

Agenda Worksheet

School Administrative Unit #101
Wakefield School District Board Meeting:
Paul School Library
60 Taylor Way, Sanbornville, NH 03872
sau101.org

Date: Tuesday, November 21, 2023 at 5:30 pm

1. CALL TO ORDER- Chair, followed by FLAG SALUTE

2. AGENDA REVIEW

3. PRESENTATIONS, PUBLIC HEARINGS

4. PUBLIC COMMENTS: Public's opportunity to speak to items on the agenda.

5. CONSENT AGENDA

- a. AP Manifest- Batch #41196, \$449.16; Batch 42199, \$26,035.86; Batch #42238, \$142,593.20
- b. Payroll Manifest- Batch # 41189, \$1,806.58; Batch #42247, \$216,233.80; Batch #42258, \$74,455.79; Batch #42228, \$1,955.78; Batch #42230, \$416.64

6. MEETING MINUTES

- a. WSB Non Public Minutes 10.17.23
- b. WSB Budget Workshop 11.14.23

7. OLD BUSINESS

- a. Clothing Drive
- b. Van Quotes

8. NEW BUSINESS

- a. Kingswood Continuation Approval
- b. Budget Development Fiscal 25
 - i. Draft Default Budget
 - ii. Warrant Articles (CIP)

9. NOMINATIONS, NEW HIRES, RESIGNATIONS

Wyatt Hill

10. NON-PUBLIC: RSA 91-A;3 II (c), if required

11. ADJOURNMENT:

PM

Upcoming: The next Wakefield School Board meeting will be held December 5, 2023

Agenda Worksheet

Statutory Reasons cited as foundation for the Nonpublic Sessions.

91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

91-A:3, II (b): The hiring of any person as a public employee.

91-A:3, II (c): Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

91-A:3, II (d): Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.

91-A:3, II (e): Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

91-A:3, II (i): Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

91-A:3, II (j): Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

91-A:3, II (k): Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.

91-A:3, II (1): Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 62096

Check Batch: 41196
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
41196	90278	11/03/2023	1706	CHARTER COMMUNICATIONS	0.00	449.16
Totals:						\$449.16

3

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Brennan Peaslee
Brennan Peaslee, School Board Member

Robert DeColmaches
Robert DeColmaches, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer
Anne K
Anne Kebler, CEO

f

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Check Batch: 42199
Check Header: (N / A)
Check Numbers: (First) - (Last)
Check Dates: (Earliest) - (Latest)
Cash Account Numbers: (First) - (Last)
Bank Account Code: (N/A)
Check Authorization Code: AP
Minimum Check Amount: \$0.00
Sorted By:
Include Payable Information: No
Include Payable Dist Information: No
Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
42199	90279	11/06/2023	8927	IRVING ENERGY-PROPANE	0.00	3,214.24
	90280	11/06/2023	9241	PITNEY BOWES INC.	0.00	182.58
	90281	11/06/2023	9608	BMO HARRIS BANK N.A.	0.00	22,639.04
Totals:						\$26,035.86

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WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins

Mary Collins, School Board Chairman

Bob Ouellette

Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro, School Board Member

Brennan Peaslee

Brennan Peaslee, School Board Member

Robert DeCollmache

Robert DeCollmache, School Board Member

Carlene Stewart

Carlene Stewart, Treasurer

Anne I. Kebler

Anne Kebler, CEO

6

3 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

AP CHECK REGISTER

Check Batch: 42238
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
42238	22815	11/09/2023	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	154.00
	22816	11/09/2023	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	78.42
	22817	11/09/2023	9606	Bultman, Alyssa	0.00	600.00
	22818	11/09/2023	288	BUREAU OF EDUCATION & RESEARCH	0.00	545.00
	22819	11/09/2023	9630	DELL INC	0.00	47,111.46
	22820	11/09/2023	9375	DRUMMOND WOODSUM &	0.00	5,969.88
	22821	11/09/2023	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	14,619.40
	22822	11/09/2023	9623	EXPLORER LEARNING REFLEX	0.00	4,795.00
	22823	11/09/2023	1402	FRESH PICKS CAFE, LLC	0.00	24,579.20
	22824	11/09/2023	9475	KAMI	0.00	99.00
	22825	11/09/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	152.54
	22826	11/09/2023	9649	MICROSOFT CORPORATION	0.00	32.50
	22827	11/09/2023	9610	MOELLER, TRESSA RYAN	0.00	110.00
	22828	11/09/2023	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	179.80
	22829	11/09/2023	9668	OPTIMUM TRANSPORTATION	0.00	2,700.00
	22830	11/09/2023	9671	PLOURDE, JEFF	0.00	10.43
	22831	11/09/2023	1193	PRO-ED PAYMENTS/REMITTANCE	0.00	938.90
	22832	11/09/2023	9197	RENEE A STEVENS	0.00	1,364.00
	22833	11/09/2023	9625	SAM FAIRFIELD	0.00	135.00
	22834	11/09/2023	1101	SANBORNVILLE WATER DEPARTMENT	0.00	5,555.00
	22835	11/09/2023	9666	SARAH HOWARD	0.00	559.74
	22836	11/09/2023	9667	Scott Maitineau	0.00	105.00
	22837	11/09/2023	9530	SOLIAN	0.00	3,225.00
	22838	11/09/2023	9585	ST CHARLES SCHOOL	0.00	25,573.21
	22839	11/09/2023	762	STAFFORD LEARNING CENTER	0.00	200.00
	22840	11/09/2023	1675	THE HOME DEPOT CREDIT SERVICES	0.00	1,260.58
	22841	11/09/2023	9191	TORRES, LUIS	0.00	513.52
	22842	11/09/2023	9662	VENTRIS LEARNING	0.00	90.00

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	22843	11/09/2023	9669	VOYA HOLDINGS, INC	0.00	560.76
	22844	11/09/2023	2243	WEST MUSIC	0.00	775.86
Totals:					0.00	\$142,593.20

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins

Mary Collins, School Board Chairman

Bob Ouellette

Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Robert DeCormack

Robert DeCormack, School Board Member

Carlene Stewart

Carlene Stewart, Treasurer

Anne Kebler

Anne Kebler, CEO

30 Checks Listed.

WAKEFIELD SCHOOL DISTRICT PR CHECK REGISTER

Report # 62065

Include Authorization Codes: Yes
Batch: 41189
Check Dates: (Earliest) - (Latest)
Cash Account Number:
Minimum Check Amount: \$0.00
Sorted By: Check Number

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
	11/02/2023	FED	TD BANK		0.00	0.00	0.00	0.00	
68010	11/02/2023	1540	LAUREN J. BOURQUE	1	1,806.58	1,325.88	0.00	1,325.88	
					1,806.58	1,325.88	0.00	1,325.88	

Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	1	1,325.88
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	0	0.00
	ACH Employee Credits	0	0.00
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	0	0.00
	Voided Checks	0	0.00
	ACH Vendor Credits	0	0.00
	ACH Vendor Debits (Voids)	0	0.00
	ACH Online Payments	0	0.00
Taxes	EFTPS Payment - Debit	1	0.00

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice-Chairman

Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Robert DeCollmacker
Robert DeCollmacker, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

WAKEFIELD SCHOOL DISTRICT

Void Check Register

Report # 62061

Cash Account / Description		Check #	Check Date	Code	Name	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
100-0000-11010-0-00-00000 CASH ACCOUNT		67902	11/02/2023	1540	LAUREN J. BOURQUE	1,806.58	1,325.88	1,325.88	0.00	Yes
Void Total						1,806.58	1,325.88	1,325.88	0.00	
Reprint Total										

1 Total Checks Listed.
 1 Voided Check.
 0 Reprinted Checks.

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Wakefield School Board Public Minutes
Budget Workshop on November 14, 2023

Paul School Library

Draft

School Board Members present:

Mary Collins – Chairperson	Sandra Taliaferro
Bob Ouellette – Vice-Chair	Brennan Peaslee
Robert DeColfmacker	

SAU 101 Administration present:

Anne Kebler – Chief Education Officer
Frank Markiewicz – Business Administrator
Michele Lambert – HR/Payroll

Guests present:

Randie Fox, Meaghan DeColfmacker, Jackie Taney, Sheena Robbins, Michelle Farina
The following guests arrived after the Non-public session: Nichole Dolaher, Kathe Howard
(To any of our guests, if I misspelled your name, you have my apologies.)

Mary Collins called this workshop to order at 5:35 pm. The session began with The Pledge of Allegiance.

The School Board quickly discussed the need for a van. The van used for students with disabilities may have a breakdown.

- Four quotes have been received for a van.
- Prices range from \$19,000 to \$24,000.
- Quotes received do not contain information about the vans (such as transmission type).
- The van will be discussed at the next meeting. Information regarding the vans should be received by the board.
- Public meeting to spend money on the new van will be scheduled.
- Business manager recommends waiting for all information on the vans.

- Also recommends taking funds to purchase the van plus money to repair the currently owned van.
- Heather will need to obtain a purchase and sales agreement on the van.

Anne Kebler spoke of the MTSS Support System. Ms Kebler gave a handout detailing the **MTSS Tiered Support as a Framework for Organization in Schools Everyday**.

The framework is comprised of three tiers:

- ◆ Tier 1: Whole class core differentiated instruction
- ◆ Tier 2: Whole class core differentiated instruction + additional targeted instruction (often small group)
- ◆ Tier 3 Whole class core differentiated instruction + additional targeted instruction (often small group) + intensive intervention (sometimes 1:1). The intensity/frequency and duration of the intervention are considered based upon data.

Anne Kebler advised the school board that the job descriptions for the Nursing Assistant and the Guidance Counselor have not arrived for the boards approval.

Ms Kebler stated that with the Math Interventionist, Reading Interventionist, and Guidance Interventionist plus the multi-tiered MTSS system; there has been a positive difference in Paul School among the students.

With the new Interventionist positions the budget increase would be 3.65%.

The Para's agreement negotiations have yet to be approved. Any increase would go into a Warrant Article.

The union hopes to bring the contract to its members within the week.

WAKEFIED SCHOOL DISTRICT FISCAL YEAR 2025 SCHOOL BOARD BUDGET:

Function 1100 lines: Regular Education

- Changes: the Math, Reading and Behavior Interventionists will need to be included in this 1100 function.
- Budget shows teachers moving to the next level pay scale.
- Any bonus for teachers will go into a separate warrant article.
- Supply line:
 - Went back 3 years and averaged it out, then each teacher will receive an allotted amount.
 - If a teacher requires something out of the ordinary, they are to notify Ms Kebler as there is grant money available for these items.

- The supply line is less than 1% of last year's amount.

Motion was made by Bob Ouellette to move the 1100 function.

Mary Collins seconded the motion.

Motion was passed by a vote of 5 – 0.

The Paul School Psychologist is now under an IDEA Grant.

Function 1200 lines: Special Education

Motion was made by Bob Ouellette to move the 1200 Function.

Mary Collins seconded the motion.

Motion was passed by a vote of 5 – 0.

IDEA Grant money was spent for Special Education to keep line costs lower.

30% of the Partner Program was under the IDEA Grant to assist with the cost.

Function 1400 lines:

Motion to move the 1400 Function was made by Bob Ouellette.

Mary Collins seconded this motion.

The motion passed by a vote of 5 – 0.

Function 1420 lines: Athletics

Bob Ouellette made the motion to move the 1420 Function.

Brennan Peaslee seconded the motion.

The motion passed by a vote of 5 – 0.

Function 1430 lines: Summer School

Brennan Peaslee made the motion to move the 1430 Function.

Mary Collins seconded the motion.

The motion was passed by a vote of 5 – 0.

Function 2110 lines: Truant Officer

Brennan Peaslee made the motion to move the 2110 Function.

Mary Collins seconded the motion.

The motion was passed by a vote of 5 – 0.

Function 2120 lines: Guidance/Social Worker

Bob Ouellette made the motion to move the 2120 Function.

Mary Collins seconded this motion.

Support Staff salary needs to be changed. Currently the entire amount is under Special Education. This line will be changed.

In order to correct the Support Staff listing:

Brennan Peaslee made a motion to amend the 1200 Function line.

Mary Collins seconded this motion.

The motion passed by a vote of 5 – 0.

Special Education **Function1200** line is lower by \$13,506.

Bottom line is now \$2,422,977.

Bob Ouellette made the motion to move the corrected Function 1200.

Mary Collins seconded this motion.

Motion passed by a vote of 5 – 0.

Function 2120 add \$13,507. The new bottom line is \$173,371.

Bob Ouellette made a motion to move Function 2120.

Mary Collins seconded the motion.

Motion passed by a vote of 5 – 0.

Function 2130 lines: Nurse

Bob Ouellette made the motion to move Function 2130.

Mary Collins seconded this motion.

Motion passed by a vote of 5 – 0.

Discussion of bottom line due to accurate insurance rate received from the insurance company.

Function 2210 lines: Professional Development

Bob Ouellette made the motion to move Function 2210.

Mary Collins seconded this motion.

Motion passed by a vote of 5 – 0.

Function 2220 lines: Library

Bob Ouellette made the motion to move Function 2220.

Mary Collins seconded this motion.

Motion passed by a vote of 5 – 0.

Software is under a different function. Next year all software will be under technology.

Function 2310 lines: School Board

- Ballot printing cast line needs to be obtained from the Town Clerk.
- Frank Markiewicz suggested that if there is a change it can be done at the Budget Committee meeting next week.
- Cost of actual ballots will be brought up at the time of the Budget Committee.

Bob Ouellette made the motion to move the Function lines 2310.

Mary Collins seconded this motion.

Motion passed by a vote of 5 – 0.

Function 2320 lines: Administration Expense

Bob Ouellette made the motion to move the Function lines 2320.

Mary Collins seconded this motion.

Vote not taken at this time.

Discussion:

Bob Ouellette made a motion to increase the line for the Superintendent's salary by \$10,000 due to a recent discussion.

Salary would now be \$81,000.

Bob Ouellette made a motion to increase the salary for the Superintendent to \$90,000 based upon other salaries for this position.

Brennan Peaslee seconded the motion.

Motion passed by a vote of 3 – 0.

Discussion to increase the Business Administrator salary. Frank Markiewicz informed the board that the full-time salary of a Business Administrator runs from \$85,000 to over \$100,000. Mr. Markiewicz feels that we are competitive if the board has the salary in the upper \$80,000.

Bob Ouellette made the motion to move the 2320 Function.

Mary Collins seconded this motion.

The motion passed by a vote of 3 – 2.

Function 2410 lines: Principal

Bob Ouellette made the motion to move the 2410 Function.

Mary Collins seconded this motion.

The motion passed by a vote of 5 – 0.

Function 2510 lines: Fiscal Services

Brennan Peaslee made a motion to increase the Business Administrator salary to \$100,000.

Mary Collins seconded this motion.

Motion passed by a vote of 5 – 0.

Bob Ouellette made the motion to move the 2510 Function.

Mary Collins seconded this motion.

The motion passed by a vote of 5 – 0.

Function 2610 lines: Operation Maintenance

- Contracted Services line change was approved at the School Board meeting Tuesday.

- Items were moved out of this line into their correct lines: ex.: the repeater is now under Transportation.
- Classroom furniture is usually in the Facilities budget. Therefore amount is lowered as the school has inventory that needs to be sorted through.
- Line 55310: the Internet and Phones – are cell phones part of the cost in this line?
- Once the school applies for the E-Rate, the cost will decrease

Bob Ouellette made the motion to move the 2610 Function.

Mary Collins seconded this motion.

The motion passed by a vote of 5 – 0.

Function 2721 Lines: Regular Student Transportation

- A part-time driver has been added
- Hold voting for non-public discussion.

Function 2722 Lines: Special Education Student Transportation

Bob Ouellette made the motion to move the 2722 Function.

Mary Collins seconded this motion.

The motion passed by a vote of 5 – 0.

Function 2724 Lines: Athletics Student Transportation

Brennan Peaslee made a motion to move the 2724 Function.

Mary Collins seconded this motion.

Motion passed by a vote of 5 – 0.

Function 2725 Lines: Field Trip/Co-Curr Student Transportation

Bob Ouellette made the motion to move the 2725 Function.

Mary Collins seconded this motion.

The motion passed by a vote of 5 – 0.

Function 2820 Lines: Technology

Bob Ouellette made the motion to move the 2820 motion. – Rescinded by Mr. Ouellette

Mary Collins seconded this motion. – Rescinded by Ms Collins

Discussion:

- The Firewall is approximately 5 to 6 year old.
- The cost of a new Firewall is approximately \$15,000.
- Line 2820-573810:
 - Need a new trust covering non-related student service items.
 - This will cover items related to the district.
 - Should be started in a Warrant Article.
 - Decision was made to leave this line stay as it is currently.

Bob Ouellette made a motion to approve Function 2820 as written.

Mary Collins seconded this motion.

Motion passed by a vote of 5 – 0.

Frank Markiewicz suggested that critical items should be in budget as the school currently doesn't have a Technology CIP in place.

Function 2900 Lines: Other Benefits

Bob Ouellette made a motion to move this function.

Mary Collins seconded this motion.

The motion was passed by a vote of 5 – 0.

Function 5252 Lines: Transfers To/From Trust Funds

Frank Markiewicz does not need this function voted upon until the next board meeting.

Brennan Peaslee would like the board to have information from the department heads on what they require in Warrant Articles.

Bob Ouellette made a motion for the school board to enter into a Non-Public session at 7:30 per RSA 91-A 3:11 (c).

Mary Collins seconded this motion.

Motion passed with the school board voting as follows: Roll call vote

- ✓ Mary Collins – aye

- ✓ Bob Ouellette – aye
- ✓ Robert DeColfmacker – aye
- ✓ Brennan Peaslee – aye
- ✓ Sandra Taliaferro – aye

The School Board re-entered the public session of this workshop at 8:16 pm.

Robert DeColfmacker made a motion to increase line 51120 on page 15 of the budget to \$84,2502.

Bob Ouellette seconded this motion.

Motion passed by a vote of 5 – 0.

Robert DeColfmacker made a motion to increase line 51110 on page 19 of the budget to \$46,000. (Regular Transportation Coordinator)

Bob Ouellette seconded this motion.

The motion passed by a vote of 3 – 2.

Esser 3 Grant Funded Positions:

- The three positions in the 1100 line are for the Reading, Math and Behavior Interventionists.
- All job descriptions are board approved.
- Reading Interventionist to be included in the 1100 line.

Motion to add \$94,974 to this line made by Mary Collins.

Bob Ouellette seconded this motion.

The motion passed by a vote of 5 – 0.

Mary Collins made a motion for the Math Interventionist at a salary of \$48,240.

Bob Ouellette seconded this motion.

This motion passed by a vote of 5 – 0.

Mary Collins made a motion for the Behavior Interventionist under the 1100 line to be at a salary of \$41,416.

Bob Ouellette seconded this motion.

This motion FAILED by a vote of 2 – 2 (Robert DeColfmacker did not vote)

Mary Collins made the motion for the Paul School Counselor at a salary of \$67,912.

Bob Ouellette seconded this motion.

The motion passed by a vote of 5 – 0.

The bottom line for the guidance function is not \$241,283.

Function 2130 Lines: Nurse

LNA has been added at a salary of \$40,372.

Mary Collins made a motion for the LNA to be added to the Function 2130.

Bob Ouellette seconded this motion.

This motion passed by a vote of 5 – 0.

This will increase the bottom line of the 2130 Function to \$154,316.

Tonight, the School Board Budget Workshop increased the school budget by \$310,499.

The Wakefield School District Fiscal Year 2025 School Board Budget is not at \$11,871,054.

This is a budget increase of 3.81% from the previous year.

Mary Collins made the motion to approve the Paul School Budget for the 2024/2025 year of \$11,871,054.

Bob Ouellette seconded this motion.

This motion passed by a vote of 4 – 1.

Mary Collins made a motion to adjourn the Budget Workshop at 8:52pm

Bob Ouellette seconded this motion.

The motion was passed 5 - 0 with the voting as follows:

- ✓ Mary Collins – aye
- ✓ Bob Ouellette – aye

- ✓ Robert Decolfmacker – aye
- ✓ Brennan Peaslee – aye
- ✓ Sandra Taliaferro – aye

Respectfully submitted by,

Beth Seldin

(Substituting for Priscilla Colbath)

Kingswood Continuation

24/25 School Year

10th Grade- 4 Students

11th Grade- 3 Students

12th Grade- 5 Students

23

Capital Improvement Plan: FY2024 – FY2028

Project Detail Sheet



Department:	Police Department	
Project:	Public Safety Building	
Type of Project New/Replacement):	Replacement	
Reason for Project:	Safety. Reduce Operating Costs	
Estimated Total Cost:	\$45,000	
Anticipated Year of Purchase	2024	
Estimated Useful Life:	20 years	

Description and Justification:

The Public Safety Building was built in 2000. The original generator is showing signs of wear & tear. Replacement will ensure a safe operating building during power outages. Replacement will provide greater system efficiency and reduced maintenance costs.

The generator will be eligible for a FEMA grant to cover the replacement cost.

The existing generator could be re-purposed at the Paul School building.

Estimated Costs by Fiscal Year

FY2024	\$45,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
Total Cost	\$45,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	
Current Capital Reserve Balance (as of 8/1/23)	\$16,111

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TOWN OF WAKEFIELD

Capital Improvement Plan: FY2024 – FY2028

Project Detail Sheet



Department:	School Department
Project:	Wakefield School Transportation (Bus)
Type of Project New/Replacement):	Replacement
Reason for Project:	Safety, Reduce Operating Costs
Estimated Total Cost:	\$110,000
Anticipated Year of Purchase	2024
Estimated Useful Life:	15 Years

Description and Justification:

This replacement bus is part of the continuation of our bus fleet replacement which consists of: 7 passenger bus (8), 14 passenger bus (2) and a 4-person caravan. In FY2024, a 3rd, 14-passenger bus will be added to the fleet along with replacement of a 77 passenger bus. The old bus will have a trade-in value of approximately \$4,500.

Estimated Costs by Fiscal Year

FY2024	\$110,000
FY2025	\$110,000
FY2026	\$110,000
FY2027	\$110,000
FY2028	\$110,000
Total Cost	\$110,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (As of 8/1/23)	\$153,152 + \$90,000

Capital Improvement Plan: FY2024 – FY2028

Project Detail Sheet



Department:	School Department
Project:	Boiler Replacement
Type of Project (New/Replacement):	Replacement
Reason for Project:	Reduced Operating Cost/Alleviates Substandard Condition
Estimated Total Cost:	\$300,000-350,000
Anticipated Year of Purchase	2026
Estimated Useful Life:	20 Years

Description and Justification:

The school is heated using 3 boilers. Two use propane and 1 uses oil. The oil run boiler is still running at 84% efficiency. But the propane furnaces have reached the end of the life expectancy.

A final evaluation is being completed to determine when to replace the boilers and whether to replace the 2 propane boilers first or all 3 boilers at the same time.

The boilers will be moved to the basement for a more adequate functional space and to accommodate possible expansion of the building.

Estimated Costs by Fiscal Year

FY2024	\$50,000
FY2025	\$50,000
FY2026	\$50,000
FY2027	\$0
FY2028	\$0
Total Cost	\$350,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (as of 8/1/23)	\$127,224 + 75,000

Capital Improvement Plan: FY2023 – FY2027

Project Detail Sheet



Department:	School Department
Project:	Water Well Replacement
Type of Project (New/Replacement):	Replacement
Reason for Project:	Provides Added Capacity/Reduced Operating Cost
Estimated Total Cost:	\$45,000
Anticipated Year of Purchase	2024
Estimated Useful Life:	25 Years

Description and Justification:

replace current well that is not longer producing water. This well would service the irrigation system for the school ballfields.

Use of Sanbornville Water Precinct water to maintain the ballfields costs approximately \$13,000/annually.

Estimated Costs by Fiscal Year

FY2024	\$15,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
Total Cost	\$30,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (as of 8/1/23)	\$30,000

Capital Improvement Plan: FY2024 – FY2028

Project Detail Sheet



Department:	School Department
Project:	HVAC Units & Air Handlers
Type of Project (New/Replacement):	Replacement
Reason for Project:	Safety. Improve Quality of Facility
Estimated Total Cost:	\$285,000
Anticipated Year of Purchase	2027
Estimated Useful Life:	15 Years

Description and Justification:

There are currently 5 air handler units within the facility. There are 4 units from 1997 and 1 unit from 1982. They are reaching the end of their useful life.

This project would replace these units to provide consistent air movement throughout the facility, providing a more comfortable and healthier environment.

Estimated Costs by Fiscal Year

FY2024	\$75,000
FY2025	\$70,000
FY2026	\$70,000
FY2027	\$70,000
FY2028	\$0
Total Cost	\$285,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (if one exists)	\$0

Capital Improvement Plan: FY2024 – FY2028

Project Detail Sheet

Department:	School Department
Project:	Generator
Type of Project (New/Replacement):	New
Reason for Project:	Improve Quality of Facility. Safety
Estimated Total Cost:	\$70,000
Anticipated Year of Purchase	2026
Estimated Useful Life:	20 Years



Example

Description and Justification:

Purchase and install a generator at the school (currently none exists). A back-up generator will allow heating, ventilation, fire alarms, computer networks, lighting, security, and phone networks to continue running uninterrupted. Safety is the most important priority for any school. Power disruption can quickly turn a safe place into a dangerous environment, such as in cases of extreme weather or because of darkness. The school could then also function as emergency shelter for the community.

Estimated Costs by Fiscal Year

FY2024	\$0
FY2025	\$35,000
FY2026	\$35,000
FY2027	\$0
FY2028	\$0
Total Cost	\$70,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (if one exists)	\$0

Capital Improvement Plan: FY2024 – FY2028

Project Detail Sheet

Department:	School Department
Project:	Building Renovation (Emergency Lighting)
Type of Project New/Replacement):	Replacement
Reason for Project:	Improve Quality of Facility. Safety
Estimated Total Cost:	\$24,000
Anticipated Year of Purchase	2026
Estimated Useful Life:	15 Years



Description and Justification:

Lighting in the school was updated to LED in 2021.

This next phase project would replace all Emergency Light fixtures throughout the building with updated LED Emergency Lighting.

Estimated Costs by Fiscal Year

FY2024	\$0
FY2025	\$12,000
FY2026	\$12,000
FY2027	\$0
FY2028	\$0
Total Cost	\$24,000

Anticipated Funding Sources

Operating Budget	
Grant	X
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (as of 8/1/23)	\$0

Capital Improvement Plan: FY2024 – FY2028

Project Detail Sheet

Department:	School Department
Project:	Future Building Expansion
Type of Project (New/Replacement):	Replacement
Reason for Project:	Improve Quality of Facility and Substandard Conditions
Estimated Total Cost:	TBD
Anticipated Year of Purchase	TBD
Estimated Useful Life:	50 Years



Description and Justification:

The School Department would form a community building committee to look at future population growth, educational space needs and building expansion concepts.

An engineering study would then be completed to look at which of those concepts is the most feasible and provide the best value to the community.

Estimated Costs by Fiscal Year

FY2024	\$0
FY2025	\$40,000
FY2026	\$40,000
FY2027	\$0
FY2028	\$0
Total Cost	\$TBD

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (of one exists)	\$0

TOWN OF WAKESFIELD
Capital Improvement Plan: FY2024 – FY2028
Project Detail Sheet

Department:	School Department
Project:	Classroom & Office Flooring
Type of Project (New/Replacement):	Replacement
Reason for Project:	Improve Quality of Facility and Substandard Conditions
Estimated Total Cost:	\$215,000
Anticipated Year of Purchase	2023-2027
Estimated Useful Life:	15 Years



Description and Justification:

beginning in 2023, 4-5 rooms in the Paul School building would received new (luxury vinyl tile) flooring.
This process would continue for 5 years until entire school is completed.

Estimated Costs by Fiscal Year

FY2024	\$25,000
FY2025	\$25,000
FY2026	\$25,000
FY2027	\$25,000
FY2028	\$0
Total Cost	\$215,000

Anticipated Funding Sources

Operating Budget	
Grant	
Bond	
Fund 2/3/4/5 Balance	
Warrant Article	X
Current Capital Reserve Balance (of one exists)	\$0

Certified Staff Nomination			
Name	Title	Effective Date	Salary
Wyatt Hill	5th Grade Teacher	9/20/2023	\$35,603.00

Staff New Hire FYI			
Name	Title	Effective Date	Salary

Resignations			
Name	Title	Effective Date	Salary

Retirements			
Name	Title	Effective Date	Salary

WAKEFIELD SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT 101

INTENT TO HIRE

Name of Employee: Wyatt Hill
Position being hired for: 5th grade teacher
Existing Employee? ☒ Yes ☐ No (long term sub)
Replacing: Kathy Olson

Submit with this form:

- ☒ Completed Application
- ☒ Reference Sheet
- ☒ Resume (if applicable)
- ☒ Transcripts (if applicable)
- ☒ Certification (if applicable)
- ☒ Three letters of recommendation (if applicable)

NH Certification ID # Statement of Eligibility / Emergency Authorization Expiration Date: 6/30/2025

Baccalaureate Degree from: UNH
Degree BA Year 5/2023

Graduate Degree from: _____
Degree _____ Year _____

Hours Per Day: _____ Days Per Week: _____ Days Per Year: _____

Time Card: Yes ☐ No ☒

Collective Bargaining: ☒ WTA ☐ WPA ☐ No Affiliation

Hiring Manager Comments:

Wyatt Hill began the school year as a long term sub and shadowed the other 2 5th grade teachers for a month while waiting for the return of fingerprints and the issuance of an emergency authorization. He is now able to take the class.
Submitted by: Anne Kebler Date: 11/16/2023

To be filled in by Superintendent

Account Number: 100-1100-51120-1-00-00000

Hourly Rate: _____ Salary: Track/Step: 1/1 \$ 35,603.00

Signature of Superintendent: Anne L. Kebler Date: 11/16/2023

promoted from 10/30/23 to 6/30/24