

# Wakefield School Board Public Minutes

June 6, 2023

Held in Paul School Library

Approved



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

Mrs. Collins called the meeting to order at 5:30. The Facilities Director and the IT Director took the Board, Ms. Colby and Mrs. Kebler on a field trip to look at the many problems in the two closets holding tech equipment and wires. Mr. Fogg was also present. Items were a mess and not labeled. Wires were wrapped in large bundles and some were being crushed. Some items were not maintained through regular routine maintenance. Some were covered in dust. The items all need to be mapped and labeled and the closets need to be organized.

**Others Present** Relf Fogg, Samantha Carberry, Robert Glidden, Mary Soares from Clearview Community Television.

## **Agenda Review**

Mrs. Taliaferro asked that her email be on the next agenda and included in the packet. The Administration Report will come after the presentation as Mrs. White will be chaperoning the eighth grade trip tomorrow. FYI Amy Blackwood has been hired as a ABA Tutor. Eric Haley has been hired as the new IT Director. The IT job description will come to the next Board meeting. She said there were very few job descriptions that have been approved by the Board. That will be a summer project. Mrs. Kebler said they would be bringing back the old tech teacher using ESSER Funds and adding a sixth IA.

## **Public Hearing, Presentations**

### **Curriculum Presentation – Ivy Levitt-Carlson**

Mrs. Levitt-Carlson asked those seated around the table what they want for the students of Paul School? Mr. DeColfmacker answered that they be prepared for high school. Mrs. Peaslee would like to see a foreign language again as our students are at a disadvantage. Mr. Ouellette also said that students be prepared for high school. Mrs. White said to find the love of learning as it's a lifelong journey. Ms. Colby would also like them to learn and practice social skills. Mrs. Collins wants them to enjoy a great learning experience that prepares them for high school. Mr. Kebler

hopes that they will be successful and engaged. Mrs. Taliaferro wants them ready for high school and to experience success.

Mrs. Levitt-Carlson told a story about students applying themselves and becoming fully invested in something they really want and the school is working in that direction. They have been talking about and rolling out to staff all year how they can get kids to feel that learning is personally relevant to each of them and that they are hungry for the knowledge. She said they used the 2011 Massachusetts Standards. The standards show what students should know at the end of each grade level.

They are looking at 40+ standards for each grade level just for English Language Arts alone. There are also standards for the other core subjects and they want to make sure each student learns what they need to in each grade level having depth as well as coverage and really understand the standards. They now have a shared drive where everyone's work is stored so teacher turnover will not cause the information to be lost. This process is time consuming and they are going slow making sure they know where they want to go and how they want to get there. This will help to build something meaningful that will result in something that will last and be in the right direction.

Mr. Fogg asked if policy IHAK will be included in the development of the curriculum. Mrs. Levitt-Carlson responded that will happen when they look at social studies. Social studies and science tie in directly with ELA and can tie in directly with math. She said they are looking for overlap in the subjects that will allow more of the important content work.

She explained what they did on their first professional development day with the whole faculty. They looked at the first ten standards for ELA and decoded what they mean. They took the complex language and put it into user friendly language so the intent of the standard was clear. Standards will be bundled. She stated that they were working toward building a document that everyone can understand and see where we're going. We want to make sure a student is prepared for their next grade. Grade level teams developed "I can" statements and they looked at these statements to make sure we had vertical alignment as well as horizontal alignment that can build on each other. She said she also provided the standards for 9<sup>th</sup> and 10<sup>th</sup> grade so that eighth grade teachers can look ahead to see what the expectations will be for their students.

They also identified five keywords to use as a universal language throughout the building. Those words are Assessment, Standards, Instructional Resources, Curriculum and Instructional Practices. The Curriculum Committee is setting the framework to be able to have meaningful experiences and have the tools to be able to make their own choices and the passion for learning. Mrs. Collins, who is on the committee said she was very impressed with the work that has been done.

### School Administration Report

Mrs. White said they had a reception for the PTA, volunteers and substitutes on June first. It was a very nice event. She thanked the Board for the gifts and food.

We are looking forward to having some of our student artwork hung at the Gafney Library this coming month. It has been a great collaboration between Peter Abate the Library Administrative Assistant, Beryl Donovan the Library Director, and the Art Teacher Caroline Dexter. Artwork will hang from June 4th to July 3rd. A total of 47 pieces of artwork were hand-picked throughout the school year to show how much creativity, talent and growth is happening in art class.

Invitations went home to students whose artwork was chosen as well. There will be a press release by the Library for information to the community as well. A reception will be held on Thursday, June 15th, 2023 at the Gafney Library in downtown Sanbornville from 4pm-6pm for our finalists and anyone to attend. (PLEASE NOTE, there has been a CHANGE OF DATE from Saturday, June 10th to June 15th for the reception)"Any questions please reach out to [caoline.dexter@saul01.org](mailto:caoline.dexter@saul01.org) . Thank you for your support, we look forward to sharing our student artwork with our community.

Paul School Music Department News- Julie Sullivan- The Paul School band had their first performance on Thursday, May 18th to a packed audience. The 20 member band of students in grades 4-8 were met with amazing success. I am so proud of all the hard work of our young musicians. I am looking forward to continuing to build the band program here at the Paul School. Each year we will send Band students to the Spaulding High School Band program. This year we are sending 1 percussion student. Next year we will continue to perform and hope to have a stronger band each year. Congratulations to the students for a successful year.

Our Elementary students in grades 1-3 put on a Spring performance for families and friends on Wednesday, May 24th. The event was well attended by the community and the students worked hard and sang their hearts out. We look forward to sharing more music with our families and friends again next year.

Kindergarten Registration - Kindergarten registration took place on May 4th and 5th. Thank you to our amazing staff who've made this event a success. Thank you to our current Kindergarten families for your flexibility. We look forward to welcoming our Paul School Class of 2032 this August.

NHSAS, New Hampshire State Assessment System testing is going well. We have finished grades 3, 5, 6, 7 and 8. Students in grades 4 and 5 will complete their mathematics portion this week and all make ups will be completed by the end of the day on Friday June 9th. We are extremely proud of the hard work our students are putting in. Our staff has been extremely supportive and flexible with ensuring spaces are available for students. The NHSAS testing

window closes on June 16th, individual results will be sent home once they are available. In grades K-2, students are completing STAR testing, a benchmark test to determine their progress throughout the school year. We are proud of the hard work and the seriousness of our test takers and appreciate that students are putting forth their best effort.

Paul School Baseball and Softball - The Paul School Baseball and Softball teams wrapped up their seasons with their final games against Kingswood and on Tuesday May 36th the season wrapped up with a celebration of their success with a competitive game between the two teams, Our students represented our school with pride, they grew as a team and have made many memories that will last a lifetime. We appreciate the fans coming out and supporting our teams and look forward to more school sports next school year! We would like to thank our Athletic Director and Physical Education teacher, Mr. Brandon Balser for the countless hours he dedicated to ensuring that our athletes had their best experiences possible. Your guidance and support made this year exceptional for our programs

Summer Enrichment is being coordinated! by Penny Huckins. Letters and forms regarding Summer Enrichment for students were sent home for students who would benefit from supplemental instruction in both mathematics and reading. Students who currently receive Special Education services, Related Services, Title One supplemental instruction, teacher recommended students and Panther Program students were invited to attend. This year's Summer Enrichment will begin on Wednesday July 5th through Thursday, July 27, 2023. Days will be Tuesday, Wednesday and Thursday. The day will begin at 9:00 A.M. and students will be dismissed at 12:00 P.M. The Partner Program days will be Monday, Tuesday, Wednesday and Thursdays from 8:00 A.M. until 12:00 P.M. These students will attend an additional week and will end on Thursday, August 3, 2023. Transportation, breakfast and lunch will be provided to students.

Title I has had a successful year of reading growth across the grade level span. We are so proud of all our students and their achievements, In June, we will be hosting a drive thru book night for all Title I families to pick up books for children to read over the summer.

On our Professional Development Day on May 19th, staff worked collaboratively on creating class rosters for the 2023-2024 school year, requisition review for Summer ordering and planned the end of the year Step Up Day activities. In the afternoon we all gathered in the gymnasium to finalize our common definitions for the curriculum work we have been focusing on as well as calibrating 'I can' statements to ensure they build upon each other and show growth consistently. Mrs. Taliaferro questioned grades closing on the 9<sup>th</sup> and school ending on the 20<sup>th</sup>. Mrs. White said they have field days, class trips, letter writing to incoming students, and end of the year wrapping up. Some students are taking STAR testing. She said there are still academics going on.

Mrs. Collins told the Board how much fun she and the students had in Mrs. Levesque's class.

### **Public Comment 6:38**

Ms. Carberry asked why Mrs. Taliaferro's email wasn't on the agenda. Mr. Taliaferro said she agreed to have it on the next agenda and in the packet. Mr. Fogg asked to be on the Rines Road Committee. He asked if someone who was at a prior meeting would get his answer about why the Conservation Commissions help was rejected. He also had a criticism about the Chair. He also asked if there was a policy that pays volunteers.

### **Consent Agenda**

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

### **Meeting Minutes**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the non public minutes of 5-16-23. (Vote 5-0)**

**Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to approve the public minutes of 5-16-23. (Vote 5-0)**

### **Reports**

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

At the close of every school year, I always value the opportunity to think about my work, the connections I have made with our school community, and the joy I receive from interacting with our parents, teachers and students. As I look forward to my 12th year, here in the Wakefield School District, I reflect on my time as the Director of Special Services, and now as your Superintendent of Schools. This year, I find myself reflecting on, "what is it that keeps me so committed to the Paul School?" Undoubtedly, it is the experience I have had over the years of a school that has been dedicated to providing a quality education for our children; a great school that promotes a positive environment for teaching and learning.

Recently I had a colleague say to me "Let's make the Paul School great again"! I have complete confidence that this can and will happen! There is something very special about schools that are configured around a Pre K- 8 model. Having lived my career in Pre K-8 schools, I have seen the endless possibilities to forming a school that values families and community; one that develops student leadership; encourages student voice; and builds a community that fosters kindness, respect and a love for learning!

The systemic goals I set for myself this year were quite ambitious, and although several have not been fully operationalized, we have been able to analyze our strengths, identified areas in need of

improvement, and have begun the development of systems to put in place and build a much stronger foundation. It is systemic change that will allow us to grow and move forward. We will be making the changes necessary to "make the Paul School great again".

We are building a strong team of supports for the next school year with an approach that provides the necessary team members to be members of our school community and not contracted services. With the addition of an IT Director, Transportation Director, and grant funded Technology teacher as well as a new Facilities Director, we feel strongly that we will be able to meet our staff and student needs throughout their school days.

Our District Leadership Team has worked hard this year to identify the key areas of improvement. With that we have established a goal setting process that connects our entire school community to work collaboratively to achieve these goals.

For the 2023-24 school year, the district has identified the following school wide goals:

**Improve instructional strategies** that foster a lesson design model that engages students in their learning; project-based learning; independent reading practices; and the writing process of instruction across disciplines. increasing student engagement through choice, relevance, personalization, and continuous feedback, will be monitored district wide.

**The development of proactive behavioral classroom practices:** embedded in the daily classroom programming, teachers will develop behavioral expectations through restorative practices, and strategies fostered through a responsive classroom approach.

**School culture/environment:** School leaders and teachers will foster a collaborative schoolwide approach to celebrate student success, engage with the community on a regular basis as partners in the learning process at the Paul School through school wide activities.

Our staff will identify their personalized goals for the 2023-24 school year this month, aligning their professional learning with the school wide goals. This will ensure the opportunity to develop professional learning this summer, and throughout the school year, that will truly accommodate staff needs, while meeting the overall school and student needs. Growth and improvement will be monitored collaboratively throughout the year by staff and leadership. This personalized learning approach embedded within the school days, much like meeting the needs of all students, will build a successful teaching/learning culture that will drive student achievement. We are exploring strategies to give teachers an opportunity to participate in developing their leadership skills around the work of the school. The opportunities may include:

1. Facilitate the mentoring program for new teachers and or any teacher interested in the support needed for improving their craft, through coaching, under the direction of a consultant working with our school.

2. Provide support in managing the front office, allowing the administration to meet with students/families, visit classrooms, and allowing our school leadership to have the time needed to

do the most important aspect of our work, that is monitoring where we are headed and having important discussions of current best practices, and truly knowing where all students are headed.

3. Coach their teams in proactive behavioral classroom practices.

4. Work with administration to celebrate students with opportunities to share all of who we are with our school community.

This will be a grant funded system through Title II funds which are specific to teacher improvement. Although there may be barriers to this process due to staffing challenges, we will explore strategies such collaborative teaching. We are also exploring creative ways to provide teachers with more time to work and learn together and know each and every student in our building.

The challenges in our school, at times, have led to frustrations and negativity. We will not be absorbed by negativity! Moving forward, we will celebrate the tremendous dedication of our staff, celebrate our students, welcome our community and move forward with the students of the Paul School in mind. Every student in this school has their own strengths. I encourage our staff to celebrate all students' contributions to the good of the school. It is said that a school is a reflection of the larger community. It is my hope that by spreading the positives in our school, we can help Wakefield join us in finding all the positives in our community. There are many! When I speak of the school community, parents and our school board are important stakeholders to our school wide goals. By working together to form positive relationships and problem solving, we will be great!

I ask the school board to work with us to move forward in a positive direction and leave the history behind. **Policy BA: Board Operational Goals** states "The board will conduct an annual self-evaluation in January. Co-extensive with the board's self-evaluation, the board will establish annual goals and objectives in July. **Policy BA-R1 "Evaluation of School Board"** and **"Policy BA-R2 "Individual Board Member Self Evaluation"** provide guidance as to how to both do a school board evaluation and self-evaluation. Given this board has had the same membership for a year in May, I urge you to participate in this evaluation process, and plan to do goal setting during the summer months. I have a facilitator who can assist with the development of goals and believe this can be grant funded. I am excited at the prospect of board goals that embrace our schoolwide goals and begin to work together as a team.

To our parents, we will be sending out a Parent survey within the next two weeks. Your feedback is extremely important to the change that needs to happen to drive our success. Please take the time to meaningfully tell us what you need - your children are our most precious commodity and we realize that you know your wishes and needs for our school, please share those dreams with us. You will find it posted on our school website, Paul School Facebook Page and we will email the survey to each family.

We will spend most of the summer building a strong leadership team, and I am excited at the opportunities we have in front of us. I look forward to working as a school community which includes all stakeholders to move forward positively! Thank you to all members of our school community, I can't wait to celebrate our students next year with all of you!

We truly "can move mountains", if we keep it simple but focused; work together rather than alone; and engage students and parents as partners in understanding our success

### **New Business**

#### **Mechanical and Plumbing Bid – Pioneer Mechanical**

Mrs. Kebler will make sure the contract states that the amount per year for the three year contract is \$8,400 per year.

**Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to approve the contract with corrections for Pioneer Mechanical. (Vote 5-0)**

### **Policies**

DJB – Purchasing Procedures (2<sup>nd</sup> reading)

**Mr. Ouellette made a motion, seconded by Mr. DeColfmacker to remove policy DJB. (Vote 5-0)** This is being removed because it is already in policy DJ-R.

DJ-R – Purchasing Procedures (2<sup>nd</sup> reading)

Mrs. Peaslee question the numbers being the same as the last time they read this policy. Mrs. Collins said the \$5,000 bidding amount actually refers to a different policy. There was some discussion about amounts. The Board felt this should be returned to the Policy Committee and the any purchase over \$5,000 would go out to bid. They also want all related policies to be included in the packet.

**Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to table policy DJ-R. (Vote 5-0)**

EGAD – Copyright Compliance (1<sup>st</sup> reading)

Mrs. Taliaferro mentioned the copyright line in the policy as she hears talk about making copies from books. Mr. Fogg asked if the Board will have the actual cost of photocopying prior to the approval of this policy. Mr. DeColfmacker said that would be difficult. Mrs. Colbath offered to provide case law on this subject. Mr. Fogg wants the cost defined. Mr. DeColfmacker said, we will look into it and define the policy based on case law or whatever we feel is credible and quantifiable. The sentence that states a student or teacher will be charged the actual cost of a photocopy will be eliminated from the policy.

EGAD-R – Copyright Compliance (1<sup>st</sup> reading)



## **Sub-Committee Updates**

### **Facilities Update – Gym Floor**

Ms. Colby said we are moving forward. The financial part may be done this year but scheduling could be a challenge. Mr. Ouellette asked if we are going to have options for a new floor. That is unknown right now. There is insurance for Carl's Flooring and a warranty for the subfloor. Carl's Flooring has been here seen the floor and agrees it needs to be fixed. Mrs. Kebler said her concern is that the floor is becoming less safe because of more ripples. Mr. Ouellette reiterated that it's becoming a safety issue.

The bleacher company and the moving company were penciled in for summer work but no dates were locked in because it was and is unknown when it can be fixed. Mr. Ouellet said he wants to go on record saying that if this doesn't happen this summer and we have to go through another year and the floor gets worse we may not be able to use the gym. The Board wants the Gym Floor Update on each meeting agenda going forward. There is no signed contract with the flooring company. There is very little in the Facilities Managers folder that gives us any answers. The Board discussed how contracts will be handled moving forward. Mr. DeColfmacker asked to have a signed contract needs to be in hand before work can commence added to the DJ-R Purchasing Procedures Policy. Mr. DeColfmacker said perhaps we need to have third party inspections on items like this. Mrs. Taliaferro asked if our Building Inspector could do this? Do we need a permit to do this kind of work?

### **Technology Minutes**

FYI

### **CIP Committee Minutes**

FYI

## **Other Business**

### **Committee Lists**

The survey going out to parents will include a section to fill out if any wish to serve on a committee. Members will be added as they go along. Facilities Committee will take place the first meeting of the month and Transportation Committee the second meeting.

**Mrs. Taliaferro made a motion, seconded by Mrs. Peaslee, to list all the committees parents may join in the front foyer of the school so if a parent wants to join they'll know who to contact. (Vote 5-0)**

Mrs. Kebler will email policy BA-R1 and BA-R2 to the Board along with the dates the consultant is available. Board members will each do their own self reflection prior to the next meeting and bring it to the meeting for discussion. At that time they will also choose a date for their workshop.

### School Board Meeting Calendar

The Board agreed to have one meeting in July and August unless others are needed. Mrs. Kebler said they will be doing a lot of hiring and in the past the Board always gave the Superintendent the authority to hire without Board approval. She said if she has someone the first week of July they want to hire and I have to wait until the third week in July to bring it to the Board we could lose that teacher.

### Correspondence

None

Mrs. Collins told the Board that the parent who will be coming into non public did not follow the Chain of Command and asked the board if they wanted to waive policy BEDB,

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to waive policy BEDB.**

**(Vote 5-0)**

Mrs. Peaslee doesn't feel a parents name should be on the agenda. Mrs. Kebler said the parent asked to be in the public portion of the meeting. Mrs. Peaslee said she feels it is still breaching privacy.

### Non Public Session

**Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to enter non public session under RSA 91-A 3:11 (c)&(a) at 8:04. Roll call: Ouellette aye, Collins aye, Taliaferro aye, DeColfmacker aye, Peaslee aye Vote: (5-0)**

The Board re-entered public session at 9:10..

### Adjournment

**Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to adjourn the meeting at 9:10. (Vote 5-0) Ouellette aye, Collins aye, Taliaferro aye, DeColfmacker aye, Peaslee aye.**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary