



# Wakefield School Board Public Minutes

December 6, 2022

Held in the Paul School Library

Approved

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

**Others Present:** Joe Williams and Mary Soares from Clearview TV.

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

## **Agenda Review**

Nothing added

## **Presentations/Public Hearings**

### **Public Hearing pursuant to RSA 198:20-c to withdraw funds from the Transportation Trust Fund**

Mrs. Collins opened the Public Hearing at 6:02. Mrs. Kebler said this is for the last payment for the lease on the bus. Mrs. Peaslee asked if the trust could be used for this as it's supposed to be in the operating budget. This amount was in last years operating budget but the bill did not get paid and that money has been returned to the town. Mrs. Peaslee asked for the wording of the trust fund. She said when she was here trust money could only be used to purchase a new bus not for a lease payment. She said this bus was purchased in 2018-2019. She was the one who signed for this bus. The last payment was due in 2022. She said this was the last bus that was put in the operating budget. Mrs. Peaslee recalls the warrant article was for the purchase of a new bus. She doesn't believe the trust can be used to pay for this payment. Mrs. Taliaferro said if we use the trust fund money to pay off this lease we won't have enough money to buy a new bus. Mrs. Collins closed the public hearing at 6:15. Mr. Markiewicz asked if the trust fund was for purchasing vehicles. Mrs. Peaslee said this is an annual lease. The bus is five years old. Mr. Markiewicz said the trustees don't make the determination whether money should come out of the trust fund. The Board does. The Trustees take direction from the School Board. Mrs. Collins said we need the exact wording from the Warrant Article for this trust fund to make sure we do things correctly.

## **Public Comment**

None

### **Consent Agenda**

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

### **Meeting Minutes**

**Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve the 11-15-22 non public minutes. (Vote 4-0)**

**Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve the 11-15-22 Public minutes. (Vote 4-0)**

### **Reports**

#### **Superintendent's Report**

Due to the confusion of the recent cancelation due to poor weather conditions, a letter has been sent home to all families outlining all the ways in which we communicate a delayed opening or cancellation of schools. We are allowed by the NHDOE to have 5 remote/blizzardbag days, which we will begin to use as soon as our teachers have their blizzard bags sent home to parents. While we believe infinite Campus is for the most part up and running, we continue to find little errors in phone numbers and email addresses in the system. For this reason, while I will use infinite Campus as 1 form of communication for a delayed opening or cancellation, I am urging families to also check WMUR, Paul School Facebook page and the SAU website.

Staffing continues to be a challenge. With a minimal substitute pool and illnesses among the adults, finding coverage during the day impacts the level of instruction that is taking place. I would like to commend the staff for their willingness to jump in wherever needed to do whatever is asked and to do it all with a smile. Lisa Dubois, our Director of Special Education is actively looking at all resources to hire staffing to support our special education students per the individual Education Plan.

We were hopeful that our new driver would be able to get the 10 hours training necessary to renew her School Bus Certificate by this point, however for a variety of reasons the training has not been completed. We are hopeful that this training will be done, and the driver will be able to begin driving by January when we return from Christmas vacation. We believe the transportation company we are working with "Any Events Transportation" will be able to provide the transportation for our special education students and students that fall under the McKinney-Vento law within the next week or 2- Once that occurs, our driver who recently received her CDL will be added to the 77 passenger bus drivers, and our routes will be more stabilized and equitable for all drivers. Also, we have had a request for a late bus to Spaulding to accommodate after school sports and extracurricular activities. We have a driver that is able and more than willing to do this, so we will start this late bus transportation to Spaulding on Monday, December 5th. I am so appreciative of our families who have been so patient with our transportation challenges this fall. It is a fine example of the expression "it takes a village to raise a child". In addition, our bus drivers should be commended for the work they have put into developing routes and working as a team to make our small transportation department work. I am very appreciative of all they have done to assist me.

The SAU staff has been busy training in food service reporting, grant reporting and general support of our office. They are currently preparing for the audit that is being conducted this week and have begun to work on the "Annual School Report" using last year's model as an example. It will be ready prior for distribution before the March vote.

I am attaching an email from Constellations, the current electric supplier the facilities manager has been working with to negotiating pricing on our supply for the FY 24-25. Per the calculation of .0855 cents, we will be saving approximately \$17,000.00 over the course of next year. We are in hopes to negotiate a reasonable rate per kilowatt, not to see a drastic increase. With budget season moving towards completion, I will be spending much more time in the school building and working with our consultant Elaine Millen to set up systems that will accommodate our needs given our staff shortages. A big focus for us this coming month will be working with our teachers around teaching classroom behaviors. With 2 years of remote learning for many of our students we are finding that we need to re-teach many expected behaviors we automatically expected prior to the pandemic. As a result of the isolation from peers and adults during remote learning our students have lost many social emotional skills which bring on the challenging behaviors we see. We will begin to have a discipline report for the board at the second board meeting of the month.

Mrs. Kebler has someone coming in to look at Infinite Campus as it's not running correctly. And she is still trying to get information from bus companies.

### **Administration's Report**

Our Check In, Check Out (CICO) program is well underway, with 40 students and 15 staff members participating. We are still in the process of gathering data on this program, but initial anecdotal data suggest that students are benefiting from the continuous feedback and new connections they have made with adults in school. Our Tier 2 team meets each Wednesday to review data and to discuss best practices to support our school. On Tuesday November 15th, we celebrated our 50th day of school. Students and staff dressed in 1950's attire and we had a fantastic day celebrating all the hard work of our school. This year the library had a Turkey Disguise contest based on the book Turkey Trouble by Wendy Silvano and over 100 students Pre K-6 participated. Voted by the middle school, runners were chosen and won \$10 to the book fair that is coming in December.

Veterans Day was observed throughout the Paul School with many classrooms hearing from Veterans and completing projects to better understand the history of Veterans Day. As you walk the halls of the school, please stop to take time to read the displayed work by our students. You will feel the pride they have for their country and will be inspired by their sentiments.

Parent/teacher conferences were interrupted due to an early snow day but teachers have reached out to families to reschedule. It was wonderful to see so many families in the building on Thursday November 17th and the following days for rescheduled conferences. Thank you to all staff for the extra effort made to meet with families and share their students' progress.

Our third fire drill of the year was conducted on November 8th. Students and staff did a wonderful job of evacuating the building in under 3 minutes, with all people present and accounted for in 9 minutes and 40 seconds.

On Saturday November 19th, the Paul School hosted CPR training by McGregor Memorial EMS. Everyone in attendance was trained in CPR/AED/First Aid including Asthma inhaler use. EpiPen and Narcan. A special thank you to our wonderful Nurse, Lisa Wunderlich for setting up this very important training. We had 20 staff members in attendance.

On Saturday November 19th, members of our Middle School Heart and Sole team participated in the Girls on the Run 5K event in Concord. Over the course of 9 weeks, our members trained for this event, set goals, pushed through challenges and supported one another. All of our members completed the event successfully, we are looking forward to providing additional opportunities for our students to participate in this rewarding program.

On Tuesday November 22nd our PBIS team held a Turkey Trot here at the Paul School. Each grade level was scheduled for an additional recess time where students and staff were able to walk, run or skip around the ball fields to fun music. This student-only event helped promote a healthy lifestyle while earning money that was 100% profit for our Universal PBIS Team, these funds will be used for future events that promote positive behaviors within our school. We would like to thank Lovell Lake Market and the Wakefield Food Pantry for donating eleven turkeys for our event. A student from each grade level and two staff members were chosen as winners of a turkey for their families.

Second Grade's first field trip was to the NH Farm Museum in Milton, New Hampshire. Students learned about Sarah Josepha Hale and how she persuaded President Lincoln to declare the fourth Thursday in November a National Day of Thanksgiving. Students participated in a scavenger hunt in the huge barn and especially liked the ride around the farm where they were able to see the animals! Thank you to the PTA for helping with the cost of the trip.

Community day was held on Tuesday, November 29th. We recognized our outstanding students of the month and rolled out a new initiative on kindness. It was wonderful to gather together to celebrate the accomplishments of our students. We would like to recognize Robin Fifield as our November Outstanding Staff member. Robin is always willing to lend a helping hand, is a positive role model for all of us and she is an asset to our school!

We are excited to share that as a school we are gearing up for our Spelling Bee. Students in grades 1-8 have been given a list of words to be practicing for their individual classroom Spelling Bees. Classroom winners and an alternate winner are to be determined by Friday December 16th. These students will participate in a school wide spelling contest in early January to determine our school representative. Our winner will represent the Paul School in the online semifinal regional Spelling Bee during the week of February 6th. If our Paul School representative advances, he/she will attend the Regional Final Spelling Bee in March.

The 8th graders are currently selling boxes of 30 unique cards through a company called Usborne Books and More. The boxes contain a variety of cards from anniversary to birthday to

holidays and retail for \$30. Mary Soares is helping with the ordering of the cards and is also donating her commission she would normally make from the sales of the cards to the 8th grade class. All profits will go to their end of the year field trip. Please reach out to either Sam Fairfield, or Mary Soares. Orders are due by the end of the day in December 16th to ensure delivery of orders before the Holiday Vacation.

Eighth Grade is also participating in a fundraiser with Texas Roadhouse dinner rolls and gift cards. Follow the link below to place an online order, as 50% of all bread sales and 10% of all Gift Card sales will be donated back to the 8th grade for their end of the year Field Trip to Boston! [tinyurl.com/8thgraderolls](https://tinyurl.com/8thgraderolls). Please email [aaron.nason@sau101.org](mailto:aaron.nason@sau101.org) with any questions or to place an order.

Mrs. Collins congratulated Heart and Soul on their accomplishments.

### **Old Business**

2024 Default Budget

2024 Revenue Projections

Warrant Articles

Capital Improvement Plan

Mr. Markiewicz said he gave the Board a lot of information to look at for the default budget. He also gave them revenues, and last year's Warrant Articles.

Mr. Markiewicz said the Board decides what they want for Warrant Articles, he puts them together and the Board votes on them and then they go to the Budget Committee for their vote. Mrs. Peaslee and Mrs. Taliaferro said that the Board was supposed to go over the CIP and haven't done that. Mr. Williams said he was under the impression that tonight's meeting was to go over the CIP and Warrant Articles.

WA #5 Transportation: Mrs. Collins said instead of asking for \$90,000 last year the Board decided to ask for half because all the buses weren't being used. Mrs. Peaslee said when she was here, they were asking for \$90,000 and they were getting that amount every year. She believes the Board should put more money in this article so they don't have to ask for a large amount next year. Right now, there is \$108,000 in the Trust Fund. Mrs. Peaslee recommended \$75,000. A small bus is unavailable. The two buses, number 10 and 21 have major rust problems and won't pass inspection.

**Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve \$75,000 to be added to the Transportation Fund. (Vote 4-0)**

WA #3 Operating Budget: Have to wait for the final number.

WA #4 Educationally Disabled Children:

**Mrs. Peaslee made a motion, seconded by Mrs. Collins, to approve \$50,000 to be added to the Educationally Disabled Children Fund. (Vote 4-0)**

WA #5 (see above)

WA #6 Building Renovation:

**Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve \$23,000 to be added to the Building Renovation Fund. (Vote 4-0)**

WA #7 Parking Lot and Sidewalk Maintenance: Mr. Williams said this money is to go toward paving Taylor Way. Mrs. Colbath said that the wording in this article is too specific to include paving the road. The Board discussed changing the wording of this article or adding an article for Taylor Way paving. Mr. Williams or Mrs. Kebler will call the Trustees to see about adding a new Warrant Article for Taylor Way.

**Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to approve \$30,000 to be added to the Parking Lot and Sidewalk Maintenance Fund. (Vote 4-0)**

WA #8 Replacing Boilers:

**Mrs. Peaslee made a motion, seconded by Mrs. Collins, to approve \$50,000 to be added to the Replacing Boilers Fund. (Vote 4-0)**

WA #9 Well Replacement:

**Mrs. Peaslee made a motion, seconded by Mrs. Collins, to approve \$15,000 to be added to the Well Replacement Fund. (Vote 4-0)**

WA #9 Maintenance Building Replacement:

**Mrs. Peaslee made a motion, seconded by Mrs. Collins, to approve \$30,000 to be added to the Maintenance Building Replacement Fund. (Vote 4-0)**

The Board will meet at 5:00 Tuesday December 11<sup>th</sup> at the SAU to vote on the Operating Budget and possibly a new Article for Paving Taylor Way.

### **New Business**

#### **Generator**

Mr. Williams said that the police department is getting a new generator for their building and the DPW was going to take the old generator to use for their building but they are single phase. The generator is three phase and we are also three phase so they asked if we wanted it. If we take the generator, he will have to get the electrician here to find out what it will run and the cost to set it up. It would have to go out to bid because it would be over the \$5,000. He doesn't believe that even with the generator that the school could be classified as a shelter.

**Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to accept the generator from the town. (Vote 4-0)**

#### **Gym Floor**

Mr. Williams said that the new Gym floor is off approximately 12 inches one way. When you're at the foul line you're not centered. The installer is taking 100% of the blame. He said we are working with a couple different companies including them. They're willing to come down and talk to see what we can do to make this right. Mrs. Peaslee asked how do you fix it? Mr. Williams said we have a couple different ways that we're looking at right now. Right now, we're looking at moving the basketball hoops. He said it way more cost effective. We're in the beginning stages of that right now. He wants to come up with a plan to bring to the Board to ask

what they think. Mrs. Taliaferro said if it's off center everything will be off. Mr. Williams asked the Board to let him get his numbers together and bring a proposal to you. Mrs. Taliaferro asked if this will cost the district any money. Mr. Williams said when he says numbers, he means measurements. Mrs. Kebler said they acknowledge they made a mistake; they're going to fix it and they're working with Mr. Williams to get that done. Mrs. Taliaferro said, isn't this something they should be trying to fix, not you trying to fix? Mr. Williams said we are working on this together. Mr. Williams spread out the original diagram that went out with the RFP. Mr. Williams said the Carl's and Son Flooring installed the floor wrong.

#### Judith Nason Expendable Trust

Mr. Ouellette said that Robbie Nason contacted Elizabeth Conner and she contacted Mr. Ouellette asked if he could change the trust from a bridge to a scholarship fund. The Board would work with Robbie to come up with a plan. There's \$10,000+ in the fund right now. This will be on the next agenda and Mrs. Kebler will bring the paperwork.

#### Re-open Public Hearing

Mrs. Collins reopened the Public Hearing to withdraw funds for the last payment for the leased bus from the Transportation Trust Fund at 7:49. Mrs. Collins said we have new information for the wording of the trust fund says to obtain vehicles.

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to pay \$18,220 to WC Cressey for the bus final lease payment from the Transportation Trust Fund.**

Mrs. Taliaferro asked if there would be money left in contracted services. Mrs. Kebler said there are two unanticipated out of district placements. Mrs. Kebler will ask Mr. Markiewicz if there is any line in the operating budget this can come out of. **(Vote 3-1)**

#### Follow Up

FY 18-19 There were 14 bus drivers on the payroll

FY 10-20 There were 13 bus drivers on the payroll

FY 20-21 There were 10 bus drivers on the payroll and they were all contracted and paid for 6.5 hours a day. Mrs. Kebler will have Mr. Williams retrieve the contracts from upstairs so she can give the Board better details.

Mrs. Peaslee said she had asked for the rosters that were commented about on Facebook for 2018-19 and 2019-20.

#### Winter Maintenance Truck

Mrs. Kebler said that Mr. Mitchell had given her a cost to plow the school of \$100,000 a year. She said Mr. Mitchell found a truck for the Facilities Department. It's a 2005 with a plow that needs breaks, pads, ball joints, and calipers. Mr. Mitchell is willing to install these items as long as the district pays for them. The total cost of the truck will be \$5,500. There is no line in the budget to purchase a truck. Mrs. Collins said the snow removal for sidewalks and roof will be going back out to bid and that could be added to it. After much discussion the Board made the following motions.

**Mrs. Peaslee made a motion, seconded by Mrs. Collins, to add a line in next year's budget for a truck.**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to purchase this particular truck this year from the operating budget for up to \$5,500. (Vote 4-0)**

### **Sub Committee Updates**

#### **Transportation Committee Update**

Mrs. Peaslee said we currently have 7 large buses. With seven drivers for next year that leaves no spares. She recommended that a Request for Proposals for a 77 passenger bus be put out now so, if the additional needed funds passes in March, it can be ordered immediately. She would like all the costs and information for sub-contracting the buses. She said when you contract out that company buys your buses and takes your drivers.

#### **Nominations. Hires, Resignations**

**Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve Jessie Mar-Long's long term leave of absence. (Vote 4-0)**

**Mrs. Kebler said that Bethany Whitten has rescinded her resignation.**

**Mrs. Kebler said that Lisa Wunderlich has rescinded her resignation through January 30<sup>th</sup>. There have been four applications for school nurse but all have been RN's not BSN's**

#### **Non Public**

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

The Board re-entered public session at 9:25

#### **Adjournment**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to adjourn the meeting at 8:32 (Vote 4-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary