

Wakefield School Board Public Minutes



July 25, 2023
Held in Paul School Library
Approved

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Superintendent	✓
Bob Ouellette, Vice Chair	✓	Shari Colby, Business Administrator	✓
Robert DeColfmacker	✓	Sarah Howard, Director Student Services	
Sandra Taliaferro via Zoom	✓	Norma DiRocco, Principal	
Brennan Peaslee		Ivy Levitt-Carlson, Assistant Principal	

Others present: Attorney Matt Upton, Ashia Roy, Robert Davies, Sam Carberry, Ryan Manning, State Rep Lino Avellani, Facilities Manager Brad Davis and Mary Soares from Clearview TV

The meeting was called to order by Mrs. Collins at 6:00.

Agenda Review

Add resignation from Lori Cook, Guidance Counselor
Add nomination for a 6th grade teacher Renee Stevens

Presentations/Public Hearings

Mrs. Collins opened the Public Hearing to approve the withdrawal of funds from the Building Renovation Expendable Trust Fund for bathroom renovations at 6:03.

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the withdrawal of \$21,584 from the Building Renovation Expendable Trust Fund for bathroom renovations.

Mrs. Taliaferro asked about the plastic partitions. Mr. Davis explained that they are walls that are attached to the concrete. There will be less gaps. He said they already have a temporary install date. There is \$23,000 in that fund.

Mrs. Collins closed the Public Hearing to approve the withdrawal of funds from the Building Renovation Expendable Trust Fund for bathroom renovations at 6:08. **(Vote 4-0)**

Mrs. Collins opened the Public Hearing to approve the withdrawal of funds from the paving of 76 Taylor Way from the Renovation Expendable Trust Fund for bathroom renovations at 6:08.

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to withdraw \$75,000 from the Trust Fund for paving Taylor Way.

Mr. Davis said the town is subbing out with Clement and Sons, the same company that did the back of the building. They will work with the town to set drains and the repaving. **(Vote 4-0)**

Mrs. Collins closed the Public Hearing to approve the withdrawal of funds for the paving of Taylor Way at 6:10.

Reports

Facilities

Mr. Davis said they have a tentative date of August 16th to install the bathroom partitions. He has received two quotes for the well project. Both are more than what is in the Trust Fund. To do another 1,000 ft. well would cost between 40 and 45k. You never know how deep you will need to go. He said that they could change flow rates and put zones on timers for watering the fields. This year, because of the rain, no irrigation at all was needed.

All water faucet aerators have been removed and replaced. He'll be testing all twenty one outlets within a week. Filters have been changed and up to date. All PM's have either been done or are scheduled. All the light baby blue paint is being changed to gray. Things are going well for summer staff with the room cleaning/ repairs. There are a couple of rooms that have flooring Mr. Davis would like to see changed before school begins with either carpet tiles or a laminate. He is hoping to get away from the carpet within the next five years.

Room 111 and the music room are the worst. Mrs. Taliaferro added, not having carpet would probably be best in the winter with the teacher concerns about mud and snow. The floors would be much easier to clean up. Mrs. Kebler said that Mrs. Colby will contact the trustees to see if we can use money from a trust fund as we didn't budget for this. Mr. Davis feels it is a health and safety concern. Mrs. Collins said the Board could waive the policy for RFP's because of time constraints. Mr. DeColfmacker said that Mr. Davis will get new quotes for laminate. He has two quotes for carpeting. A public hearing will be required. If everything falls in line it could be posted next week.

Superintendent

Our District Leadership Team spent July 19th and 20th in a leadership retreat facilitated by Elaine Millen, the consultant working with our school. I am excited to share that we have built a great team. Our Principal, Norma DeRocco and Director of Student Services, Sarah Howard bring a wealth of knowledge and strengths to our team and have been able to contribute significantly in working towards developing a professional development plan for the school year that incorporates our 3 school wide goals. The three school wide goals are:

1. 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.
2. Develop 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.

3. Improve 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.

After much reflection of these goals, our team spent most of the two days planning out a personalized approach to providing professional development that will meet the needs of our staff. We will spend the first day of our 4 day teacher workshop days prior to the start of the school year working with staff to reflect on these school wide goals and work together to assist in helping the staff develop their own personal goals under the structure of the school wide goals. In an effort to meet our goal of improving school culture and environment, welcoming our community into our school to celebrate our learning is a priority.

Throughout the year we will be scheduling events during the school day to celebrate our school with our community. One way we intend to do this is to schedule some community lunches to bring us all together. Our first school lunch will be to celebrate the start of school. We will be having a lunch cook-out on the first Friday, September 8th and welcome our community to join us. Details will be shared mid-August to families so that they might be able to join us. This will be one of many community lunches we will hold, and we look forward to having our families join us.

Summer Work. Many of our staff will be participating in summer work to prepare for the school year. (Ivy Leavitt-Carlson, Assistant Principal/Curriculum Liaison will be facilitating a 4 day curriculum session where teachers will take the work they did this year and bundle our standards so that we are able to share with families our grade level expectations. This fall it is our intent to take the work we do this summer and form vertical teaming committees in both math and language arts. This committee work will be done in order to assure that our grade level expectations align across the grades.

Sarah Howard, Director of Student Services will be facilitating a 4 day work session with interested staff refining our Multi-Tiered System of Supports (MTSS-B). This system is a system where interventions are put in place in order to meet the specific behavioral needs of our students, allowing us to decrease our exclusionary practices of discipline which have our students out of their classrooms. Our goal is to engage in stronger conversations with our students and take the opportunities to address challenging behaviors within the classroom setting. Student voice is a priority for us this year. Norma DiRocco, Principal will be working with a large group of staff developing a schedule for this year that will allow us to better provide intervention times within the classroom settings in order to meet the academic needs of students. Our goal with our schedule is to allow our reading and math interventionists, Title I interventionists and our special education teachers to work with our classroom teachers to differentiate students education.

This year I will be holding two "Superintendent Chats" a month to allow our families the opportunities to have open conversations about our school. Due to space constraints these chats will be held in the conference room at the SAU office. We will develop a list of topics based on a family survey that will be going out this week. Our conference room can comfortably accommodate about 12 adults, so we will ask those interested to contact the SAU office to let us

know if you will be attending. The sessions will be held on the 2nd Tuesday of each month at 9:30, and the 4th Tuesday of each month at 4:30. I look forward to having positive conversations around the education of our students that will allow for productive growth.

Community building will be at the forefront of our work this year. We will be incorporating into this community building opportunities for community service our students can participate in. Stay tuned for more details about activities we will be planning to bring our students together and provide community service both within our school setting and our larger community as well. If you have ideas of ways in which our students can participate in community service please contact us. We would love to make this a community effort that promotes positivity for all members of our community.

At our August 8th school board meeting we will be holding a "meet and greet" for our new leadership team. This meet and greet will be held from 4:00 - 5:00 in our multi-Purpose Room. Come meet our new team, it will be an informal time to chat with your children's school leadership team and learn more about the great strengths our new members of the team bring to our school.

Mrs. Taliaferro asked if there would be a syllabus for each grade. Mrs. Kebler said they are bundling the standards and they will have more information out to the parents in the fall based on expectations. They will be working towards a syllabus for parents and students. Mrs. Taliaferro said she's happy they moved child interventions to when they are having the appropriate classes. Mrs. Kebler told her it will only work if we have six IA's and they are trying to hire a tech teacher. Mrs. Taliaferro asked if the Board will be able to review any of the discipline information. Mrs. Kebler said the Staff Handbook and the Student/Family Handbook is just about done with the exception of the discipline. She will have that to the Board on August 8th and there will be a section addressing discipline. The rubric may come to the meeting after.

Mrs. Taliaferro would like to be part of the discussion and Mrs. Kebler invited her to come in and meet with the Principal and Assistant Principal. The Principal and Assistant Principal will be meeting with the Transportation Director tomorrow. Three rubrics need to be pared down to one for the entire school. Mrs. Taliaferro asked what "student voice" looks like. Mrs. Kebler would like to reestablish something like the old Student Senate. Mrs. Taliaferro asked if the SAU doors would be unlocked during the day now that you have new staff? Mrs. Kebler told her that as a Safe School they have to keep the doors locked. The Police Department also told them to lock them.

Public Comment

None

Consent Agenda

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

Meeting Minutes

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the non public minutes session 1 and session 2 of 6-20-23. (Vote 4-0)

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the public minutes of 6-20-23 with a correction. (Vote 4-0)

Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the work session public minutes of 6-21-23 with a correction. (Vote 4-0)

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the work session public minutes of 7-5-23 with a correction. (Vote 4-0)

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the work session public minutes of 7-11-23. (Vote 4-0)

New Business

Fresh Picks Contract

The contract has been approved by DOE. There has been a slight increase in prices. Lunch will be \$3.55, reduced lunch will be \$.40 and teacher lunch will be \$4.55. Breakfast will be \$2.30 for students and adults will be \$3.30. Mrs. Taliaferro asked if the lunch program was a wash. Mrs. Colby replied it pretty much was. Mrs. Taliaferro referred to the past when there had been some problems with allergies and asked to make sure that information is given to the nurse. Mrs. Colby will speak with the nurse and the Fresh Picks person they deal with. Mrs. Kebler said this may go out to bid in the future as the new principal has a company that she's had a good experience with.

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve going with Fresh Picks for another year. (Vote 4-0)

Copier Lease Agreement

Mrs. Colby passed out the latest information for a copier agreement. She said the IT Director will be adding a card reader that every member of staff will have to use to monitor the numbers of copies teachers make. The current Xerox lease runs out in August. They are leaning toward the new PIF company because there have been some issues with service from Xerox. One copier has been down for a month and no one has showed up to fix it. The PIF quote is less based on the cost of the lease payments and cost per print. They will give us six months of service and supplies free. They will also pay off the current copier leases and help sell the copiers we now have. Also, they're local so service will be better. They are guaranteeing a two hour turnaround. Xerox cost per print is a little lower but their lease payment is higher. Mrs. Taliaferro asked if we do a lot of color copies. Mrs. Colby said this year there were 91,494 color copies. She said right now everything is defaulted to color. That will be changed to grayscale so color will have to be requested. The cards that access the copiers will also access the building. We currently have six copiers. This will be a lease.

Mrs. Taliaferro made a motion, seconded by Mr. DeColfmacker, to accept the bid from PIF and move forward with the contract. (4-0)

Mr. Taliaferro asked about 3.6, the advisory board that is in the Fresh Picks contract. She would like to see that implemented. Mrs. Colby will talk with Fresh Picks.

Old Business

Gym Floor

Primex did come out and look at the floor. There was nothing the inspector saw that she felt was unsafe for kids. She recommended that it be monitored weekly. Mrs. Colby created a log for Mr. Davis to check for any changes. She talked with Carl's Flooring's insurance company. The insurance company said they never received a written report. She told them we need a written report so the insurance company will be sending out another appraiser. The insurance is only written for \$25,000 and that's all we'll get. Mr. Ouellette said the bid specified \$1,000,000 liability. Attorney Upton said that they would have that discussion later on.

Litigation/ Sub Floor Investigator's Report

The attorney told Mrs. Kebler that the SAU needs a written report. He will have the full file and we will talk later.

Check Stubs to Carl's Flooring

They are in the packet. Mrs. Taliaferro said we also have to have associated costs like what we paid Hussey for moving bleachers etc.

Committee Updates

Climate and Culture

Mrs. Soares said there were minutes taken for this committee and she will email them to Mrs. Kebler.

Nominations/Hires/ Resignations

Mrs. Kebler said they have had six resignations. They have three interviews scheduled and are hopeful they will be able to fill classroom positions. They have received a few applications for social worker/family liaison and a couple for guidance counselor. She said we are not competitive and teacher negotiations are two years out.

FYI hired Katherine Osmer, para

FYI hired Michelle Naughton, Library Assistant

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Cara McNevech, Library Media Specialist with regret. (Vote 4-0)

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Betty Stipo, case manager with regret. (Vote 4-0)

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Sharon Bonnevie as Reading Specialist. (Vote 4-0)

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Cathy Olson, Fifth Grade Teacher. (Vote 4-0)

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Jasmine Robinson, Third Grade Teacher. (Vote 4-0)

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Lori Cook, Guidance Counselor. (Vote 4-0)

Mrs. Kebler said they have not had much luck hiring ABA Tutors. She will be looking at contracted services for four ABA Tutors. We need seven and have three.

Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to accept the resignation of Renee Stevens, Sixth Grade Teacher. (Vote 4-0)

Follow Up

Policy Manual Review – NHSBA

Mrs. Roy told the Board that NHSBA Association would do our policies for a cost of \$2,500 and there is a year wait. She took advice from the email she received from NHSBA to do her own audit. She went through all of our policies and she looked at the list from NHSBA of the required policies and started looking at what has been revised, approved or updated and uploaded on the website concerning our policies. All policies are listed, Required, Recommended and Optional. She has highlighted those required on the list the Board has in their packet. She will start working on those required by law first. NHSBA sends out a list in the Spring and Fall of new and revised policies. She has also been looking at minutes and it appears that the years 2019-2021 seem to be the times when things don't line up. Some policies have been approved by the Board but there was no follow-up. She is also printing the procedures on a different color paper. She is updating the website as she proceeds.

Follow Up

The Conservation Commission was sent a letter explaining the Boards position so there wasn't actually a rejection.

Mrs. Kebler asked about the weekly email to the Board about weekly happenings. The request is for a follow up on weekly happenings and activities to keep the Board informed.

Mrs. Taliaferro asked if Alma would be able to be used to pay for school lunches. Mrs. Roy has a meeting with them and will be asking that question and she'll ask if there is a limit that can be paid at one time.

Mrs. Collins called a recess at 7:15.

Mrs. Colby left the meeting at 7:15.

Mrs. Collins called the meeting back to order at 7:42.

Lino Avellani

Mr. Avellani introduced himself, for the record, as Representative Lino Avellani from Wakefield representing Carroll County District 4, towns of Brookfield, Wakefield, Effingham, Freedom, and Eaton. He said he was here with Ms. Carberry who had come to him after a meeting with the Board. He told the Board that the underlying issue was resolved successfully with Mr. Upton and Mrs. Kebler. He said this issue is the treatment of a parent in a non public session. He stated that policy BEDH; for privacy rights the Board will place any matter on the public agenda that is to be properly discussed in a non public session. The parents' name was placed on the agenda for a non public session and received no explanation as to why. He then asked the Chair if she would like to explain why the name was placed on the agenda. Mrs. Collins replied, "I'm here to listen".

He also named the following policies; BEDD, KFA and BCA, the civility policy for all public conduct reviewed by the Board in August of 2022. The Public Participation at Board Meetings, policy BEDH redone in March of 2022. Policy BCA, approved in 2012 stating in part 2, makes

decisions only after full discussion at public Board meetings. Render all decisions based on available facts and independent judgement and refuse to surrender that judgement to individuals of special interest groups. He said the complaint process given to the parent was incomplete. He told the Board it needs to be revised. He said he was disappointed that the appointment that the parent made could not be resolved that evening that had to come to this. He went on to say, if we have staff and employee rules, the Board should be following them to set the example for employees not the other way around. All the expectations to follow for elected Board members are clearly set out in new policies and they should set the example. Given all of those reasons and the fact that the underlying complaint was not remedied by the Board he asked for an apology to the parent and called for the resignation of the Chairman as chair requested by the parent.

Non Public Session

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to enter non public session under RSA 91-A 3:ll (c) at 7:48. Roll call: Ouellette aye, Collins aye, Taliaferro aye, DeColfmacker aye Vote: (4-0)

The Board returned to Public Session at 8:10

Adjournment

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to adjourn the meeting at 8:45 (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