

Wakefield School Board Public Minutes



August 22, 2023
Held in Paul School Library
Approved

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

Others present Mary Soares from Clearview TV

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

Agenda Review

Add two nominations

Presentations/Public Hearings

None

Public Comment

None

Consent Agenda

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

Meeting Minutes

Mrs. Taliaferro made a motion seconded by Mr. Ouellette, to approve the non public minutes of 8-8-23. (Vote 3-0-1)

Mrs. Taliaferro made a motion seconded by Mr. Ouellette, to approve the public minutes of 8-8-23 with one correction. (Vote 3-0-1)

Reports

Facilities

Mrs. Kebler said they are still waiting for the test results for the water. They are in the process of installing the bathroom partitions. They have a date of 8-28 to install the flooring in classrooms.

Mrs. Collins said the school meets with the Planning Boards CIP Committee on Friday. She put last years schools CIP in the packet for an FYI and discussion. Mrs. Kebler explained that the CIP will be updated after the meeting with the CIP Committee and then it will come back to the Board. Mrs. Kebler went over the recommendation that Mr. Davis had made. He feels the three bay garage can be downsized. He will recommend a floor replacement fund. He believes there may be enough money in the generator fund to purchase one. He is investigating grants for funding energy efficient upgrades. He recommends to continue adding to the building fund for classrooms and office space.

Mrs. Kebler asked that the Staff handbook be next as Mrs. DiRocco has orientation in the morning.

Staff Handbook

Pg 37: Mrs. Taliaferro asked about having our own downloadable School Calendar.

Pg 44: Mrs. Taliaferro asked what Go Guardian is. Mrs. Kebler said it is a software that we use to monitor what students are viewing on their computer. (change Howard Systems email address)

Pg 46: Add jeans day to hats day. Mrs. Collins said some cargo pants and bib overall are dressy. Mrs. Kebler said they are getting input from teachers on dress code.

Pg 47: Mrs. Taliaferro asked why the dress code was different for the adults from the kids as far as changing your outfit. She asked for stronger language for adults, changing may to will. Mrs. Peaslee asked about adding something about the safety of clothing like no stilettos. She suggested calling Primex to see if they have a line that would cover that. Mrs. Peaslee suggested, in the Substitute Binder, a star be placed next to the name of a student who has a medical issue so substitutes will be aware.

Pg 49: change the word secretary to administrative assistant.

Pg 52. Committees and meetings, Mrs. Taliaferro asked if there was a list of committees staff are required to sit on. Mrs. Kebler said they will have a list after the four day workshop for teachers to choose which they will serve on. The list will come to the Board at the September 5th meeting. Staff meetings are not considered committee meetings but staff are required to be there. Mrs. Taliaferro asked about paras being paid for professional days. Mrs. Kebler said that is in their CBA. They sometimes have days where it is recommended that they attend. The practice has been if they come in on a professional development day beyond the two days, we pay them. Mrs. Peaslee wants to add that they receive permission from the Superintendent. Mrs. Taliaferro asked if there should be a statement that no days off will be approved on workshop or professional development days except for a certified emergency? Mrs. Kebler said its states that attendance is required. Mrs. Taliaferro feels that her suggestion makes it clearer.

Pg 53: Mrs. Taliaferro hopes some of the people on the committees join the PTA. She said the committee and the contact person will be posted in the hallway. Mr. Ouellette suggested a signup sheet.

Pg 54: Certification, Tweak the titles so it encompasses both teachers and paras

Pg 59: Mrs. Collins said she though the time students spend in the Student Success Center was up to fifteen minutes not thirty minutes. Mrs. Kebler said they are evaluating the program because it is a grant funded program. They want to limit the time kids are in the center. Mrs. DeColfmacker asked that the center have a different name. Mrs. Kebler agrees thirty minutes is a long time. Mrs. Taliaferro said we were looking for reports on the usage of the center. Mrs.

Taliaferro asked about having something under recess that allows minimal contact during game play. Mrs. Kebler told the Board that Parks and Rec will use the schools backfield for football this year.

Pg 61: Bus behavior and safety, Mrs. Taliaferro would like to add stay away from the bus after exiting. Mrs. Peaslee suggested behavior entering the bus be noted.

Pg. 62: Confidentiality, change the child to that child.

Mrs. Peaslee would like to see something in the handbook about suicide prevention and the procedures they should follow. Mrs. Taliaferro believes the classroom teacher should be on the reporting list. The policy committee will look at this policy. Mrs. Kebler said the Leadership Team is onboard having more student voices involved.

Pg 63: Chain of Support, Mrs. Taliaferro said she would like committees to be added to this list. She would like admin position broken out and she didn't see School Board on the list.

The finished handbook will be sent to the Board by Panda Docs.

Mr. Ouellette asked if the procedure for entering the SAU was the same as the school. Mrs. Kebler said right now there is no procedure. They will come up with some procedures. Mr. Ouellette suggested not posing the fire drills as a safety issue.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette to approve the teachers handbook with amendments. (Vote 4-0)

Old Business

School BBQ

Friday, September 8th 12:00-3:00. The first Community Day. There will be outdoor activities

Board Goals

Mrs. Collins said that Mrs. Roy has been working on policies and they will be coming to meetings when we resume our regular schedule. Mrs. Collins read the Board Goals and said the packets will no longer be printed because of paper waste. Mr. Peaslee asked to have the link to the packet on the bottom of the agenda. Mrs. Taliaferro suggested emailing the packet to all staff and parents. Mrs. Collins would like to see more public forums.

New Business

First Week of School Schedule

Mrs. Kebler gave an overview of what will take place during the first week of school. Teachers and staff return on August 28th. The students arrive on September 5th. The staff will be working on team building, goal setting, MTSS, (Multi Team Systems of Support) which is now part of discipline law. You must show that you have done interventions before you suspend a student. We have had way too many suspensions and we are working toward limiting them.

The staff will have a breakfast provided by the union. There will be conversations about curriculum and data and special ed and protocol for great level meetings and CPR training. She said there are way too many office referrals so they will be teaching teachers how to teach behavior and handle discipline in their classroom.

Mrs. Taliaferro said there was a list in the staff handbook listing meetings and their meeting days. She asked about making all the meetings at least monthly even for a short time just to touch bases.

Fresh Picks

Mrs. Kebler said this is the Fresh Fruits and Vegetable grant that the Board has approved in the past. There were many questions about this grant. Board members didn't feel this was local. Mrs. Kebler will ask that Chris Fero from Fresh Picks to come to the next meeting. Mrs. Collins questioned if this was actually the FF&V grant we've received in previous years.

Storage Items

Mrs. Collins referred to policy DN and asked that the Board give Mr. Davis permission to contact a local charity, Mrs. Peaslee asked about the policy saying we have to offer items to the Town first. Mrs. Kebler said we are storing things that are of no use to anyone. Mr. Ouellette asked for a list of items. Mrs. Peaslee said they don't expect a detailed list.

Committee Updates

CIP

Nominations/Hires/ Resignations

The Board approved Aislyn Guivens as the Library Media Specialist using Panda Docs.
The Board already approved Alison Kahn as Guidance Counselor using Panda Docs.
The Board approved Brianna Valdepena as Family Liaison using Panda Docs

Mrs. Taliaferro asked, why the box for NH Teacher Certificate has not been checked off on these new hires? Mrs. Peaslee wanted to know if they don't have a NH certificate why are you hiring at step three. Mrs. Kebler replied that she had six years experience as a media specialist in a children's library. She said she probably doesn't need to take any courses to get her certification. Steps are based on experience. Mrs. Taliaferro said you only get the steps if you're certified. Mrs. Peaslee said she hasn't responded to any of the Panda Docs because it doesn't seem these people have experience in education. Mrs. Kebler said I give the applicants steps for their experience. Mrs. Peaslee said we have certified teachers that are below steps.

Mrs. Kebler said she's not bringing anyone in that's any higher than current staff. Mrs. Peaslee asked how many uncertified and under the state of eligibility teachers are we going to have this year? Mrs. Kebler didn't have that number. Some are certified in another state and need to get New Hampshire certification. She told the Board that she had a conversation with a person affiliated with the Community College of New Hampshire System UNH and they are working with the US Department of Labor providing apprenticeship program for schools. She will be working with our staff. They will provide in school and online support and coaching. Mrs. Taliaferro asked for a note on the paperwork that gives some prior experience.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to hire Lauren Borque as special ed teacher. (4-0)

Mr. Ouellette made a motion, seconded by Mrs. Collins, to accept the resignation of

Robert O'Neill with regret. (Vote 3-0-1)

The school is still in need of third, fourth and fifth grade teachers.

Follow Up

School Hours Morning Program

Survey question answers 81 families responded and 24 staff members responded

Change in school hours from 8:45 to 3:15?

35% of staff and parents: keep the school day the same.

26% of staff and parents: change to new times.

40% of staff and parents: either one works.

Morning program:

51% had no need for a morning program

24% would like a morning program

21% would maybe use a morning program

Mrs. Kebler will be meeting with Mr. Robinson this week about partnering with Parks and Rec.

Bus Routes

The survey responses and reminders for bus routes have yielded 100 responses from elementary students and 80 from high school students so the bus routes will stay the same until the pick ups are known. There was a lengthy discussion about the bus routes. Mrs. Peaslee had some recommendations. These are not the permanent routes. Mrs. Kebler said they are in the process of hiring a non CDL driver to do special ed route and that will leave the current driver able to drive a big bus and that will make a change as well. Mrs. Taliferro said the transportation forms always went to parents the first day of school. Mrs. Peaslee said if you use your roster the routes should be easily done. Mrs. Taliaferro and Mrs. Peaslee would like to see the routes that Mrs. Powers did. Mrs. Kebler will send them to the Board tomorrow. Mrs. Powers worked with three bus drivers on the new routes.

Mrs. Taliaferro made a motion, seconded by Mr. Ouellette, to keep the school hours the same given the survey percentage. (Vote 4-0)

Workshop with Matt

School Boards roles and responsibilities and the public's roles and responsibilities

The Board decided on September 26th at 5:30

The paving of Taylor Way has been scheduled for the long weekend in October and Mr. Brock Mitchell has had the price lowered to \$50,000 saving the district \$25,000.

Adjournment

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to adjourn the meeting at 8:35.

Roll call: Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye Vote: (4-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath

School Board Secretary

