

Agenda Worksheet

School Administration Unit #101 Wakefield School District Board Meeting:

Paul School Library

60 Taylor way, Sanbornville, NH

**Non Meeting- Board Member Orientation
5:00 pm**

Date: Tuesday, May 2, 2023 at 6:00pm

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **BOARD REORGANIZATION**
 - a. Committees
 - i. Budget Committee
 - ii. CIP
 - iii. Curriculum
 - iv. Facility
 - v. NHSBA Delegate
 - vi. Paraprofessional Negotiations
 - vii. Policy
 - viii. Professional Development
 - ix. Rhines Rd
 - x. Strategic Planning
 - xi. Town Safety/Joint Loss
 - xii. Technology
 - xiii. Transportation
 - xiv. Wellness
3. **AGENDA REVIEW**
4. **PRESENTATIONS, PUBLIC HEARINGS**

Howard Systems
5. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
6. **CONSENT AGENDA**
 - a. AP Manifest - Batch #38818, \$170,840.61; Batch #38820, \$2,839.41; Batch #38816, \$1,294.87
 - b. Payroll Manifest - Batch #38827, \$216,441.57; Batch #38804, \$67,491.27
7. **MEETING MINUTES**
 - a. WSB Non Public Minutes 4.18.23
 - b. WSB Public Minutes 4.18.23
8. **REPORTS**
 - a. First meeting of month:
 - i. Superintendent's Report
 - ii. School Administration Report
9. **OLD BUSINESS**
 - a. Follow-Up
 - b. Bus Driver Manual
10. **NEW BUSINESS**
 - a. WSB Scholarship

Agenda Worksheet

11. POLICIES (indicates first or second reading)

1. **BEDB-** Agenda Preparation and Dissemination (2nd Reading)

12. OTHER BUSINESS

13. NOMINATIONS/HIRES/RESIGNATIONS

Jessie Mau Woody
Kathleen Tyler
Bethany Whittum
Lisa Dubois
Tara Dexter

14. CORRESPONDENCE

Ryan Manning

15. NON-PUBLIC: RSA 91-A:3 II (C) , if required.

16. ADJOURNMENT: _____ PM

Upcoming: The next Wakefield School Board meeting will be held May 16, 2023.

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

Agenda Worksheet

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 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
Committees
2023-2024**

Budget Committee	Members
Date/Time: TBD	
CIP	Members
Date/Time: TBD	
Curriculum	Members
Date/Time: 2nd Thursday of month 6:00 PM	
Facility	Members
Date/Time: 3rd Thursday of month 5:15 PM	
NHSBA Delegate	Members
Date/Time: TBD	
Paraprofessional Negotiations	Members
Date/Time: TBD	
Professional Development	Members
Date/Time: TBD	

Rhines Road	Members
Date/Time: TBD	
Strategic Planning Committee	Members
Date/Time: TBD	
Town Safety/Joint Loss Committee	Members
Date/Time: TBD	
Technology	Members
Date/Time: 4th Thursday of month 7:30 AM	
Transportation	Members
Date/Time: 1st Tuesday of month 5:15 PM	
Wellness	Members
Date/Time: TBD	

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Check Batch: 38818
 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
38818	22222	04/14/2023	8900	ANDERSON'S ALPHABET U	0.00	288.23
	22223	04/14/2023	9607	Bio Company Inc	0.00	475.79
	22224	04/14/2023	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	225.00
	22225	04/14/2023	1190	CLEAN-O-RAMA	0.00	723.90
	22226	04/14/2023	342	CROWELL'S TOWING & REPAIR	0.00	684.66
	22227	04/14/2023	363	DIPRIZIO GMC TRUCKS INC.	0.00	2,585.41
	22228	04/14/2023	1402	FRESH PICKS CAFE, LLC	0.00	22,777.88
	22229	04/14/2023	1422	HACKWORTH FIRE & SERCIRITY	0.00	812.00
	22230	04/14/2023	9477	HOWARD SYSTEMS	0.00	8,250.00
	22231	04/14/2023	2161	HOWE TWO LAWN CARE & LANDSCAPING LLC	0.00	2,575.00
	22232	04/14/2023	23	JP PEST SERVICES INC	0.00	505.00
	22233	04/14/2023	923	LEGO EDUCATION	0.00	1,099.50
	22234	04/14/2023	497	LHS ASSOCIATES, INC.	0.00	1,342.55
	22235	04/14/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	61.13
	22236	04/14/2023	9324	MATHEMATICALLY MINDED	0.00	297.00
	22237	04/14/2023	9610	MOELLER, TRESSA RYAN	0.00	450.00
	22238	04/14/2023	2288	MSB SCHOOL SERVICES	0.00	49.99
	22239	04/14/2023	2128	NAPA AUTO PARTS	0.00	21.99
	22240	04/14/2023	192	NEW ENGLAND BACKFLOW, INC	0.00	150.00
	22241	04/14/2023	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	179.80
	22242	04/14/2023	596	NH SCHOOL HEALTH CARE COALITION	0.00	81,752.50
	22243	04/14/2023	260	PARKER EDUCATION	0.00	7,453.68
	22244	04/14/2023	1209	SALMON PRESS, INC	0.00	120.00
	22245	04/14/2023	9428	SOARES, MARY	0.00	230.93
	22246	04/14/2023	9530	SOLJANT	0.00	12,012.50
	22247	04/14/2023	9585	ST CHARLES SCHOOL	0.00	22,631.12
	22248	04/14/2023	1119	STAPLES CREDIT PLAN	0.00	257.11
	22249	04/14/2023	1724	STATE OF NEW HAMPSHIRE	0.00	163.60

