

# Wakefield School Board Public Minutes

## Board Work Session



July 11, 2023  
Held in SAU 101 Conference Room  
Approved

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

The meeting was called to order by Mrs. Collins at 5:00.

Mrs. Kebler said the next meeting will include Public Hearings for paving and for the bathroom renovation project. Because of the posting time the meeting will be changed from July 18<sup>th</sup> to July 25<sup>th</sup>. Facilities will meet at 5:15. The Public Hearing will begin at 6:00.

**Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to change the July meeting from July 18<sup>th</sup> to July 25<sup>th</sup>. (Vote 4-0)**

They all discussed the opening cookout. Many suggestions were offered. The decision will be made at a later date.

Mrs. Kebler said they are going with Alma software instead of Infinite Campus or Power School. In two years, all schools will be mandated to use Alma,

A packet of job descriptions was handed out to all. The Board wanted clear job descriptions for every position.

### **1. Business Administrator's Job Description**

The Board decided to add: Must attend budget meetings and other meetings as assigned. Also, all job descriptions will have under qualifications: Computer and phone skills required.

**Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the Business Administrator's job description with amendments. (Vote 3-0-1)**

### **2. Student Services Director Job Description**

Must attend meetings as assigned. Also, all job descriptions will have under qualifications: Computer and phone skills required. Remove: Prepares all district Grants which include but not limited to special education and other students services. Add: prepare IDEA grants. Remove: Prepares Special Education Budget and monitors approves payments of special education and

Grant invoices. Add in bold: Arranges and monitors all transportation services **with Transportation Department Head.**

The Board tabled this job description.

### **3. Principal Job description**

**Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the principal's job description with amendments. (Vote 3-0-1)**

### **4. Assistant Principal**

Under essential duties and responsibilities: Manages the safety, security and operation of the school ~~plant~~ campus.

### **5. Director of Technology**

Tabled. Change format to match the other job descriptions.

### **6. Transportation Manager**

Tabled. Combine the two job descriptions. Add: RFP's, Budget, Driver files, up to date on laws.

Mr. Ouellette said he feels there must be an up to date job description for everyone that is hired. Mrs. Kebler and Mrs. Colby will work on job descriptions and will let the Board know when they are ready and a workshop can be scheduled. The Board discussed options and suggestions for job descriptions. They also discussed using timecards and key fobs using ADS an integrated system.

## **CHAPTER Ed 300 ADMINISTRATION OF MINIMUM STANDARDS IN PUBLIC SCHOOLS**

The Code of Administrative Rules will be referenced in the following job descriptions:  
Superintendent, Principal, Assistant Principal.

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to adjourn the meeting at 7:45. (Vote 4-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary