



Wakefield School Board Public Minutes

September 20, 2022

Held in the Paul School Library

Approved

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Superintendent	✓
Brennan Peaslee, Vice Chair		Frank Markiewicz, Business Administrator via Zoom	✓
Bob Ouellette	✓	Lisa Dubois, Special Ed Director	
Sandrea Taliaferro	✓	Kristen White, Principal	✓
Robert DeColfmacker	✓		

In Attendance: Dawn Alie, Jill Garnett, Relf Fogg, a Bus driver and Michelle Keating from Clearview TV.

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

Agenda Review

Mrs. Colbath asked to have sealed minutes added to non public. Mrs. Collins asked that everyone hold on to their copies of the CIP to save printing it for discussions.

Dawn Alie-Buses

Dawn Alie, a parent of a 7th grader and a 9th grader said she had some concerns about the buses. She said this is not the drivers fault. The timing is just too difficult. She said her children are missing instructional time because of the schedules. Elementary buses have been 10-20 minutes late picking her daughter up and High School buses leave Spaulding before the instructional day is over. She suggested cluster stops. She also had suggestions on start times for Paul School. She said it's the parents responsibility to make arrangements to get their children to bus stops. She said we are going to lose our drivers. She wants to know why alternative options are being shot down.

She also is concerned with the Kingswood lottery. She said she shouldn't have to register at Spaulding if she wants her child to go to Kingswood. She said three of the students who were going to Kingswood showed up at Spaulding on day one because they were already registered and had their classes. She never heard that her daughter was moved up on the waiting list. The people who changed their minds should have gone to the SAU.

Jill Garnett asked about the process for going to Kingswood. Mrs. Collins said the policy is in the process of being changed and the process will begin earlier this year. Mrs. Kebler told Mrs. Alie that the SAU did receive a letter from a parent whose child decided not to go to Kingswood and the other two didn't have their names picked for the lottery and they did let the next one on the list know. She said Kingswood starts doing registrations in October. The policy is in tonight's

packet. Mrs. Garnet asked that a letter be sent home with all eighth graders to inform them of the lottery and the process. Mrs. Kebler said that's the plan. Mrs. Kebler said she has three transportation options to discuss with the Board tonight.

Mrs. Garnet asked if the students are going to be able to take laptops home this year. She said one teacher told the kids that they couldn't bring them home because they were irresponsible last year. Mrs. White responded that she will look into that. Mrs. Kebler said eighth graders should be taking laptops home.

Mr. Fogg said he read the minutes and disagrees with the number of drivers that Mrs. Kebler said were budgeted. He said the Board budgeted for eight drivers not seven. Mr. Fogg read from the minutes that eight drivers were approved. Mrs. Taliaferro said OK we budgeted for eight but we can't even fill eight. Mr. Fogg replied we could. He talked about equal opportunity employee. He thinks the Bus Manager job should be offered to existing employees and not to refuse to do so. He said that is somewhat discriminatory. Mrs. Taliaferro said a promotion comes up, anyone can apply, they may not get the job.

Mr. DeColfmacker said he thinks what Mr. Fogg brings to the table is not the real problem we're facing. We just can't get staffing. Mrs. Kebler said last year she was told that the posting was done but there is no documentation that this happened. The posting for bus drivers that was posted most of the year yielded one. Mr. Fogg vehemently disagreed saying there were four applicants. Mrs. Kebler said, I have one application on file. He said there were four people and that is a fact. Mrs. Taliaferro said that Mrs. Kebler had brought that up that people hadn't done what they said they had.

Mrs. Colbath said she was correcting some erroneous statements that Mr. Fogg had made at the last meeting. (attached) Mr. Fogg insisted that Mrs. Colbath was incorrect as far as the charge goes. He said the Board is taking action on someone's opinion and said he has the law. He said if you take steps to violate 91-A he will be addressing that. He said that the Board never agreed to a fee. He told Mrs. Collins that you can't break the law with policy how many times do you have to be told that. Mrs. Colbath asked for a Point of Order. Mr. Fogg said if you continue to break the law, you'll have more outbursts.

Transportation

Mrs. Kebler read the following options for bus transportation. She looked at three options and has had discussions with staff.

Option 1. would be to change the elementary school day. Conway starts at 9:00 and opens up for morning recess at 8:30 and Wolfeboro is similar. That option would have the school day from 8:45 to 3:15. This could be difficult for parents given the school year has already started. This is the feedback she received from staff.

She said it is her priority to change the High School dismissal time back to what it should be ASAP. She has spoken with the Spaulding Principal.

Option 2. Would be to keep the elementary school day from 8:15 to 3:00 and provide coverage for any student not picked up by 3:20, the time teachers can leave. At this time, she has ten people who can cover.

Option 3. Would be to consider four clusters. There are currently four drivers doing the High School routes. She has been told that there are a number of students who would have difficulty getting to the clusters.

She recommends keeping our school day the same and have the coverage we need. Mr. Kebler said elementary buses are coming later and they are allowed to have breakfast. She suggested sending a survey to parents about changing the school day times. A driver spoke to the clusters. She said it doesn't make sense to drive by houses on the way to a cluster stop and not pick up the kids. She thinks parents would have a problem with that. Mr. DeColfmacker said there are no spots in some places to have a cluster. This driver has a Facebook bus group to keep parents informed about being late or early. Mrs. Taliaferro asked to see the bus routes pre covid. Mrs. Kebler said we have looked at those. The bus driver said there is a whole road added to her route. The routes are different.

Mrs. Kebler said the drivers have done a phenomenal job of trying to get these routes worked out. She said we didn't anticipate losing a driver also. Her hope is when the other driver gets her CDL the routes can be stabilized and hopes that will be by mid-October. That's her goal. Mrs. Alie made some comments about the situation. Mr. DeColfmacker said he gives credit to the bus drivers for their tireless work. There is a nationwide shortage of drivers. Mrs. Alie said there are no issues in Milton where she works. Mr. DeColfmacker said Milton has a smaller footprint and all their buses stay in Milton. Mrs. Taliaferro said her concern is that her child already waits for the bus outside for a half hour and that would add another fifteen minutes to his wait if the start time was later. Mrs. Kebler said if the day started later, she would be looking at a morning program so parents could drop their kids off earlier. The staff would be compensated for this. Mrs. Taliaferro asked what will the compensation look like for the rest of the year? Mrs. Kebler said the afternoon costs would be what teachers are paid now when they don't get their prep time; \$25 per hour. She said they are also looking at Parent pick-up and walkers being dismissed out front and buses out back.

Mr. Ouellette asked about having Tim Eldridge help. Mrs. Kebler said he is willing to help with routes. Celeste is our trainer. Mrs. Taliaferro told Mrs. Alie that this is something the Board has been working on at every meeting. Mrs. White said our buses at Spaulding are by the rec center right on the corner. She said they literally take a right and they're on the highway. The bus driver said the kids have five to eight minutes to get to the bus. She said we are fully loaded by 2:12. Mr. Ouellette said we should let Mr. Eldridge and the drivers keep trying to work the schedules so everyone gets picked up and dropped off at a reasonable time. The Board agreed that Mrs. Kebler should work on having the Wakefield high school kids dismissed the same time as the Rochester kids.

Consent Agenda

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to approve the Consent Agenda. (Vote 4-0)

Enrollment

Paul School – 463 students, Kingswood - 14 students, Spaulding - 159 students and Brewster - 1 student.

Mrs. Collins asked about a K/1 split. Mrs. Kebler said they have not had that discussion. She will look into this. Mrs. Taliaferro asked about having 3 kindergarten classes and 2 first grade classes. Mrs. Collins said that would have to be done before school starts.

Meeting Minutes

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to approve the 9-6-22 public minutes with amendments. (Vote 4-0)

Reports

Student Services Report

SAU # 101
Student Service Report
September 20, 2022

Special Education Update:

The school year has begun on a positive note. Both staff and students are settling back into the routine of the school day. We are continuing to work on filling vacant staffing positions. Child Find activities are being set up to ensure that we are identifying any students in the community that are in need of special education. As the special education budget is developed this fall it will be taking into account the need to provide funding for special education costs for students until age 22. Previously we were obligated to cover these costs until the age of 21. SB394 which outlines the details of this change was passed and became effective on June 17, 2022.

Wakefield School District Special Education Numbers:

- Little Paws (PreK): 5 identified students
- Paul School: (K-8): 83 students
- Spaulding High School: (9-12): 24 students
- Kingswood: (9-12): 3 students
- Out of District Placements: 6 students

Total number of students with disabilities: 121

Total number of 504 students: 28

Respectively Submitted

Lisa Dubois, Director of Special Education

Business Administrators Update

Primex Letter and Agreement

Mr. Markiewicz said that the Board has the opportunity to lock into a fixed rate for three years on property and liability insurance with Primex. And they will cap the rate so that it will not exceed 9% for the next three years. The cost for Wakefield for 2022 was \$26,109. The rate for 2023, because the district was not part of the cap program, went up 15.6% or \$30,179. Every district that he has worked for has opted into this. It will cap the premium not to exceed 9% in each of the three years. In 2024 it would cost the district approximately a maximum of \$2,700. Because it's for three years it has a non-appropriation clause which would be in the unlikely event the district chose to not fund the appropriation the district has an opt out and could rescind the agreement if there is no appropriation.

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the scheduled Primex plan as laid out. (Vote 4-0)

DOE-25

Mr. Markiewicz explained the DOE 25. It's basically a detailed summary of revenues and expenses along with the assets and liabilities of the district and shows the Unassigned Fund Balance of \$273,614. This report goes to the DOE and DRA and this report will be used to help set the tax rate. He said this is a complicated report and hard to understand and he'd be happy to talk to any Board member who would like a more detailed explanation. He said they were granted an extension for this report. He will submit this report tomorrow morning to DRA so the Town has everything in order to set the tax rate. Mrs. Taliaferro asked if he knew what lines the money came from in unassigned fund balance. He said it could be that the district received more revenue than expected and or underspent lines. He said that districts received more in Adequacy Aid. Mrs. Kebler will find out if anyone wants to go over The DOE 25 in more detail.

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the DOE25 as proposed. (Vote 4-0)

Mr. Markiewicz will send each Board member all twenty pages of this report.

Facilities Manager Report

Mr. Ouellette said Mr. Williams will be on the next agenda. As he will be able to answer questions about what is on the CIP. He said Mr. Williams is looking for a pick-up truck with a plow

PAVING OF BACK DRIVE FY 21/22 FALL

The Wakefield School District is looking to spend \$20,000.00 from the operating budget in order to make the paving project of the bus depot and driveway more complete. This will be an area of 18' wide x 400' long. This will extend from the new finished sidewalk by door number 5 to the end of the new pavement that was just put in by the Town of Wakefield Highway Dept. and Clements Paving. The Business Administrator has the details for the funding.

This is a very good opportunity for the school district to get this done for a reasonable amount of funding. This will make it better for the buses during mud season, delivery trucks, plowing that the Town of Wakefield takes care of for the school district. From a cleaning point of view this will stop a large amount of sand being tracked into the building. I think this is a great opportunity working collaboratively with the town and to check another box of getting another project off of the list of things to do.

Thank you for your time and look forward to your decision.

Mrs. Kebler said this project would have had to go through the Construction ESSER Funds and

would have required an engineer. The cost of the approval would be more than the project. Mr. Markiewicz is not concerned about spending the \$20,000. There is money in the salary line. **Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the \$20,000 from the budget to pave the 18'x400' back road immediately. (Vote 4-0)**

Old Business

Follow Up

Bus driver hours are running between 7 and 10 hours a day. An ad will go in two newspapers and edjobs for a manager, bus drivers and substitute bus drivers. She will check and make sure it has been done.

ESSER Fund Review

Mrs. Taliaferro said Chrome Books are listed in a couple of places. Mrs. Kebler replied 400 were purchased out of ESSER 1. ESSER II we bought another 100 to 120. Mrs. Taliaferro asked that the document be broken down as to what was purchased and the cost. It will be quite a bit of work. She will be glad to do it but her priority right now is budget. A dumpster is under ESSER and the Board asked Mrs. Kebler to find out if we are still leasing the extra dumpster that was rented to handle the additional lunch trash during Covid. Mrs. Taliaferro remembers denying the lease of the additional dumpster. Mrs. Collins believes it was just until the end of the last school year. Mrs. Kebler will find out.

New Business

CIP Document

Mr. Williams will address this at the next meeting.

Budget Schedule

Mr. Markiewicz sent in a schedule for budget and Mrs. Kebler passed them out. 10/4 School Board meeting with Mr. Markiewicz in attendance. Talking about budget goals and objectives. 10/12 Budget Workshop at 5:00. 10/18 review functions 1100-2410. 11/1 complete budget. Have the Budget to the Budget Committee on 11/2. Budget Committee meeting 11/7. Board meeting on 11/15. Budget Committee meeting on 11/29. Mr. DeColfmacker will not be at the 10/18 meeting and Mrs. Kebler and Mr. Ouellette will not be at the meeting on 11/15.

Robert DeColfmacker

Mr. DeColfmacker suggested having a Board Round Table. He said we would physically invite people to come in to have discussions to get a true feeling of what the town thinks about what the school is doing. Parents can come in and discuss ideas with the Board. He would like to make this a positive event and not a complaint session. He's not asking for a decision tonight but something to think about. Mrs. Taliaferro thought this was a great idea and maybe this will get more people on the committees. The Board agreed. He will be putting something together. Mrs. Kebler said she didn't want to start committees before October and will send out a list on who's on what committee.

Spaulding Student Internship

There is a Wakefield student who will be working with Mr. Boucher and Mr. Perkins in sixth grade. This is part of ELO. The student will begin the internship on the 26th of September. He

will be here from 8:00 to 12:30 every other week from Monday through Friday. Mr. DeColfmacker's step daughter is in this program. She helps in the classroom and it gives her a hands on experience. Mr. DeColfmacker asked about a background check. Mrs. Kebler said they were going to address that in the Policy meeting as they are our students.

Mrs. Kebler said she talked with Wayne Robinson at the luncheon we had last week. He asked if there were any high school students that could do a drawing of the building they're proposing. She talked with the Principal at Spaulding and they do have a drafting class. Wayne is looking at it like saving money and celebrating our students. Mr. Ouellette said Howie Knight approached him and Anne about the Siemen Scholarship and suggested they plan on using \$4,000 of it. Mrs. Kebler has not been able to reach Cynthia Wyatt. They have three applications and are thinking about dividing the money between the three.

Policies

JFAD - Tuition Expense for Non Disabled Pre School Students (2nd Reading)

The tuition rate is set at \$240 a month. There will not be a lottery system. It will be first come, first serve.

Mr. Ouellette made a motion, seconded by Mrs. Collins, to adopt Policy JFAD. (Vote 4-0)

JLCF - Wellness Policy (2nd Reading)

The policy was reviewed two Aprils ago and it was decided to reaffirm the Wakefield Policy. The school year will be updated.

Mr. Ouellette made a motion, seconded by Mrs. Collins to adopt Policy JLCF. (Vote 4-0)

JFACC – Tuition Expense for Wakefield Students (1st Reading)

The date will be changes to October 1st.

Mr. Ouellette made a motion, seconded by Mrs. Collins to waive the second reading for Policy JFACC. (Vote 4-0)

Mr. Ouellette made a motion, seconded by Mrs. Collins to approve Policy JFACC. (Vote 4-0)

GBCD – Background Investigation and Criminal Records Check (1st Reading)

Deleting overnight fieldtrip.

Mr. DeColfmacker doesn't believe it's necessary for the Wakefield student coming from Spaulding on an internship should have to have a background check. Mrs. Collins said she doesn't think that he would fall under the definition of a designated volunteer or chaperone. Add the wording #11. 'Current Wakefield student interns are exempt from background check' to the policy.

BEDG-R – Access to Minutes and Public Records (1st Reading)

Mrs. Collins said the old policy did not have a fee. In May of 2017 that Board added 25 cents per paper copy. This Policy will be reaffirmed. This policy is not on the website. Mrs. Taliaferro asked if there would be a charge to a parent for copies to their own children's records. Mrs. Kebler said she thinks this policy was revised and the 25 cents added when she brought the Special Ed procedural manual to the Board because requesting those records could add up to a lot of copies. Mrs. Collins said if you want the records electronically there is no cost. Mr.

DeColfmacker said there's a big difference between someone stopping in at the SAU asking for their child's records and a request for hundreds of documents that's going to take, not just 25 cents but hours of labor. Mrs. Colbath said the law says you can't charge for labor. Mr. DeColfmacker said that it just takes away from the kids learning and every other function of the school. Mrs. Kebler said it takes away from the efficiency of the SAU staff. Mr. Fogg asked if the Board is going to knowingly and willingly adopt a policy that violates state law. RSA 91-A IV: (d). Mr. Fogg said in 2019 RSA 91-A was revised under part IV (d). It will not allow the district to capitalize above the actual cost of a copy. So, when you go to the General Accounting Office in the State of New Hampshire in Concord they will tell you that the actual cost of a paper copy is 6/100s of 1 cent per page and that's a fact. He said this amendment clearly states no cost or fee shall be assessed for the actual cost. He said he's trying to caution the Board from adopting a policy that violates state law. And also, Article 83 of the State Constitution clearly states that fictional capitalization is against the law. Charging above the cost of a copy is fictitious capitalization. The option you're about to take seems to be reactionary to a 91-A request and without the history of repeated actions enforcing this policy it will appear quite discriminatory on the part of the Board if you assess these costs against one person and nobody else.

Mrs. Taliaferro asked if the law applied to everywhere. She said she knows the courthouse charges 25 cents a copy. She also said the request has already come in and she doesn't believe you can backdate the policy. She was told that the current policy includes the 25 cent charge per copy. Mr. DeColfmacker said it's the first reading and let's do some research on what the real cost is.

Sub Committee Updates

The Technology Committee report was in the packet. Mr. DeColfmacker said he had zoomed into the meeting. The systems are meshing a little better. They are working on the website. Right now, it's policing the Chromebooks. Teachers are going to be updated periodically about Chromebook policies. He asked if there was a process if a high amount of misuse happens in one classroom. Mrs. White said that hasn't been an issue. Mrs. White said we have two new teachers who have worked with Chromebooks and they have brought some really good ideas with them. Mrs. Kebler said that Mrs. Soares has done a great job with the website.

Nominations, Hires, Resignations

Mrs. Taliaferro made a motion, seconded by Mrs. Ouellette, to accept the nomination of Ashia Roy as SAU Administrative Assistant. (Vote 4-0)

Mrs. Taliaferro made a motion, seconded by Mrs. Ouellette, to accept the nomination of Sandra Pollack as Special Ed Teacher . (Vote 4-0)

Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to accept the nomination of Shaina Parquett as a Paraprofessional. (Vote 4-0)

Non Public

Mrs. Ouellette made a motion, seconded by Mrs. Taliaferro, to enter non public at 8:45 under RSA 91-A 3, II (c). Roll call: Collins aye, Taliaferro aye, Ouellette aye, DeColfmacker aye. (Vote 4-0)

The Board re-entered public session at 10:00.

Adjournment

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to adjourn the meeting at 10:00. (Vote 4-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Corrections to Mr. Fogg's statements

I would like to clear up some erroneous statements that Mr. Fogg made at the last meeting.

He said he put in a 91-A request addressed to Mrs. Collins:

Policy BEDG-R states the following: 3. All requests for public records must be made through the SAU/Superintendent's office. If a board member receives a Right-to-Know request, the board member will forward the request to the Superintendent as soon as possible.

Mrs. Kebler said the 91-A said you are to reply that you are in receipt of the 91-A within 5 days. She said, I consulted with our attorney today.

*And the law states: **91-A:4, III Minutes and Records Available for Public Inspection:** Each public body or agency shall keep and maintain all governmental records in its custody at its regular office or place of business in an accessible place*

91-A:4, IV. (a) *Each public body or agency shall, upon request for any governmental record reasonably described, make available for inspection and copying any such governmental record within its files when such records are immediately available for such release.*

(b) *If a public body or agency is unable to make a governmental record available for immediate inspection and copying the public body or agency shall, within 5 business days of a request:*

(1) Make such record available;

(2) Deny the request; or

(3) Provide a written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay. Which she did.

Mr. Fogg said to the Board I am requesting, in writing the information that Mrs. Kebler just cited she said she talked to the attorney today, I want his response in writing.

This was a telephone conversation it does not exist in a physical form.

91-A:5 XII Exemptions. –

The following governmental records are exempted from the provisions of this chapter. Records protected under the attorney-client privilege.

91-A:1-a II Definitions.. *"Governmental records" means any information created, accepted, or obtained by, or on behalf of, any public body, or a quorum or majority thereof, or any public agency in furtherance of its official function. Without limiting the foregoing, the term "governmental records" includes any written communication or other information, whether in paper, electronic, or other **physical form**, received by a quorum or majority of a public body in furtherance of its official function, whether at a meeting or outside a meeting of the body. The term "governmental records" shall also include the term "public records."*

IV. *"Information" means knowledge, opinions, facts, or data of any kind and in whatever **physical form** kept or maintained, including, but not limited to, written, visual, electronic, or other **physical form**.*

Mr. Fogg said there are expectation of behavior and discipline in the CBA. He said a verbal warning then a written warning that goes into their file. There is nothing in the CBA that addresses discipline. *Only complaints are addressed under 12.4 Complaints.*

Mr. DeColfmacker said the policy says The School District will charge a fee of [insert fee amount] per page for copying/photocopies of records when the person requests a paper copy. No fee will be charged for the inspection of records. Mr. Fogg replied that this policy has already been addressed and the law has been amended that the district can't charge employee time but the actual cost which is six one-hundredths of a cent per page. We have waived those fees by a vote of the Mr. Ouellette said we never voted on a fee. It's in the policy with a blank and the Board never took action on any fee at all.

The Board did take action and this is the current policy. The policy on line is not the current policy.

On May 17th policy BEDG-R was in the Board packet. And they did determine a fee and according to law they can charge that fee.

The minutes of that meeting reflect the vote taken by the Board at that meeting. Wakefield School Board 5-17-17 Public Minutes Approved

BEDG-R Access to Minutes and Public Records

Mrs. Joy made a motion, seconded by Mrs. Cyr, to approve this policy (Vote 4-1)

*RSA 91-A:4, IV states that the person requesting copies of governmental records may be charged "the actual cost of providing the copy," but there are no real guidance about what this means. This is not an issue with the average request because it takes relatively little time. However, for larger requests, the time and costs can add up. It boils down to who pays the cost of large document requests—the citizen or the taxpayers? Concern among legislators was the difficulty of distinguishing between legitimate and frivolous requests. **However, if the agency provides the requestor with copies of public records, the agency can charge for those copies pursuant to its adopted fee schedule.** And your policy has an adopted fee schedule.*

*91-A:4, IV (d) If a computer, photocopying machine, or other device maintained for use by a public body or agency is used by the public body or agency to copy the governmental record requested, the person requesting the copy may be charged the actual cost of providing the copy, which cost may be collected by the public body or agency. No cost or fee shall be charged for the inspection or delivery, without copying, of governmental records, whether in paper, electronic, or other form. **Nothing in this section shall exempt any person from paying fees for obtaining copies of governmental records or documents, but if such fee is established for the copy, no additional costs or fees shall be charged.***

Priscilla Colbath