



# Wakefield School Board Public Minutes

February 21, 2023

Held in the Paul School Library

Approved

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

Mrs. Collins called the meeting to order at 5:00.

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to enter non public under 91-A 3:11(c) at 5:00. Roll call: Ouellette aye, Collins aye, Peaslee aye, Taliaferro aye. (Vote 4-0)**

The Board resumed the meeting at 6:20.

## **Others Present:**

Wayne Robinson, Bob Adams, Kaitlin Spencer, Ryan Manning, Ashia Roy, Chris McKay and Mary Soares from Clearview TV

## **Agenda Review**

Mr. Robinson and Mr. Adams will be moved to first on the agenda. Add Danielle McKeller under resignations.

## **Presentations**

### **Gym Floor**

Mr. Adams told the Board that the waves and wrinkles in the new gym floor need to be repaired somehow. He said there were some inconsistencies with the subfloor itself. He said the floor also has bumps like a pebble got laminated under the floor. Mr. Ouellette asked about installing a different kind of floor that would cover the imperfections. Mrs. Taliaferro asked if we are able to have a different floor installed. Mr. Robinson said that the imperfections will eventually wear through the floor. He said as far as moving the baskets to match up with the foul lines leaves the other lines still off and will not give you enough overrun between the basket and the wall or stage.

His feelings are that it should be replaced as there are a lot of spots with imperfections. One of the volleyball sockets sticks up a little but it's enough to catch your foot on. He said this floor isn't just used as a guy. It has many uses. Mr. Ouellette asked if there was something that could be installed over this existing floor. Mr. Robinson said perhaps a laminate which would be three or four times the thickness of the present floor which Mr. Adams said was less than a quarter of an inch thick. Mr. Adams said he would be concerned that this wouldn't correct the leveling process.

**Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to replace the entire gym floor with a different floor. (Vote 4-0)**

Mrs. Kebler said that Mr. Markiewicz agreed to work two days a week until we hire a new BA has been in contact with Mr. Adams and will assist with the contract with the floor company. The Board, by consensus, agreed that Mr. Ouellette would take part in any walk throughs. Mrs. Taliaferro asked if the contract said anything about the warrantee. Mrs. Kebler said they are still reaching that hoping there is more than what's in Mr. Williams files. She said they have a letter stating that their insurance company is in receipt of the claim. Hopefully the insurance will cover everything. Just moving the basketball hoops was estimated to be \$38,000. The floor was \$108,000 plus an additional \$29,000 for leveling and grinding. We ended up paying \$108,000 plus \$38,495 for this. We paid \$3,530 for Hussy Seating to move bleachers. \$4,489 for Country Pickers. \$812 for volleyball sleeves. \$1,600 Waste Management for the old floor. \$1,475 for a moisture test. The total cost of the project was \$158,973.

### **Presentations, Public Hearings**

#### **PTA Update**

Mrs. Roy said they had a Valentine's Day dance with 150 kids in attendance. They will be having a movie night and an Easter bunny breakfast on April 2<sup>nd</sup>. They are still stocking the teacher's lounge and also providing snacks for all grades. They are still honoring students of the month.

#### **Public Comment 6:40**

Mr. Manning asked about the school getting winter attire. Mrs. Collins said we are going to have a clothing drive. Mr. McKay said we need to focus on curriculum. We need to look to the professionals and staff.

#### **Consent Agenda**

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

#### **Meeting Minutes**

**Mrs. Taliaferro made a motion, seconded by Mrs. Peaslee, to approve the 2-7-23 public minutes with an amendment. (Vote 4-0)**

## **Old Business**

### **Eureka Math**

Mrs. Collins said Eureka math was added to the agenda for the November 15<sup>th</sup> meeting. She said we didn't have enough information to move forward. It was the following week that she was told that the teachers were using it as a resource. We didn't hear anything back from parents until January. Teachers met Monday to develop a plan to help students move away from Eureka Math into the math programs that the other grades are using. Extra help will be available to students during this transition.

## **Follow Up**

### **Sandra's Questions**

Mrs. Taliaferro submitted some questions about staff evaluations. The answers were handed out to all Board members. She said that this is what's supposed to happen. How do we know it is happening. Is there a spreadsheet? Mrs. Kebler explained the evaluation process observations, reflections and summaries.

### Evaluation Process for Paul School Staff

1. What date are each department reviews/evals supposed to be done.

Wakefield Education Association: Certified teachers - Date evals/ to be done March 3<sup>rd</sup>.

Nomination to the board by March 7, 2023 - Contracts (by law) given to certified staff by April 15, 2023 (includes guidance counselors, nurse and long term subs.)

Process: Veteran Teachers - Two 20 minute observations and one 20 minute reflection/summary of observations/year - begin process of goal setting for FY 23-24

New Teachers (less than three years) - Three 20 minutes observations and one 20 minute reflection/summary of observations/year - begin process goal setting for FY 23-24 school year - Pre and Post observations conferences occur with each observation - each observation and summary/reflection is signed by evaluator and staff member

### Wakefield Paraeducator Association

Process:

Evaluated by Director of Special Education - observations and feedback given to director by special education and regular education teachers that work with staff member Evaluated annually with rubric designed last year (Danielson Framework) Reflection and summary of year and begin goal setting for FY 23-24 Summary of rubric is signed by evaluator and staff member Date/Evals need to be done by March 28, 2023 Contracts to Wakefield Paraeducator Association by May 15<sup>th</sup>

#### Wakefield Unaffiliated Staff

Process: Evaluated by immediate supervisor - annual evaluation in checklist format due to staff by May 31, 2023 - contracts to follow - Evaluations are signed by employer (immediate supervisor) and employee

Wakefield Administrative Team :

Process:

Mid-year self-reflection and summary with Superintendent - set goals for remainder of year,

Midyear reflections and end of year summary signed by both evaluator and staff member.

Midyear reflection is a reflection of job responsibilities and teacher observations. Contracts to be given to admin staff by April 15, 2023

Mrs. Taliaferro also asked about the Mentor/Mentee program.

2. How often and when do they have mentor meetings

a. Mentor/Mentee meetings are quarterly with School administration

b. Mentor's meet once a week with Mentor's

c. Mentors are to do two classroom visitations with data collection Evaluation Process for Paul School Staff

1. Suggested these visits happen in December and April

d. Complete End of Year survey

e. Mentor Teacher Reflection/Summary of interaction to be done monthly

f. New this year: instructional coaching once a week with Elaine Millen (consultant) by referral of school administration - currently doing instructional coaching for I teachers.

3. How often do they (school admin?) have team meetings?

a. Mrs. White and Mrs. Leavett-Carlson meets once a week with their grade level teams they are assigned to. This meeting is a time when administrator and grade level teams look at data, discuss teacher needs and concerns and look at individual students' progress and next steps.

4. How often and when are the different performance reviews for new hires? When are they done? Are they signed and dated

a. Two of the four observations are to be done in the first 90 days of school and are signed and dated. All evaluations are to be filed in staff members personnel files. Summer work:

Much stronger onboarding process for new teachers - stipend paid (mentor/mentee attend)

District Leadership Team develop professional development by goals set at end of school year.

Current Professional Development Plan in revision - to be approved by state June 30, 2023

Mrs. Taliaferro asked when do we catch when students aren't doing well? Mrs. Kebler asked if Mrs. Taliaferro thought an administrator should be looking at grades. Mrs. Taliaferro felt someone should if children are continuing to fail without it being rectified. She said we shouldn't have anyone failing. Mrs. Kebler said there have been inconsistencies on how evaluations have

been done in the past. All evaluations were completed in a timely fashion last year. If a teacher will be on an improvement plan they were told.

#### Judy Nason Trust Fund

The attorney that was at the Deliberative session is working with Mrs. Kebler to change the language because the trust says it's to start with the footbridge. It has to be changed by the Attorney General. This will take some time and the scholarship may not come out until summer. Mrs. Kebler will reach out to Mr. Nason and let him know.

#### DOE Complaints

Mrs. Kebler said that Mrs. Taliaferro had asked how many complaints had gone to the DOE this year. There have been two complaints on file for two different things, more than one person has complained. One was about the text message with the emojis and the second was around the bullet found in a classroom. All the information was sent to the complaint officer, Mr. Ferrell. Each complaint was dismissed saying we had done what we needed to correctly.

Contracted service will begin on Monday for a Special Ed student and there will soon be seven bus drivers. Mr. Kebler said they have interviewed two people for Transportation Coordinator, neither came from Indeed. They have received a couple BA applicants. They also have a nurse applicant through Indeed and it looks like they may work out.

#### Indeed Update

#### Scholarships

##### WSB

The Board, by consensus, chose "Who has had the most influence in your life other than a family member and explain why" for the writing prompt for the Wakefield School Board Scholarship.

#### **New Business**

##### Transportation Bids

They received no bids for contracted services from transportation companies.

They receive two bids for a 77 passenger bus. One from W.C. Cressey and one from DeVivo.

The bus bids will go to the Transportation Committee for a checklist summary. Mrs. Peaslee said that we have all Thomas buses now and that's what the drivers trained on and are used to.

#### **Policies**

ADC – Tobacco Products Ban Smoke Free Workplace (referenced in other policies)

**Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to remove Policy ADC from the policy book. (Vote 4-0)**

BBBB – Board Membership (doesn't apply)

**Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to remove Policy BBBB from the policy book. (Vote 4-0)**

BBBH – Recognition of Organization and Operation of SAU Board (doesn't apply)

**Mrs. Peaslee made a motion, seconded by Mrs. Collins, to remove Policy BBBH from the policy book. (Vote 4-0)**

BFE – Administration in Policy Absence (redundant)

**Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to remove Policy BFE from the policy book. (Vote 4-0)**

IJLL - Review of Challenged Library/Media Central Material (2<sup>nd</sup> Reading)

IJLL-R - Review of Challenged Library/Media Central Material Procedure

After some discussion the Board decided these two policies will go back to the Policy Committee for clarification.

#### Tech Committee

Mrs. White said they met last Thursday. They want to do a Tech Tuesday to talk about all the tech resources they have but teachers haven't signed up for it. They talked about an asset inventory. A survey that was sent to staff only had twelve responses. They decided to pass it out at the next staff meeting and give everyone time to fill it out. She is working on formatting their drive so it's easier for everyone to access information. A tech tip will be added to the weekly happenings. They are working on passwords so everyone has the correct ones. They are looking at a summer project changing student accounts to their student ID number. They are looking at replacing 10-20% of the Chromebooks each year. Howard systems is looking at that. There was discussion about having a no tech week. They are trying to recruit more staff to be on this committee.

#### Curriculum

Mrs. Kebler said we need to talk more about curriculum. She put what the Curriculum committee had done over that last five months in their packets. She read a list of goals they have been working on. Continuity from grade to grade with clear accountability. The Committee discussed how to bring this to staff to begin the process looking at teachers needs, the benefits and staying power. She said she feels an urgency to get this work done. Mrs. Kebler said their standards book has 158 pages and they want to narrow it down to what is most relevant and vertically align from K-8. They are working with teachers who will identify what they feel are the most important

standards to see if each grade level teacher agrees what is most important. They will have an intense week long process this summer on standards to have them in place the beginning of the school year. Once standards are in place we will look at the available resources. This will be a priority. Input from parents is also important. Vertical Teaming will be put back in place in the fall. Curriculum will be on the agenda for each meeting. Mrs. Collins said the Curriculum Committee is doing amazing work. Mrs. Kebler said teachers are following standards. We have to make it consistent and relative.

Mrs. Kebler said we had a public forum about safety and there were nine people who attended. Mrs. Taliaferro asked to have a list of committees community members can join and also the steps to follow if you have a complaint or a problem and post them in the front hallway with information on who to contact.

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to seal the first session non public minutes until February 21, 2033. (Vote 4-0)**

#### **Nominations/Hires/Resignations**

**Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to accept Danielle McKeller's resignation with regret. (Vote 3-1)**

#### **Non Public Session**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to enter non public under RSA 91-A 3:11 (c) at 8:05. Roll call Vote: (4-0) Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye.**

The Board re-entered public session at 9:00.

**Mr. Ouellette made a motion, seconded by Mrs. Collins to seal the minutes of the second non public session until 2-21-28. Roll call Vote: (4-0) Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye.**

#### **Adjournment**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to adjourn the meeting at 9:05 (Vote 4-0) Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye.**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary

