaferro, to enter non public at 8:36 under RSA 91-A 3, II (c). Roll call: Collins aye, Peaslee aye, Taliaferro aye, Ouellette aye, DeColfmacker aye. (Vote 5-0)

The Board re-entered public session at 8:50

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to adjourn the meeting at 8:50 (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