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	22250	04/14/2023	1437	STRATHAM TIRE, LLC.	0.00	597.52
	22251	04/14/2023	1570	THE PARENT INSTITUTE	0.00	389.00
	22252	04/14/2023	9191	TORRES, LUIS	0.00	733.60
	22253	04/14/2023	2957	VOYA CLAIMS FUNDING	0.00	596.80
	22254	04/14/2023	2164	W.B. MASON COMPANY	0.00	267.42
	22255	04/14/2023	1944	WINNIPESAUKEE DRUG CONSORTIUM SERVICES L	0.00	80.00
Totals:					0.00	\$170,840.61

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro, School Board Member

Robert DeColfmacher
Robert DeColfmacher, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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34 Checks Listed.

2

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 59329

Check Batch: 38820
 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
38820	90230	04/14/2023	8927	IRVING ENERGY-PROPANE	0.00	2,418.42
	90231	04/14/2023	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	420.99
Totals:					0.00	\$2,839.41

9

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Robert DeColimacker
Robert DeColimacker, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

10

2 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 38816
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
38816	90228	04/13/2023	1706	CHARTER COMMUNICATIONS	0.00	444.87
	90229	04/13/2023	1706	CHARTER COMMUNICATIONS	0.00	850.00
Totals:						\$1,294.87

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Brennan Peaslee, School Board Vice-Chairman

Sandrea Taliaferro, School Board Member

Robert DeColman
Robert DeColman, School Board Member

Bob Ouellette
Robert Ouellette, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

12

2 Checks Listed.



Wakefield School Board Public Minutes

April 18, 2023

Held in the Paul School Library

Draft

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 6:00.

Others Present:

Marc Taliaferro, Katie Howard, Relf Fogg, Sam Carberry and Mary Soares from Clearview TV.

Board Reorganization

Superintendent Kebler opened the meeting and led those present in the flag salute. She then called for a nomination for Chairman of the Board.

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to nominate Mrs. Collins as Chair. (Vote 3-1)

Mr. Ouellette made a motion, seconded by Mrs. Collins, to nominate Mr. DeColfmacker as Vice Chair. (Vote 3-1)

Agenda Review

Add Drivers Manual under Old Business

Mrs. Taliaferro feels that the Board should have waited for the reorganization until Mrs. Peaslee could be at the meeting. It was her understanding that Mrs. Collins was just going to contact the attorney to see if they would be in violation if they waited a month until Mrs. Peaslee returned. The attorney told her it was not a violation of the law but it was a policy. Mrs. Taliaferro said we can waive policy. She said we are supposed to do the reorganization and the subcommittees all at the same time, right? Mrs. Collins replied that the committees could wait. She also said that the policy states that the reorganization of the Board happens at the first meeting after the elections. Because of the recount this would be the first meeting that it could be done. She said Until the election of a new Chair the current chair will continue to be the Chair. She went on to say you cannot ask the Superintendent to run meetings as she is not an elected official.

Mrs. Taliaferro doesn't believe that's what the policy states. She said she had sent the Board an email and felt she explained why it should have been postponed. She believes the policy said

technically there is no Chair until a vote is taken. Mrs. Collins explained that the Chair continues to be the Chair until the vote is taken. Mrs. Taliaferro read the following: I have read Policy BDA and it says it has to be posted as an organizational meeting and it does state that the superintendent will call the meeting to order and shall preside during and until the election of a chair person. BEDB the chair, person, and vice chair person shall be elected at the annual organization meeting to serve until successor is elected.

Mrs. Taliaferro said that if we waited Mrs. Kebler could still run the meeting and we could still take votes. She didn't feel it was fair to elect specific board duties when a full Board wasn't present. Mrs. Peaslee asked that we wait and no laws would have been violated if we had waited. Mr. Ouellette and Mr. DeColfmacker both recalled that Mrs. Peaslee had asked the Board to wait to do committees not the Chair and Vice Chair. Mr. Ouellette said by policy we had to elect the Chair and Vice Chair, which we did tonight but we would wait for committees. Mrs. Taliaferro said NHSBA said we could waive the policy. He also said that we have a contradictory policy BEDB.

Public Hearing, Presentations

None

Public Comment 6:12

Mr. Fogg asked whether the Board had adopted the policy that limits the speaker to three minutes. Mrs. Collins said it hasn't been approved. She said the law is thirty minutes for Public Comment and we have been following that law. Mr. Fogg said he had inspected bus 21 and 28 and the two way radio was only in bus 28. The two way radio was ripped out of bus 21. He said all new buses come with cameras so he'd like to keep the cameras on the buses he purchased. Mr. Fogg wanted to continue past his three minutes and talk about what was stated in the minutes which he believes were incorrect. Mrs. Collins informed him that wasn't on the agenda and his public comment time had elapsed. Mr. Ouellette told the Chair to proceed with the business of the Board.

Consent Agenda

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

Meeting Minutes

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the non public minutes of 4-4-23 with a correction. (Vote 3-1)

Mr. Fogg made an obscene gesture at the secretary and Mrs. Collins asked him to leave. Mr. DeColfmacker stated, on the record, that if Mr. Fogg was going to use profanity in front of minors he would have to leave. There were students present. He said showing the finger is profanity and Mr. Fogg agreed. He said you can leave or conduct yourself appropriately. Mr.

Fogg responded that he could conduct himself appropriately. Mr. DeColfmacker said last warning.

Mrs. Soares asked if the minutes could be tabled until the video can be checked for accuracy. Mr. DeColfmacker said there was a report that the property was too heavily forested. Mrs. Colbath said what she put in the minutes what was said. Mr. DeColfmacker said that was exactly what was said. Mrs. Colbath said the information had come from the approved Conservation Commission minutes and was accurate. She said there might be a question if that was true or not but she put in exactly what was said in those minutes.

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the public minutes of 4-4-23. (Vote 4-0)

Reports

Student Services Report

The middle school special education team is in the midst of 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 support 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. The preschool team is setting up their spring Child Find Clinic as well as working with the kindergarten team in preparation for Kindergarten Registration.

Wakefield School District Special Education Numbers: Little Paws (PreK): 8 identified students and 11 non identified, Paul School: (K-8): 81 students, Spaulding High School: (9-12): 21 students, Kingswood: (9-12): 2 student, Out of District Placements: 8 students
Total number of students with disabilities: 120

Financial Report

Mrs. Kebler said under Special Ed Contracted Services there is about \$360,000 that should be posted under grants and Mr. Markiewicz is working on that. Mrs. Collins asked what FFVP stood for. Mrs. Kebler said Fresh Fruits and Vegetables Program. Mr. Markiewicz said that in the fourth quarter it's normal to have a 3% target range of monies that is left and we have about 5%. In May we will start closing encumbrances. Some high ones will likely be closed.

Mr. Markiewicz has started to put some procedures in place based on Wakefield Policies. A Personnel Action Form is for the purpose of keeping track of personnel within their accounting system to be used inhouse. The Budget Transfer Request Form as per policy that says anything above \$5,000 needs School Board approval. This would apply to hiring our own custodians.

Discipline Report

Mrs. White went over the discipline report charts. Discipline referrals were listed per month by behavior, time, day of the week, location, grade and also multiyear referrals last year and this year. A report will be given to the Board each month.

Old Business

Gym Floor

Mr. Markiewicz has been working with the insurance company who brought in an independent insurance investigator. The investigator found that layout is definitely a problem. It's not laid out correctly. He also said the subflooring may be defective. The report went to the insurance company and it's up to them if they release it. The investigator, Jim Thibodeaux, said a person he knows who has expertise in subflooring will take a look at the floor over vacation. Mr.

Markiewicz has had no luck talking to the company. The insurance company said the amount of coverage would be \$25,000 so further steps will have to be taken. Mrs. Kebler said a contract has not been found. They looked through Mr. Williams files and the prior Financial Managers file and have found nothing. Mrs. Kebler remembers signing the contract. Mr. Ouellette said the last conversation he had with Mr. Williams was that the company would stand by fixing it.

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to pursue legal council and any cost applied to the insurance company and act as a liaison. (Vote 4-0)

Mr. Ouellette had received permission from the Board to meet with Bob Adams and the flooring Company but the flooring company never came in. He said he thinks the sub floor is a problem too along with the misalignment. Mr. DeColfmacker asked if the Contractor ever come to Mr. Williams or the Board and told us that there could be a potential problem with the subfloor? Mr. Ouellette said no, not as far as he knows. Mrs. Collins said she believes there was an added cost to take care of the subfloor if there was an issue with it. We were not updated on any problems or issues.

School Bus Driver's Handbook

After some discussion the Board decided to wait for Mrs. Peaslee to be present to approve the handbook.

New Business

Writing Club Stipend Proposal

A seventh grade student inquired about a writing club to share their ideas and thoughts. They're not typing, they're writing. Mrs. Soares agreed to head this club. Grades four to eight can participate. Mrs. Soares said they write for the first forty minutes and the discussion that comes up may be a little deep for younger children.

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the \$200 stipend for the writing club. (Vote 4-0)

The Board thanked Mrs. Soares for taking this on.

The teachers CBA requires that a committee get together in the spring and determine what stipends there will be. They reach out to teachers to see what teachers would like to do for stipends. If the CBA has listed stipends they will not come to the Board for approval. They will try to get some stipend activities that reach the lower grade levels. When the committee meets and stipends are identified Mrs. Kebler will bring that list to the Board.

School District General Assurances

Mrs. Kebler said these are approved once a year and they have to be in place in order to accept any federal grant money. She has read them and there are no changes from last year. Mrs. Collins and Mrs. Kebler will initial them and Mrs. Collins will sign them.

York's Wild Kingdom Pre K, Kindergarten Field Trip approval

This trip needs to be approved because it's out of state.

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to approve the York's Wild Kingdom field trip. (Vote 4-0)

Policies

JFACC – Tuition Expenses for Wakefield Residents (2nd Reading)

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

BEDB – Agenda Preparation and Dissemination (2nd Reading)

Mrs. Taliaferro said Attorney Phillips had asked her if the Board has waved this policy because it contradicts the other agenda policies. There are policies that are identical in writing and Mrs. Collins is in the process of going through the whole policy book. Mrs. Collins said we have 348 policies. Mrs. Taliaferro said, and we only need 70 something. Mrs. Kebler asked about the policy workshop the Board used to have. Mrs. Collins said the policies are old. They are caught up on the ones that are mandated each year, she said NHSBA sends out updates on changes in the law and they look at those policies. Mrs. Kebler gets the changes from the NHSBA and the NHSAA. Mrs. Collins said you can also find updates on the NHSBA website and you can sign up to get them emailed to you. Mr. Fogg suggested changing all the words should to shall in the policy because the policy cannot be enforced with the word should in it. Mrs. Taliaferro asked that this policy go back to committee for the contradictions between the two policies. Mrs. Collins said she would also look at the supporting policies. Mrs. Howard asked what happens if a Board member doesn't come prepared. Mrs. Collins said they should come prepared. There's nothing we can actually do. Mr. DeColfmacker said you can read the packet but sometimes there is additional information you weren't aware of.

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to table policy BEDB until the Policy Committee can take a look at it. (Vote 4-0)

Nominations/Hires/Resignations

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve Lisa Dubois as Director of Special Education. (Vote 4-0)

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve Ivy Levitt-Carlson as Assistant Principal. (Vote 4-0)

FYI

Candice Schumacher as ABA Tutor

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to accept the resignation of Kristen White with regret. (Vote 3-1)

Mr. Ouellette made a motion, seconded by Mrs. Taliaferro, to accept the resignation of Mary Soares with regret. (Vote 3-1)

Correspondence

Parks and Rec Town Clean-up Day

Mrs. Collins announced the Town Clean-up Day this Saturday sponsored by Parks and Rec.. If you would like to help meet at Turntable Park at 8:00. Please bring gloves.

Non Public Session

Mr. Ouellette made a motion, seconded by Mrs. Collins, to enter non public under RSA 91-A 3:11 (c) at 7:33. Roll call: Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye DeColfmacker aye. Vote: (4-0)

The Board re-entered public session at 7:39.

Mrs. Kebler said she needs a Board member for the Principal Search Committee Interviews. By Board consensus Mr. DeColfmacker will be that Board member with Mr. Ouellette the alternate.

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to table the Bus Drivers Manual until the second meeting in May. (Vote 4-0)

Mr. Ouellette would like to see more community activity. The Board suggested a parent action featuring student art, Curriculum Fair, Career Day, Student Concerts. The Board will make individual lists of ideas and bring them to the next meeting.

Adjournment

Mr. Ouellette made a motion, seconded by Mr. Ouellette, to adjourn the meeting at 7:56. (Vote 4-0) Ouellette aye, Collins aye, Taliaferro aye, DeColfmacker aye.

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Superintendent Report
Wakefield School District
May 2, 2023

With only a short 6 weeks left of the school year, it is hard to believe we are here. It's been a busy year and the remainder of the school year will be busy for sure!!

A very important task this spring will be to hire our new Principal, and Director of Student Services. Below is a draft of the process we will be following for our Principal search.

The approach to our principal search is somewhat different this year and is still in draft form. Dates are tentative based on whether our interviewing committee is available on all of these dates.

April 27/28/2023	Superintendent Screening	Anne
May 2, 2023	Interview Committee mtg.	3:30-4:30 pm
May 4, 2023	2 Interviews - Library	3:45 pm and 4:45 pm
May 8, 2023	2 Interviews - Library	3:45 pm and 4:45 pm
May 8, 2023	Debrief - narrow to 2 finalists	4:45 - 5:30
May 10, 2023	Finalists meet with school (see below)	
May 11th, 2023	Final Meeting to review data selected and choose a candidate	3:45

The addition to our process is a half day where the two finalists will meet with a group of classroom students, a group of our parent community representatives and our staff. This has been outlined in terms of a scheduled plan but is also still in draft form. After the visits the two finalists will meet with the school board for ½ session each as an informal opportunity for the school board to ask any questions they may have. A rating scale will be used at all sessions which will be used to assist us in the final decision making.

I am pleased to say that all but 2 certified teachers are returning for the 23-24 school year. We are still struggling with maintaining a stable staffing of our para educators and ABA Tutors, however we continue to advertise and interview those candidates that meet the criteria.

Respectfully,
Anne Kebler
Superintendent, SAU 101

Paul School Administration Report
May 2023

- On April 3rd our Mentors and mentees met to discuss keeping the momentum going between now and the end of the year, SAS assessments and modulars, opportunities for mentors/mentees to observe each other, and summer school expectations. We look forward to one more mentoring meeting between now and the end of the school year where we will celebrate their hard work as well as seek feedback around the program and share ideas of how we can better support our staff.
- Our second practice lockdown took place on April 4th. Staff and students did a great job of securing their locations, seating themselves in a hard corner, and remaining quiet through the duration of the drill. Thank you to the Wakefield Police Department for their support in helping us with these drills.
- On April 12th, we had members of the Spaulding class of 2023, who had attended the Paul School, complete their Community Day activities here at the Paul School. These students represented the strong values of our school community, they were helpful, kind and were willing to do whatever we needed them to do. We enjoyed having them here to inspire our students. We loved hearing stories of their time at the Paul School and the lessons they learned throughout their time here and how they used these lessons along the way. Congratulations to the class of 2023!
- On April 13th, the curriculum committee reviewed our staff work on definitions and looked at how we planned to examine standards in our next staff meeting. We also examined documents allowing grade spans to compare standards, and began discussing professional development opportunities for summer.
- On April 14th, Staff participated in a professional development half day in which we continued our work to come to a common understanding around curriculum, instructional resources, instructional practices, standards, and assessment. This work is setting the stage for our next professional day on May 19th.
- On April 20th we held a practice fire drill. We were able to evacuate the building and have everyone present and accounted for in less than 8 minutes. Students did an excellent job of staying quiet throughout the duration of the drill. .
- Our Tier 2 team has continued to work to strengthen our Check In Check Out program, and will be examining our data and considering how to improve upon this program for next year. Push in support for third grade students have continued to allow students to explore concepts of respect and kindness and emphasized our Be Statements.
- On April 21st we honored our Outstanding Students of the Month: Grace Cheney, Ryker Flynn, Ashlynn Dow, Alice Elliott, Simon Peterson, Sameer Matos-Refugio, Jack Flynn, Alan Leach-Ireland, Maverick Richard, Liam Delisle, Gavin Lamper, Chase Logan, Matthew Krafton, Carter Brown, Lilli Zanis, Rebekah Sanborn, Emma Howard, Allyson Bergeron, Sophia Cronch, Zoey McGaw, Nicholas Wyman, Trinity Hayward, Izzy

Correia, Kaylee Durant, Aislynn Boles, Piper VanDine, Alexis Hicks, and Emma Cullity. Our outstanding staff member for April was Shane Krafton.

- Community Day - Earth Day - On April 21st, students and staff participated in an Earth Day themed Community Day. Many classes spent their time cleaning up around the school. Buddy classes worked together to have a positive impact on our school community and foster positive relationships that will continue to build a better school community. Students also created Earth Day themed crafts and watched videos about the environment.
- Each year, students in grades 3 through 8 participate in the New Hampshire Statewide Assessment System (NH SAS), taking tests in Reading/English Language Arts, and Mathematics; grades 5 and 8 also take a State Science test. Each test is 50 minutes and is administered electronically. Students who have the most significant cognitive disabilities are eligible to take the Dynamic Learning Maps (DLM) Assessment, as designed in their active individualized education program (IEP). Testing schedules were sent home before April Vacation, and teachers have been busy using the modular assessments to help students prepare for these tests. Along with student work, classroom assignments, projects, essays, and local assessments, state assessment results serve as one tool for measuring the degree to which students are on track to graduate from high school; results are also used to inform future instruction in the classroom. Parents/guardians may access training tests for the NH SAS by going to the portal at <https://nh.portal.airast.org/training-tests.shtml>.
- Student SAS results are generally available within 10 days upon the student completing the test. The Paul School will send a student's Individual Score Report home as soon as possible after receiving results and certainly before the end of the school year. DLM scores will be released to Districts in early July. Schools will then send home to each family the Individual Score Report for each student who took the DLM assessment as soon as possible upon receiving the results.
- Families were able to exempt their students from this year's state assessment (permitted in RSA 193-C:6) and opt-out paperwork was due on April 21st. If one chooses to exempt the student from the assessment, no scores or summary of individual student performance, based on the statewide assessment, will be provided to the family.

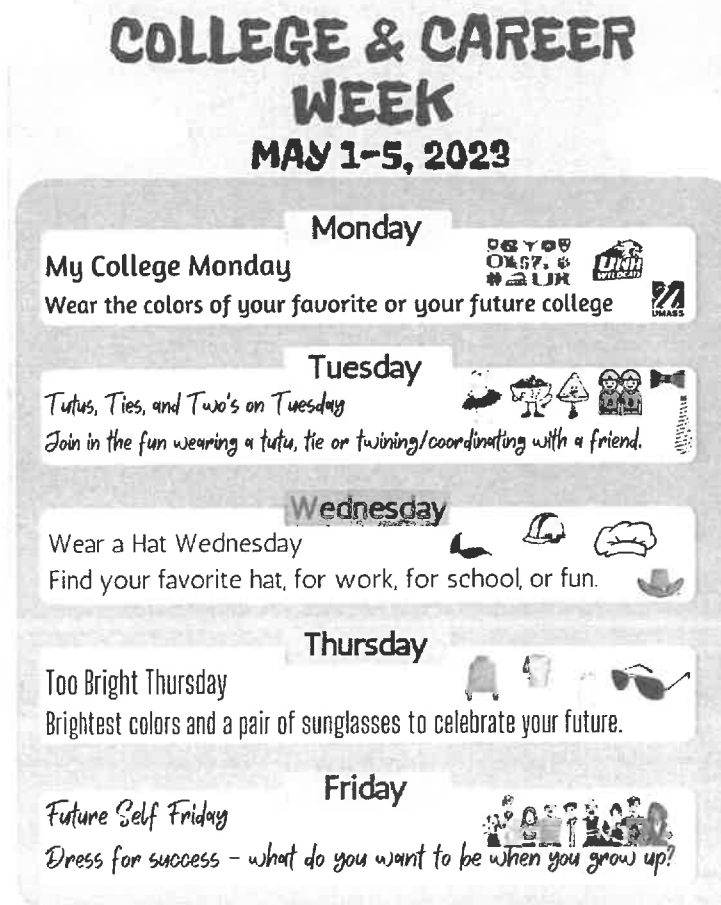
May 2023		NWEA and SAS		Testing Schedule	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
1	2	3	4	5	
	band concert 9-9:45 NWEA Grade 7 and 8 ELA Block 1 NWEA Grade 5 and 6 ELA 10:35	9 am Fire Drill NWEA Grade 7 and 8 Math Block 2	NWEA Grade 5 and 6 Math 10:35 NWEA 7 and 8 Retakes	NWEA 7 and 8 Retakes	
8	9	10	11	12	
Grade 6 Reading 10:30-12:30	Grade 7+8 Reading 10:00-12:00	Grade 5 Reading 10:30-12:30 Grade 4 Reading 12:50-2:50	Grade 3 Reading 9-11:30	Makeups: Grades 3+4: 9:00 Grades 7+8: 9:40 Grades 5+6: 10:30	
15	16	17	18	19	
Grade 6 Writing 10:30-12:30	Grade 8 Science 11:00-1:00 Makeups: Grade 6 Writing 10:30 Grade 3 and 4 NWEA Math 9:15	Grade 5 Science 10:30-12:30 Grade 3 and 4 NWEA ELA 9:15	Makeups: Science (5+8) 10:30	Teacher Workshop	
22	23	24	25	26	
	Grade 3 Writing 9-11:30 Grade 4 Writing 12:50-2:50	Grades 1-3 Concert 2pm	Grade 7+8 Writing 10:00-12:00	Community Day Schedule Makeups: Grades 3-4: 9:00 Grades 7+8: 9:50	

29	30	31	1	2
Memorial Day	10 am Fire Drill Grade 4 Math 12:40-2:50	Grade 6 Math 10:30-12:30	Grade 5 Writing 10:30-12:30 Grade 7+8 Math 11:00-1:00	Makeups: Grade 4: 9:00 Grades 5-6: 10:30

5	6	7	8	9
Makeups: Grades 7+8: 9:40	Grade 5 Math 10:30-12:30	Grade 3 Math 9-11:30	All Remaining Makeups: Grades 3-4: 9:00 Grades 5-6: 10:30	All Remaining Makeups
12	13	14	15	16
STAR Testing Math or Early Literacy	STAR Testing ELA or Early Literacy	STAR Testing Makeups	Field Day?	Rain Date Field Day
19	20	21	22	23
	1/2 day Last day of school			

Important Dates:

- Monday May 1- Friday May 5- College and Career Week



College and Career Spirit Week is used to promote opportunities for our students to dream big, while thinking about future aspirations and goals. K-5 classes are encouraged to take time to use the [Hopcs.Dreams.Goals.pdf - Google Drive Activity](#), while 6-8 are encouraged to explore [Roadmap of Life - Lesson Plan - Google Docs](#). Grades 7&8 will have opportunities during flex block to explore career, learning, and personality interest surveys, as well as videos about careers.

- Monday May 1 - Writer's Club- 3:15 - 4 PM- Paul School Library
- Monday May 1 - PBIS Universal Team Meeting - 3:30 PM Room 414
- Tuesday May 2 - School Board Meeting - 6 PM- Paul School Library
- Wednesday May 3 - Fire Drill
- Wednesday May 3- PBIS Tier 2 Team Meeting - 10 AM - Conference Room
- Wednesday May 3- District Leadership Team Meeting- 1:45 PM- SAU Conference Room
- Thursday May 4 - May 5- No School for Kindergarten students- Kindergarten Registration

- Thursday May 4- Softball and Baseball home game- 4:30 PM
- Monday May 8- Friday May 12- Educator Appreciation Week
- Monday May 8- Writer's Club- 3:15 - 4 PM- Paul School Library
- Monday May 8- Softball and Baseball home game- 4:00 PM
- Tuesday May 9 - Team Leader- 3:30 PM- Paul School Library
- Tuesday May 9 - PTA Meeting- TBD- 5:30PM
- Tuesday May 9- Softball and Baseball home game- 4:00 PM
- Wednesday May 10- PBIS Tier 2 Team Meeting - 10 AM - Conference Room
- Wednesday May 10 - Policy Committee Meeting- 10:30 AM- SAU Conference Room
- Wednesday May 10- District Leadership Team Meeting- 1:45 PM- SAU Conference Room
- Wednesday May 10- Grade 8 Boston Information night - 6PM in Mr Fairfield's classroom
- Thursday May 11- PTA Game Night- 4:30-7:30 PM- Paul School Gymnasium
- Thursday May 11- Curriculum Committee Meeting- Zoom- 6PM
- Monday May 15- PBIS Universal Team Meeting - 3:30 PM Room 414
- Monday May 15- Writer's Club- 3:15 - 4 PM- Paul School Library
- Tuesday May 16- School Board Meeting- 6PM Paul School Library
- Wednesday May 17- PBIS Tier 2 Team Meeting - 10 AM - Conference Room
- Wednesday May 17- District Leadership Team Meeting- 1:45 PM- SAU Conference Room
- Wednesday May 17- Softball and Baseball away game- 4:00 PM
- Thursday May 17th- Progress Reports
- Thursday May 17th- Band Concert 6PM- Paul School Gymnasium
- Friday May 19- No School- Staff Workshop Day
- Friday May 19- Softball and Baseball away game- 4:30 PM
- Monday May 22- Thursday May 25- Grade 6 Camp Calumet
- Monday May 22- Writer's Club- 3:15 - 4 PM- Paul School Library
- Tuesday May 23- Softball and Baseball away game- 4:00 PM
- Wednesday May 24- PBIS Tier 2 Team Meeting - 10 AM - Conference Room
- Wednesday May 24- Policy Committee Meeting- 10:30 AM- SAU Conference Room
- Wednesday May 24- District Leadership Team Meeting- 1:45 PM- SAU Conference Room
- Wednesday May 24- Spring Music Concert for Families- Grades 1-3 Paul School Gymnasium 2 PM
- Friday May 25- Community Day
- Thursday May 25- Softball and Baseball home game- 4:00 PM
- Monday May 29- No School Memorial Day
- Tuesday May 30- Grade 2 Field Trip to Squam Lake
- Thursday June 1- Volunteer and Substitute Reception- Paul School Library- 3:30 PM

WAKEFIELD SCHOOL BOARD SCHOLARSHIP APPLICATION – 2023

1. Name of Applicant: Chanel Kenney
2. Mailing Address: PO Box 201, 03887, Union, NH
3. Email Address & Phone Number: 23kenney.caroline@sau54.org (603) 473-2569
4. Name of Parents or Guardians:
Joseph Kenney
Asha Kenney
5. List of schools to which you have applied:
The George Washington University
American University
Fordham
Roanoke
Adelphi
Stonehill College
Loyola Chicago
6. Which school is your first preference?
The George Washington University
7. By which school have you been accepted?
George Washington, Roanoke, Adelphi, Stonehill, Loyola (waitlisted from American and Fordham).
8. Vocational preference after graduation from college:
Law/lawyer

Application Deadline: April 15, 2023 Please write an essay of no more than two pages responding to the following prompt:

Who has had the most influence in your life, other than a family member, and explain why?
Applications and essays can be mailed to:

Wakefield School District/SAU 101 Attn: Scholarship Application 76 Taylor Way, Sanbornville,
NH 03872

Throughout our lives, we meet several individuals who have a significant impact on our personal growth and development. For me, my sophomore English teacher, Mr. Carr, was one such person. His influence on me was particularly profound because he was my teacher during the COVID-19 pandemic, a time when everything seemed uncertain and unsettling. Mr. Carr's kindness, thoughtfulness, creativity, and inspiration helped me navigate these difficult times and left a lasting impression on me.

Mr. Carr was not just a teacher but a mentor who genuinely cared about his students' well-being. He went above and beyond his teaching duties to ensure that we felt comfortable and supported during these challenging times. He was always available to listen to our concerns and offered words of encouragement that helped us cope with the unprecedented circumstances we were facing. Mr. Carr understood that the pandemic had affected us all differently, and he was always considerate and respectful of our individual situations.

Moreover, Mr. Carr was especially an inspiration to me. His passion for teaching was infectious, and he inspired me to pursue my dreams and passions. He believed in my abilities and encouraged me to explore my potential. His words of encouragement and support helped me overcome my self-doubt and gave me the confidence to take risks and step out of my comfort zone.

Furthermore, he was not only an exceptional mentor and teacher, but he was also the reason for my love for literature. He had a unique ability to bring literature to life, making it relatable and relevant to our lives. His passion for literature was contagious, and he inspired me to explore the vast world of literature further. His approach to teaching literature was not just about analyzing texts but about understanding the emotions and experiences that went into creating them. He helped us understand the cultural, historical, and social contexts that shaped

literary works and encouraged us to look beyond the surface level to explore the deeper meanings.

Through his lessons, I learned to appreciate the beauty of language, the power of storytelling, and the impact that literature can have on our lives. Mr. Carr's love for literature ignited a passion within me that has stayed with me to this day.

Overall, Mr. Carr's influence on my life goes far beyond being a great teacher and mentor. He was the reason for my love for literature, and he inspired me to explore the vast world of literature further. I will always be grateful for the profound impact he had on my life and will continue to carry his lessons with me throughout my life.

AGENDA PREPARATION AND DISSEMINATION

The superintendent shall prepare all agendas for meetings for the Board.

Items to be placed on the agenda ~~should~~ **will** be received by the superintendent by noon time on Thursday prior to the meeting. Every board member has the right to place items on the agenda by contacting the chair ~~person~~ or superintendent. Matters not included in the agenda may be presented during the meeting provided the board agrees to discuss the matter. The board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any board member, staff member, student, or citizen of the district may suggest items of business. **The chair will put the item on the next available agenda.** The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the board chairperson.

The board ~~shall~~ **will** follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business ~~not on the agenda may be~~ **may be added and** discussed and acted upon if a majority of the board agrees to consider item. The board, however, may not revise board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials ~~should~~ **will** be distributed to board members on Friday prior to the board meeting. Board members shall be expected to read the information provided them and to contact the appropriate person to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public. Members of the public who wish to speak at board meetings regarding an agenda item ~~are encouraged to~~ **must** contact the superintendent. Additionally, the board reserves the right to limit public discussion at board meetings to agenda items only.

**Mrs. Priscilla Colbath, Chairperson
Mrs. Judith Nason
Mrs. J. Lisbeth Olimpio
Mrs. Vivian Macedo
Mr. Stephen Brown**

**Adopted by the Board: 2 January 2008
Revised by the Board: 19 September 2012
Reaffirmed by the Board:**

Certified Staff Nomination			
Name	Title	Effective Date	Salary

Staff New Hire FYI			
Name	Title	Effective Date	Salary

Resignations			
Name	Title	Effective Date	Salary
Jessie Mau Woody	Health Teacher	6/30/2023	\$36,093.00
Kathleen Tyler	3rd grade Teacher	6/30/2023	\$43,522.00
Bethanny Whittum	Bus Driver	4/21/2023	\$21 per hour
Lisa Dubois	Director of Special Education	6/30/2023	\$77,250.00
Tara Dexter	Paraprofessional	5/5/2023	\$18.55 per hour

To the members of the SAU and School Board,

I am writing to inform you that I will not be returning to The Paul School for the upcoming school year. I experienced a death in my family that has really impacted my life and I have found it hard to willingly leave my children. My journey at this school is one I will look back on fondly, the staff were wonderful to work with and the children were a joy to educate. I need to put my family first at this time. I thank you for your understanding and for the opportunity to teach and grow at your school.

All the best,

Jessie Mau Woody

RECEIVED

APR 21 2023

April 21, 2023

To Whom it May Concern,

I have made the decision not to return to my Grade 2 position for the 2023/2024 school year. To fulfill the obligation of my current contract my last day with the district will be June 30th 2023. Please consider this my notice of official resignation.



Sincerely,

Kathleen Tyler
Grade 2 Teacher



Bethany Whitten
199 Rines Road
Sanbornville NH 03872

April 20, 2023

To whom it concerns,

I am resigning my position as a bus driver for Paul School and I will not be returning after April Vacation, 2023.

Thank you and I wish Paul School the very best.

-Bethany Whitten



April 19, 2023

Dear Mrs. Kebler,

Please accept this letter as formal notice of my resignation from the Wakefield School District / SAU 101 effective at the end of my current contract, June 30, 2023.

The decision to leave my position in Wakefield was not an easy one to make. My time with the district has been a positive one and I greatly appreciate having the opportunity to work here.

I have a strong level of respect for the leadership, staff, families, and students within this community. The amount of time, effort, compassion, and caring that everyone puts into wanting the highest quality of education to be provided is commendable.

During my tenure with the district, I have had the pleasure of being a part of many students' growth and progress, which is at the very core of my purpose for working in the field of education. An unanticipated benefit for me has been the opportunity to witness the dedication of my colleagues to grow and expand their knowledge to better serve all students. The commitment of the Paul School staff to personally learn and grow in order to provide the highest quality education is a testament to their love for educating the children of Wakefield.

I wish nothing but the best for the future of the Wakefield community and hope for continued positive growth in all areas.

With kind regards,

Lisa Dubois



Dear Lisa,

April 21, 2023

Please accept this letter as formal notice of my resignation as Special Ed Paraprofessional at the Paul School. My last day of employment will be Friday May 5, 2023.

Thank you for giving me the opportunity to grow and learn in my position and giving me an experience that will last me a lifetime.

Thank you,
Tara Dexter

QUESTIONS FROM RYAN MANNING

- 1. What is the current boards' plan in establishing a five-year plan or long-term goals for the school? Will the community be allowed to partake in this discussion?**

We are in the process of updating our long-term strategic plan. The board reached out to the community last spring to begin a strategic process but only had two teachers volunteer to be on the committee, and minimal community members. The superintendent is looking into grant funding that would support a strategic planning process as well as facilitators that work with schools.

- 2. What is the board doing to work towards and adopting a curriculum that meets the schools adopted standards?**

Right now, the curriculum committee is working very hard to update our standards. There are currently two board members on the committee. Our teachers have access to the adopted SAU 64 Curriculum, which was adopted by Wakefield in the 2015-2016 school year. Wakefield's adopted curriculum was based on the Mass 2001 standards. These standards are being used as models and updated to the Mass 2011 curriculum standards to complement the work the curriculum committee is doing. There will be summer work being done to continue the work the staff has done this year, and we will begin in the fall with vertical teaming to ensure standards are consistent across the grade levels.

Any community member is welcome to be a part of the Curriculum committee. The board does not establish a curriculum, but we do adopt it. There is a monthly update of their progress at our school board meetings. We will then look at piloting different instructional resources that align with our standards.

- 3. How does the board plan on making sure that we are improving our educational experience for the children in this community?**

We communicate with our superintendent to ensure policies are being followed. We will hold public forums and/or presentations so parents are

informed of any changes and/or updates.

The Wakefield School Board sets goals annually during a board goal setting meeting, and they work to align their goals with the school goals.

Every school year teachers are required to develop professional goals that pertain to our Paul School goals. This is spelled out in SAU 101 Professional Development Plan, which is currently in revision. The revision of this plan will include a change in process where our school and teachers will develop our goals prior to the end of the school year for the next year, so that our leadership team can work towards a solid professional development plan for the next school year during the summer months.

The three school wide goals for the 23-24 school year will be:

- To improve instructional practice
- The development of proactive behavioral classroom practices
- School culture/environment

A professional development schedule will be made for the staff during the 4 day teacher workshop days in August. The professional development plan for the year will be differentiated professional development and focused on the theme of the goals set by teachers.

4. **Will the school continue to allow students to be removed from classes during academic time for extra-curricular activities, (like band?) *It is my belief that this should not happen as it sets a poor standard. If kids must lose time for extra-curricular activities, it should come from IAs.**

Parents sign a permission slip to allow their child to participate in extra-curricular activities during the school day. School board members will not, nor have they ever had such authority to tell a parent what their child can participate in.

5. **Is the board willing to talk about disbanding our SAU and re-joining an SAU such as SAU 64 like we had in the past. During the years that the Paul School fell under a different SAU, it had markedly better academic performance.**

Wakefield paid the lion's share of funding SAU 64 and got short-changed on time. The voters wanted a separate SAU. Each board wanted different standards for their community. The school year ending 2019 which was when the Wakefield School District was its own SAU – SAU 101, the Paul School had the highest improvement in state testing scores. In fact, they were the highest we have ever seen and did very well compared to other districts who adopted the Common Core Standards. Then Covid hit.

6. How does the board plan on hiring and retaining staff? This is a long-term issue within our district. What actions are being taken to address this serious issue?

Paul School is a stepping stone for many young teachers who are not vested in the community, that has not changed. The school board does not hire staff. This year our superintendent implemented a more sufficient mentoring program. We are excited to say that all teachers but 2 are returning and we are only looking for 1 elementary teaching position.