

Wakefield School Board Public Minutes



October 3, 2023
Held in Paul School Library
Approved

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

Others present: Nicole Beckwith, Relf Fogg, Katie Howard, Emma Joy, Elizabeth Howard, Gregory Herschel, Kelly Davies, Sam Carberry and Mary Soares from Clearview TV

The meeting was called to order by Mrs. Collins at 6:00. She led the salute to the flag.

Non Public

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to enter non public session at 6:05 under RSA 91-A 3:11 (c). Roll call: Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye, DeColfmacker aye Vote: (5-0)

The Board returned to public session at 7:00.

Presentations/Public Hearings

None

Public Comment

Mr. Fogg asked about misappropriated funds.

Reports

Transportation

Mrs. Taliaferro said that the Transportation Committee met with Mrs. Powers and they discussed Bus 24 (small bus) and bus 27 (large bus) and their problems. There are several pictures in the packet showing areas of rust. Each bus will cost over \$5,000 to repair. Mrs. Taliaferro listed some of the items that needed repair. She said that the trade in value would probably be between \$400 and \$600. Mrs. Powers is looking for board approval to sell or trade these buses. She said she would like to get a small bus and a seven passenger van. She will also look at the lease to buy options. Mrs. Peaslee said if these buses will be decommissioned she wants to make sure this time, that the cameras, radios and anything else that belongs to the school be removed from the

buses. Also, the lettering on the sides of the buses needs to be removed. It is illegal to sell a bus with the letters saying school bus. Mrs. Peaslee asked if Mrs. Powers has a spare bus and if not she would recommend repairing bus 27. Mr. DeColfmacker said we could be looking at \$7,000 to \$10,000. Mrs. Taliaferro believes there may be \$153,000 in the Trust Fund. There is no spare little bus but there may be a spare large bus.

Mrs. Taliaferro made a motion, seconded by Mr. DeColfmacker, to table any decision until Mrs. Powers lets us know if we have a spare large bus. (Vote 5-0)

Mrs. Powers emailed Mrs. Kebler and said we do have a spare bus.

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, that as long as we remove the camera system, GPS units, radios, license plates, and lettering and any other item owned by the district that the bus be decommissioned and be put out to bid if the trade in value is less than \$1,000. (Vote 5-0)

Public Comment 2

Mr. Fogg asked a question about ABA Tutors, Paras and outside agencies and filling seats that may not be necessary.

Student Services Report

The special education department has had a busy start to the school year. We have been working diligently on staffing and filling open positions, and schedules for special education teachers and paraprofessionals have been finalized. Our case managers, regular education teachers, service provider's and paraprofessionals have collaborated and consulted on student plans to assure we are meeting the individual needs of our students.

Our department is excited to have filled the position of special education administrative assistant. Our new administrative assistant has been working with the team around our special education processes and practices and has attended training on our student data platforms including NHSEIS and Alma. The support of the administrative assistant is critical to the success of the special education team. This summer, our district leadership team spent time reviewing student data and our school-wide framework for student support. This team made the decision to focus on Tier 1 instruction, and shift to the MTSS (Multi-Tiered System of Support) model. MTSS is a framework that helps educators provide support to students with various academic and behavioral needs and allows us to meet students where they are.

All MTSS systems include

Universal screening of all students early in the school year

Tiers of interventions that can be amplified in response to levels of need

Ongoing data collection and continual assessment

Schoolwide approach to expectations and supports

Parent involvement

During our MTSS summer committee work, a team of dedicated Paul School educators worked hard to create clear and consistent school-wide behavioral expectations. This team finalized what we call our "PAWS" statements, and these expectations were rolled out to all staff and students at the start of the school year. They have also been shared with our families in our Student and Family Handbook.

As we enter our second month of the school year, we are pleased to share that our MTSS Tier 1 and Advanced Tier teams are up and running, each meeting twice per month. Additionally, we have established an Intervention Team that meets every week. The purpose of this Intervention Team is to review student data and needs (academic and behavioral) and make intervention recommendations that are then implemented by the team through school-wide support. The "I" Team has a structured referral process and commits to data collection and review to assess the effectiveness of interventions. We are hopeful that the work of this team will provide the necessary support to students while helping to reduce the number of students who are referred to special education.

Superintendents Report

Mrs. Kebler corrected the statement that there was a misappropriation of funds. Items were posted to the operating budget that should have been posted to a grant, which has been corrected.

Attached you will find a breakdown of the ESSER I, ESSER II and ESSER III activities and costs applied to these activities that have been expended up through 6-30-23. ESSER I closed December of 2020, ESSER II closed September 30, 2023, and ESSER III closes on September 30, 2024.

The Stakeholder Survey will be very helpful in determining ways in which we can spend the remaining funds for ESSER III, as well as determining the needs expressed by our community when developing our 24-25 operating budget. Also attached is an example of an outdoor pavilion that was built by staff and students at another school. The facilities manager and I have been discussing the potential of doing something like this with the hope of making it a community project including our students, staff and members of the community.

Staffing update:

- We continue to advertise for applicants, as we are still in need of 1 classroom teacher for our 3rd grade.
- Of the 7 newly hired staff - 3 have acquired their statement of eligibility, and all have been granted an emergency authorization which allows them to do the necessary tasks to acquire their statement of eligibility. In speaking with the Department of credentialing, it seems as though the biggest hold up to our district and most districts in the state is the new criteria the Department of Education has in doing their own Criminal Background Check. We continue to do our own criminal background checks, and all the newly hired staff background checks have come in.

I have spoken with Stephen Appleby, Director of Credentialing and he is happy to send someone out (perhaps himself) to explain the process of emergency authorizations, statement of eligibility and certification process. With direction from the Board I am happy to schedule an evening he can come out. He did assure me that we have done our process correctly and felt that our school was in much better shape than many with regard to the staffing crisis school districts are trying to navigate. We had a great turn out at our open house and saw such positivity amongst our families. We appreciate the turnout and are excited at the positive feelings of our community. We look forward to offering more opportunities to bring our community in to see

the great work our staff is doing in educating our students and celebrating their learning in many ways!

Mrs. Taliaferro suggested having Mr. Appleby and NHSBA come and have a forum. Mr. DeColfmacker suggested having them separately. The Board discussed the specifics of this forum. Mrs. Kebler will call Mr. Appleby and set up a date for a forum to explain the whole certification process. Mrs. Kebler said the Open House was very well attended and she was happy to hear all the positive comments.

She said they had 65 people respond to the Community Survey for Stakeholder Engagement. She read the results of the survey. This survey was to ask stakeholders how they would like the remaining ESSER Funds be spent. The survey can be found on the Paul School website. She outlined how the money was spent from the three ESSER Grants. Mrs. Taliaferro asked about the dumpster she believed should have been sent back last year. Mrs. Kebler said we paid the \$6,000 out of Esser Funds, the total cost of the dumpster. The Board members believed they voted to send the dumpster back and they discussed their options now.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to have the dumpster removed that we were using from the ESSER Funds. (Vote 5-0)

Consent Agenda

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

There was a glitch in the PandaDocs system that has now been rectified.

Meeting Minutes

Non Public Minutes Session 1 and Session 2 were tabled.

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to approve the public minutes of 9-19-23. (Vote 5-0)

Old Business

Budget Transfer Form

Mrs. Taliaferro said she feels this makes it harder for budget preparation when we move funds around. She said we've always kept the positive lines positive and the negative lines negative and looked at the bottom line. She understands that this allows you to see in the moment. Mr. DeColfmacker says this is something you have to have in any business. It has to be posted to the correct line for the audit. Mrs. Taliaferro said they are moving money to cover lines. Mr. DeColfmacker said no they're moving it to the correct line. He read an example. Mrs. Peaslee said the money has to stay within the Function.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the four Budget Transfers Forms in the November 3rd packet. (Vote 5-0)

Attorney Workshop

Mrs. Peaslee asked to revisit this after budget season and negotiations. Mr. Taliaferro asked that it be left on the agenda. Mrs. Taliaferro said that she likes the idea of recording this and Mrs. Kebler said the attorney won't record it. Mrs. Taliaferro said then there is no point in having it. This is a presentation of everyone's roles and responsibilities for the public and a refresher for the Board. Mrs. Peaslee asked if there is anything that the NHSBA has and we could save some

money. Mrs. Peaslee suggested a video be posted from NHSBA. Mrs. Taliaferro said NHSBA will come and put on workshops for free.

Budget Workshop

Mrs. Taliaferro said this year she wants to make sure that changes are made in the meeting as we're making them. Mrs. Kebler said she will ask Mrs. Lambert to come to the meetings. Budget workshop dates are October 17th and 24th and November 7th. Staff timeline is October 11th, 18th and November 1st. Mrs. Taliaferro asked why all departments aren't turning in their budgets at the same time. Mrs. Kebler said the plan was to go through portions of the budget at each Board meeting. Mrs. Taliaferro said the budget should be finalized and the book ready for us to go through it on the different days. She said if you don't even have your budget book ready yet. Mrs. Kebler said we worked with staff last week on how to do a budget. Many are new to the process.

Mrs. Taliaferro said in 2013-2014 she itemized everything in the book and handed it to the principal. She asked if that was still available. Mrs. Colbath said this is a book with all items from teachers that the principal uses to build her budget it only goes to the principal. Mrs. Peaslee was concerned whether there would be enough time to get the budget books to the Budget Committee with the November 7th schedule. She'd like another meeting prior to the 7th so they can sign the budget on the 7th. That gives the Budget Committee from the 13th to 17th to get a meeting date. Mrs. Kebler will schedule a meeting prior to the seventh. Mrs. Peaslee would like Mr. Markowitz to be here for the last meeting on November 7th.

AREA Agenda

1. Discuss Area Agreement
2. Develop a committee
3. Middle School sports participation
4. Are our children prepared for high school?
5. More collaboration
6. Transportation behavior

Robert will send the RSA to all Board members on how the agreement is supposed to be set up. Mrs. Kebler said we and Spaulding need to do a better job of transitioning our students to high school. She said there has been a problem with discipline this year especially on the bus, some serious that are being investigated.

New Business

Job Descriptions

Director of Technology

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to approve the Director of Technology Job Description. (Vote 5-0)

Facilities Manager

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to approve the Facilities Manager's Job Description. (Vote 5-0)

Nominations/Hires/Resignations

Max Gehring – ABA Tutor

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to accept the Retirement of Julie Crowley. (Vote 5-0)

Follow Up

Mrs. Kebler said for the first two weeks that someone is hired for the Partner Program ABA Tutor they are not working with students. They are receiving online training and are shadowing. They are also being trained in deescalating, restraint and exclusion. There are some very new laws around restraint. It is a six to seven day training period.

Mrs. Colbath said that two Board members used to go to discipline hearings for our students at Spaulding. The parents appreciated support from their own community. She said this may be something you may want to discuss at the meeting.

Non Public Session

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to enter non public session under RSA 91-A 3:11 (c) at 8:35. Roll call: Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye, DeColfmacker aye Vote: (5-0)

The Board returned to Public Session at 9:15

Adjournment

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to adjourn the meeting at 9:15 Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye, DeColfmacker aye. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary