

## **Agenda Worksheet**

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

Date: Tuesday, December 19, 2023 at 6:00pm

### **Facilities Committee 5:15pm**

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

**2. AGENDA REVIEW**

**3. PRESENTATIONS, PUBLIC HEARINGS**

Student Presentation

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

**5. REPORTS**

- a. Facility
- b. School Administration

**6. CONSENT AGENDA**

- a. AP Manifest- Batch #42334, \$195,530.71; Batch #42384, \$68,514.67; Batch #42386, \$1,002.66; Batch #42397, \$3,937.11; Batch #42408, \$69,908.04; Batch #42418, \$671.54; Batch #42431, \$1,023.31
- b. Payroll Manifest- Batch #42412, \$261,709.55; Batch #42427, \$644.14; Batch #42426, \$2,933.67

**7. MEETING MINUTES**

- a. WSB Non Public Minutes Session 1 12.5.23
- b. WSB Non Public Minutes Session 2 12.5.23
- c. WSB Public Minutes 12.5.23

**8. OLD BUSINESS**

- a. Bus Sale Update

**9. NEW BUSINESS**

- a. Ratification of Teacher's Salary
- b. Ratification of Paraprofessional's CBA
- c. Review of Warrant Articles

**10. POLICIES**

**11. COMMITTEE UPDATES**

- a. Wellness Committee
- b. Culture and Climate Committee
- c. Joint Loss Committee

**12. NOMINATIONS/HIRES/RESIGNATIONS**

**13. FOLLOW-UP**

**14. NON-PUBLIC:** RSA 91-A;3 II (C)

**15. ADJOURNMENT:**

**PM**

**Upcoming: The next Wakefield School Board meeting will be held January 2, 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.

1. NHDES round 3 testing will continue in January. Retesting all 41 outlets  
6 more faucets have been purchased to be replaced over Christmas break before round 3 test
2. Received quote for SAFE grant to upgrade camera systems in and around the building and busses. (See attached quote)
3. Replacing the remaining 4 steel doors on exterior of building. Project has been ongoing for the last couple of years. 50% has been paid up front and we will be scheduling the project in the new year. (One Source Security) see attached quote
4. Paving and drain rehab project will take place in June after school is out. (Clairmont Paving)  
Weather in November was creating a problem in scheduling
5.
  - Continually working through heating issues with Pioneer Mechanical and Basix as we are climbing into the cold season.
  - First snow event went well with a team effort from Howe Two, Town of Wakefield and the School plow truck to have the building and grounds ready with no delay
  - Still working on finding quotes for concrete pads for new maintenance shed and outdoor pavilion (CIP)
  - Custodial staff will be working through building projects over the Christmas break. (Painting, deep cleans, etc..)

# PAUL SCHOOL

60 Taylor Way  
Sanbornville, NH 03872  
P: (603) 522-8891  
F: (603) 522-6143



**Norma DiRocco, Principal**  
**Ivy Leavitt-Carlson, Assistant Principal**

## November/December 2023- Administration Report

The months of November and December have been busy here at The Paul School. During the month of November our teachers hosted parent teacher conferences. On conference night families were able to learn about their children's academics, shop at our family clothing drive and support our 8th grade students by purchasing items from the bake sale. The annual turkey trot was a success at the Paul School. Our students collectively ran over 20 miles. It was a great event and students were excited to run as many laps as possible. A huge shout out to Lovell Lake who provided turkeys for our school to raffle to students and staff members. In December, the holiday concert was a wonderful event for families in our primary grades. Mrs. Sullivan conducted a beautiful event that truly got our school into the holiday spirit. We look forward to celebrating our students continually in the winter and spring. We look forward to celebrating the holiday season with our students in this last week of school.

In the building we have been highlighting the letter "P" and "A" from our PAWS statements. In the month of November we Practiced Safety in all areas of the school and in December students have been showing the qualities of Acting Responsibly. Each week students are tasked with a new challenge and at the end of the week a grade level is chosen as the winner. Mrs. Nason has been working with her eighth grade students to help develop videos of each PAWS statement to help our staff and students know the expectations. Each month our Panther of the month is also awarded based on the PAWS statements. This is supporting our Tier I interventions and driving our strategies for improvement.

If anyone in the community is looking to give back to our students and school we are looking for angels in the community to donate to our students in need of lunch program assistance. To support students please send cash to the school or checks made out to Paul School Food Program. We appreciate any donations as do our families in need. As we close in on another year, I am filled with gratitude. I am eternally thankful to the staff, families, community and students for their endless amount of support. It is with great pride that I get to witness the beauty of education each day. I personally wish everyone a happy holiday season and wonderful new year.

*The Wakefield District affirms equal opportunity in all of its educational programs, activities and employment practices. Ms. Sarah Howard serves as the coordinator for the Title IX, ESL, and 504, and can be reached at (603) 522-8891 ext 399.*

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Check Batch: 42334  
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
42334	22846	11/28/2023	1080	ADT COMMERCIAL LLC	0.00	149.52
	22847	11/28/2023	9678	ALIE, DAWN	0.00	48.25
	22848	11/28/2023	9009	ALLISON NEAL, NEW ENGLAND TUTORS, LLC	0.00	300.00
	22849	11/28/2023	2097	BETH SELDIN	0.00	144.00
	22850	11/28/2023	9275	BOOK SOURCE	0.00	403.12
	22851	11/28/2023	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	997.50
	22852	11/28/2023	9677	Business Radio Licensing	0.00	285.00
	22853	11/28/2023	342	CROWELL'S TOWING & REPAIR	0.00	185.67
	22854	11/28/2023	9674	DE LAGE LANDEN FINANCIAL SERVICES, INC	0.00	2,114.75
	22855	11/28/2023	9522	FRANK MARKIEWICZ	0.00	89.08
	22856	11/28/2023	1402	FRESH PICKS CAFE, LLC	0.00	24,579.20
	22857	11/28/2023	9664	GEHRING, ANN	0.00	5,600.00
	22858	11/28/2023	9400	GENERATION GENIUS, INC	0.00	995.00
	22859	11/28/2023	585	HEALTH TRUST	0.00	5,759.51
	22860	11/28/2023	2161	HOWE TWO LAWN CARE & LANDSCAPING LLC	0.00	2,800.00
	22861	11/28/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	77.14
	22862	11/28/2023	9610	MOELLER, TRESSA RYAN	0.00	110.00
	22863	11/28/2023	2128	NAPA AUTO PARTS	0.00	210.42
	22864	11/28/2023	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	31,257.50
	22865	11/28/2023	596	NH SCHOOL HEALTH CARE COALITION	0.00	87,549.50
	22866	11/28/2023	9668	OPTIMUM TRANSPORTATION	0.00	4,725.00
	22867	11/28/2023	9290	PAGE STREET LEASING, LLC	0.00	75.00
	22868	11/28/2023	260	PARKER EDUCATION	0.00	7,716.60
	22869	11/28/2023	9639	PICK UP PATROL, LLC	0.00	861.08
	22870	11/28/2023	506	PIONEER MECHANICAL	0.00	1,500.00
	22871	11/28/2023	688	ROCHESTER TRUCK REPAIR	0.00	356.01
	22872	11/28/2023	1259	SCHOLASTIC INC	0.00	164.73
	22873	11/28/2023	9530	SOLJANT	0.00	9,787.50

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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	22874	11/28/2023	692	STEVE ROSSETTI	0.00	70.00
	22875	11/28/2023	9191	TORRES, LUIS	0.00	513.52
	22876	11/28/2023	804	TREASURER, STATE OF NH	0.00	4,995.72
	22877	11/28/2023	9083	TYLER BUSINESS FORMS	0.00	112.83
	22878	11/28/2023	9669	VOYA HOLDINGS, INC	0.00	339.68
	22879	11/28/2023	9680	WAUGH, ELIZABETH	0.00	299.89
	22880	11/28/2023	2243	WEST MUSIC	0.00	69.99
	22881	11/28/2023	1944	WINNIPESAUKEE DRUG CONSORTIUM SERVICES L	0.00	288.00
Totals:					0.00	\$195,330.71

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# WAKEFIELD SCHOOL DISTRICT 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

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

*Robert DeColmacker*  
Robert DeColmacker, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

36 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Check Batch: 42384  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
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 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
42384	22882	12/05/2023	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	868.28
	22883	12/05/2023	9491	COLLINS, MARY	0.00	345.00
	22884	12/05/2023	958	CONSOLIDATED COMMUNICATIONS	0.00	146.58
	22885	12/05/2023	341	CRITERIA II LTD	0.00	1,200.00
	22886	12/05/2023	9665	Davis, Brad	0.00	50.30
	22887	12/05/2023	9375	DRUMMOND WOODSUM &	0.00	7,060.46
	22888	12/05/2023	9088	ELDRIDGE TRANSPORTATION SERVICE	0.00	12,779.27
	22889	12/05/2023	9422	GOGUARDIAN	0.00	7,110.10
	22890	12/05/2023	9675	John De Jager	0.00	70.00
	22891	12/05/2023	9134	LITERACY RESOURCES LLC	0.00	11,009.52
	22892	12/05/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	120.42
	22893	12/03/2023	9672	Lutheran Outdoor Ministries of New Engla	0.00	500.00
	22894	12/03/2023	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	14,126.57
	22895	12/05/2023	2288	MSB SCHOOL SERVICES	0.00	60.38
	22896	12/05/2023	1411	NE LIFT CO.	0.00	785.00
	22897	12/05/2023	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	179.80
	22898	12/05/2023	260	PARKER EDUCATION	0.00	6,709.78
	22899	12/05/2023	9670	Peter D. Lique Naitove	0.00	105.00
	22900	12/05/2023	506	PIONEER MECHANICAL	0.00	1,115.00
	22901	12/05/2023	8932	RONALD JALBERT	0.00	70.00
	22902	12/05/2023	1259	SCHOLASTIC INC	0.00	153.56
	22903	12/05/2023	9530	SOLIAANT	0.00	1,225.00
	22904	12/05/2023	9679	STORAGE NETWORKS CORPORATION	0.00	344.00
	22905	12/05/2023	9191	TORRES, LUIS	0.00	366.80
	22906	12/05/2023	1532	VERIZON WIRELESS	0.00	450.98
	22907	12/05/2023	9669	VOYA HOLDINGS, INC	0.00	868.51
	22908	12/05/2023	9680	WAUGH, ELIZABETH	0.00	245.36
	22909	12/05/2023	2243	WEST MUSIC	0.00	448.80

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# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
					0.00	\$68,514.67
				Totals:		

## WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

*Mary Collins*  
Mary Collins, School Board Chairman

*Bob Ouellette*  
Bob Ouellette, School Board Vice Chairman

Sandra Talliaferro, School Board Member

Brennan Peaslee, School Board Member

*Robert DeCormier*  
Robert DeCormier, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

28 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 62637

Check Batch: 42386  
 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
42386	90285	12/05/2023	1706	CHARTER COMMUNICATIONS	0.00	449.16
	90286	12/05/2023	9608	BMO HARRIS BANK N. A.	0.00	553.50
Totals:						\$1,002.66

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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  
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Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Robert DeCollimache  
Robert DeCollimache, School Board Member

Carlene Stewart  
Carlene Stewart, Treasurer

Anne Kebler  
Anne Kebler, CEO

2 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Check Batch: 42397  
 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
42397	90287	12/06/2023	8927	IRVING ENERGY-PROPANE	0.00	3,605.93
	90288	12/06/2023	8926	IRVING ENERGY	0.00	331.18
Totals:					0.00	\$3,937.11

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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*  
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Bob Ouellette, School Board Vice Chairman

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

*Robert DeColmachee*  
Robert DeColmachee, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

13

2 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 62681

Check Batch: 42408  
 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
42408	22910	12/08/2023	9009	ALLISON NEAL, NEW ENGLAND TUTORS, LLC	0.00	450.00
	22911	12/08/2023	878	BK SYSTEMS	0.00	490.00
	22912	12/08/2023	9674	DE LAGE LANDEN FINANCIAL SERVICES, INC	0.00	1,044.75
	22913	12/08/2023	9375	DRUMMOND WOODSUM &	0.00	574.70
	22914	12/08/2023	1402	FRESH PICKS CAFE, LLC	0.00	24,579.20
	22915	12/08/2023	9664	GEHRING, ANN	0.00	5,600.00
	22916	12/08/2023	9567	Leavitt-Carlson, Ivy	0.00	90.00
	22917	12/08/2023	9649	MICROSOFT CORPORATION	0.00	32.50
	22918	12/08/2023	9565	MILLEN, ELAINE	0.00	6,250.00
	22919	12/08/2023	9668	OPTIMUM TRANSPORTATION	0.00	1,755.00
	22920	12/08/2023	506	PIONEER MECHANICAL	0.00	944.00
	22921	12/08/2023	9530	SOLIAANT	0.00	2,346.00
	22922	12/08/2023	9585	ST CHARLES SCHOOL	0.00	19,505.64
	22923	12/08/2023	9440	STATE OF NH DEPARTMENT OF LABOR	0.00	100.00
	22924	12/08/2023	762	STRAFFORD LEARNING CENTER	0.00	4,051.66
	22925	12/08/2023	9083	TYLER BUSINESS FORMS	0.00	22.58
	22926	12/08/2023	9669	VOYA HOLDINGS, INC	0.00	395.07
	22927	12/08/2023	2164	W.B. MASON COMPANY	0.00	1,482.54
	22928	12/08/2023	2254	WILSON LANGUAGE TRAINING CORP	0.00	194.40
Totals:					0.00	\$69,908.04

# WAKEFIELD SCHOOL DISTRICT 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

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

*Robert DeCaffmacker*  
Robert DeCaffmacker, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

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19 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 62698

Check Batch: 42418  
 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
42418	90289	12/11/2023	8926	IRVING ENERGY
Totals:				

Electronic Amount	Check Amount
0.00	671.54
0.00	\$671.54
Totals:	

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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

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Bob Ouellette, School Board Vice Chairman

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

*Robert DeCollinachen*  
Robert DeCollinachen, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CEO

1 Check Listed.

# WAKEFIELD SCHOOL DISTRICT

## Manual AP CHECK REGISTER

Report # 62723

Check Batch: 42431  
 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
42431	90290	12/13/2023	1706	CHARTER COMMUNICATIONS	0.00	850.00
	90291	12/13/2023	175	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	0.00	173.31
Totals:						\$1,023.31

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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

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

*Robert DeCormacher*  
Robert DeCormacher, School Board Member

*Carlene Stewart*  
Carlene Stewart, Treasurer

*Anne Kebler*  
Anne Kebler, CIO

2 Checks Listed.

# Wakefield School Board Public Minutes

December 5, 2023

Held in Paul School Library

Draft



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

Those Present: Michele Lambert, Randi Fox, Rachael Lapierre, Caitlin Gelinis, Sarah Fenton, Ashia Roy, Wesley Roy, Jon, Veino, Katie Howard, Elizabeth Howard, Marc Taliaferro, Max Gehring from Clearview TV

Mrs. Collins led those present in the salute to the flag at 5:30.

## Presentations/Public Hearings

### Withdrawal of Funds from the Transportation Trust Fund

Mrs. Collins opened the Public Hearing at 5:32. Mr. Powers said she found a 2017 Dodge Caravan with under 13,000 from California. It's a brand new vehicle except for the age. The Board discussed what they wanted for a warranty between the options provided. Mrs. Peaslee joined the Board at 5:35. Mrs. Collins closed the Public Hearing at 5:47.

**Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve option 2 for 60 months, 72,000 miles with a \$200 deductible for a cost of \$26,228. (Vote 5-0)**

## Reports

### Student Services Report

Ms. Howard read the following:

Over the last two months our special education department has been working diligently to provide IEP services to our special education students in addition to collaborating with support staff and general education staff and completing special education evaluations for students. Since the start of our school year the team has completed or is in the process of completing 11 initial evaluations and 13 reevaluations for our pre-k to grade I students.

The table below includes a summary of our special education students by grade level. The total number of identified students has decreased by 2 students due to student moves out of the district, and referral numbers increased by one student. The referral count includes students who

are being evaluated by the team, not students who were referred and were not evaluated. It is important to note the time required to complete evaluations, which can include anywhere from 1-3 hours per test, per student. Most students require at least 2-3 tests for their evaluations and some require 4-8 tests. These tests are a critical component of determining eligibility of students, but can be time consuming for staff and for students.

<b>Special Education Numbers as of 11/28/23</b>		
<b>School</b>	<b># of identified students</b>	<b># of students in referral</b>
Paul School (Pre-K)	5	3
Paul School (K-8)	74	6
Paul School Total (Pre-K to 8)	79	9
High School	31	0
Out of District	5	0
<b>District Total</b>	<b>116</b>	<b>9</b>

The biggest challenge for our team continues to be the unfilled paraprofessional and case manager positions. Our staff have been supportive and flexible with coverage and responsibilities, but we continue to navigate coverage needs with 3 unfilled paraprofessional positions and one unfilled case manager position. I commend the team for their hard work and support as we continue to try to hire staff to fill those positions. Our mental health and MTSS-B teams continue to work hard to support students with social emotional needs. The mental health team has been pushing in to classrooms to support social emotional instruction, and our MTSS Tier 1, MTSS Advanced Tier, and Intervention teams continue to meet regularly to review student needs and support at both the individual and school levels. During the month of November, we were able to send staff members to MTSS training and 504 plan training and are excited to continue to build the capacity of our teams.

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to go into non public under 91-A 3:11 (c) at 5:53. Roll call: Ouellette aye, Collins aye, Peaslee aye, Taliaferro aye, DeColfmacker aye. (Vote 5-0)**

The Board returned to public session at 641.

**Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to table the Para negotiations. (Vote 4-1)**

### **Agenda Review**

Add resignation under new Business

### **Public Comment**

Mr. Veino asked the Board to reconsider the no vote for the Behavioral Interventionist. He said the Budget Committee voted in favor of this position with an 8-2-1 vote. He expounded on the reasons the two no votes gave for voting no. He again said this position is less than one cent on the tax rate. The Budget Committee watched the presentation and listened to the communities voice. He said the money is now there, the data is there, the person doing the job is here. The kids who need this are improving. He said it appears no one in the community is against this. He asked two Board members to put our kids first. With all those who have pledged their support they are asking for a revote.

Mrs. Fenton thanked the Budget Committee for waiting and making an informed decision. She also thanked Mr. Ouellette for going through and organizing so they could see what the numbers are. She talked about a study from 2015 that says there is a large return on every dollar spent on social emotional learning. Carroll county percentages are higher than the state average for mental health, incarceration and substance use. She said right now the Paul School has built a foundation and has a full team and if you don't have the behavior interventionist the structure is no longer there.

#### **Consent Agenda**

**Mr. DeColfmacker made a motion, seconded by Mrs. Collins, to approve the consent agenda. (Vote 4-1)**

#### **Meeting Minutes**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the non public minutes of 11-21-23. (Vote 4-0-1)**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the public minutes of 11-21-23. (Vote 4-0-1)**

**Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to approve the public minutes of 11-7-23. (Vote 4-0-1)**

#### **New Business**

##### **Warrant Articles**

**Mrs. Collins made a motion, seconded by Mr. Ouellette, to approve Article 2 the Operating Budget for \$12,462,470. (Vote 3-2)**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve Article 3 without the dollar figure. (Vote 5-0)**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve Article 4. (Vote 5-0)**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve Article 5. (Vote 5-0)**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve Article 6. (Vote 4-1)**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve Article 7. (Vote 5-0)**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve Article 8. (Vote 5-0)**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve Article 9. (Vote 5-0)**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve Article 10.** Mr. Markiewicz said the Budget Committee asked if we could change the language of the trust fund. That account was established for students only. He found out when the fund was actually established in 2009. He has given the Board the language of that warrant article. Which means that funds can be used for access points, wiring etc. He said it was up to the Board to add funds to the original article or establish a new one. **(Vote 5-0)**

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve Article 11. (Vote 5-0)**

#### Projected Revenues

Mr. Markiewicz said there was little change in the projections for 2025.

#### Default Budget

Mr. Markiewicz stated that the default budget is \$635,700 less than the operating budget. He explained how the default budget is put together. It is the same budget as 2024 with contractual obligations moved forward into the default budget.

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to approve the Default Budget. (Vote 5-0)**

Mrs. Lambert explained Gross Budgeting to the Board.

#### Resignation

Mrs. Kebler told the Board that the IT Director resigned last week. She said his contract says it's a mutual agreement between him and the Board and it's the will of the Board if they want to accept his resignation. He gave no notice. Mrs. Taliaferro said she would like to extend an invitation to him to meet with the Board. Mrs. Collins suggested Mr. DeColfmacker as he's the Chair of the Tech Committee to request he meet with the Board for an exit interview.. Mrs. Peaslee felt it would be more affective the have the Board Chair reach out.

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to have Mr. DeColfmacker reach out to the Tech Director. (Vote 5-0)**

#### Committee Updates

#### Committee List FYI

A list of committees has been posted on the website and the bulletin board out front. Mrs. Peaslee said she could not be part of the Wellness Committee due to the time it is scheduled.

**Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, to have Mrs. Collins take her place on the Wellness Committee so the Board has representation. (Vote 5-0)**

Committee minutes will be on the website.

#### Follow Up

There is no update on the gym floor. The attorney will be meeting with the Board sometime in January.

#### Non Public

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to enter non public session under 91-A:3, 11 (c) at 7:38. Roll call vote: Collins aye, DeColfmacker aye, Ouellette aye, Taliaferro aye, Peaslee aye. (Vote 5-0)**

The Board returned to Public Session at 8:30.

**Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to negotiate with Mrs. Kebler to move from full time to part time Superintendent. (Vote 5-0)**

#### Adjournment

**Mr. Ouellette made a motion, seconded by Mrs. Collins, to adjourn the meeting at 8:32 (Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath

School Board Secretary



# Paul School Health & Wellness Committee Agenda

## Meeting #1

Date: October 19, 2023

3:20 PM - 4:20 PM

Agenda Item	Person to Share/Timing	Notes
Welcome & Introduction	Brandon Balser: 5 Minutes	
Discussion Topics: Staff Wellness Challenges Indoor Recess (Increased Movement) Outdoor Recess (Whole Group Games) Winter Outdoor Recess PTA Snacks <u>Paul School Policies</u>	Whole Group: 55 Minutes	<p>**Dawn Allie: Look into the end of the 68 hours of hunger program.</p> <p>**Pete Boucher: Would like to add a bin for fruit &amp; veggies that aren't eaten at lunch time. Students can help themselves to extra fruit &amp; vegetables that are available.</p> <p>**Brandon Balser: Would like to reach out to PTA to provide healthier snacks for the staff room rather than soda, cookies, chips, etc.</p> <p>**Beth Capen: Would like to see outdoor basketball area and some alternative options such as 4-square, hopscotch, gaga pit</p> <p>**Brooke King: would like to see a staff challenge beginning January, options include step challenge and/or weight loss challenge.</p> <p>**Sandy Pollack: Notify staff to inform them about insurance benefits.</p> <p>**Brandon Balser: Would like to have a sneaker drive that would allow students safe footwear for PE class.</p> <p>**Brooke King: Jodi Dong and Brooke can help create a flier for sneaker drive.</p> <p>**Meghan Kelly: Students could have outdoor recess if weather is below threshold (15 degrees), if they are dressed appropriately and if staff is available to facilitate.</p>
Clarifying questions		

<p>Brainstorm next steps</p>		<p>Create sneaker drive flier  Contact "End 68 Hours of Hunger", pursue program  Obtain donation fruit bin &amp; notify staff  Contact PTA for healthy snack options  Plan staff challenge program  Communicate with staff for volunteers for outdoor winter recess  Look into the Paul School Health &amp; Wellness Plan, discuss at next meeting.</p> <p><u>Meeting #2:</u></p>
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## **Culture and Climate Committee Meeting Notes**

**Date: 11-7-23**

**Time: 3:25-3:50**

**Attendees: Kathy Frothingham, Sara Gillikin, Juliana Purvis, Angela Boston, Linda Simmons**

### **Items from last meeting:**

- **Pub contacted about donations for parent teacher conference**
- **Thank you cards purchased- Kathy**
- **Reached out to Anne and Frank regarding budget for the culture and climate committee- Norma**

### **New Items:**

- **Each member of culture and climate committee write out one or two thank you cards per week to each member of the staff**
- **Pizza on the 20th for parent teacher conferences. Donated by Pub**
- **Hoping for money from Norma to donate chips, soda, water for the 20th**
- **Kathy has paper products for the 20th**
- **Discussed ways to celebrate staff in December**
- **12 days of Christmas dress up?- hold off on**
- **Breakfast - PTA help donate? Potluck breakfast on December 22nd. In the teacher's room.**
- **Discuss plan for potential teacher retiring at the end of the year**

### **Action plan/to do:**

- **Share staff list to write out notes- Sara**
- **Ask about donations from for Breakfast-Kathy**
- **Grab prizes for full staff meeting on the 8th- Kathy**
- **Continue investigating how to access funds-Kathy via Anne and Frank**
- **Handwritten thank you cards to all members of the staff- culture and climate committee members**

## **Joint Loss Meeting Minutes - 12/7/23 @ 3:30**

Norma DiRocco  
Aisilyn Guivens  
Brooke King  
Shane Krafton  
Ivy Leavitt-Carlson  
Bob Ouelette

### **Purpose - I.L-C**

#### **Old Business**

- Review of Incident Report
  - Discussion of safeguards & procedures
  - Include "Follow Up" part of report
  - ILC & ND will check the policy
  - Discussion of IR accessibility for teachers
- Pilot is going well
- Training - Calm Training for De-escalation

#### **Building and Grounds Concerns - N.D.**

- Salt Buckets and Scoops for Ice patches
- Carpet replaced with rubber non-slip mats for 4th grade ramp
- Security Walks completed 2x daily
- Lighting reminders
- 4 exterior steel doors to be replaced after the New Year
- Quotes received for security cameras
- Applied for SAFE grants
- Round 3 of lead testing in January

#### **Health Office Concerns - B.K.**

- Decrease of recess injuries

#### **SAU Concerns- B.O.**

- Panic Door Button - address with B. Davis
- Discussion of security cameras

#### **Safety Plan - N.D.**

- Safety meeting next Monday
- Emergency Operations Plan

#### **Recommendations**

- SAU Bar Doors in case of emergencies
- Adding to IR form - Follow Up portion
- Review closing of gate for outdoor winter recess at Staff Meetings